

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

October 4, 2012

MINUTES

Selectmen: Joel R. Mudgett, Edward J. Charest, Betsey L. Patten, Jonathan W. Tolman, Russell C. Wakefield; Carter Terenzini, Town Administrator; Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Joel called the meeting to Order at 7:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW / APPROVAL MINUTES: Betsey Made the Motion to approve the Selectmen's Minutes of September 20 and September 27, 2012. Joel Seconded the Motion. The Motion carried Unanimously

IV. NEW RESIDENTS: Elenka J. Czaja, Leonard R. Nuth, Thomas C. & Cynthia S. Bruno, Peace J. & Gilman W. Conant, Joseph R. Palombo, Jr., Emily A. Burke, Daniel P. Hynes, Jonathan F. Saiff, Garrett J. Coutu.

V. CITIZEN INPUT: None.

VI. NEW BUSINESS:

1. Review for Approval: Payables & Payroll Manifest & Signature File:

DOCUMENT DATE	DOCUMENT	MAP/LOT#
10/2/12	Warrant for Upcoming Election	N/A
10/4/12	Payroll Manifest & Signature File, \$89,344.48	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Russ Made the Motion to approve the Payroll/Payables Manifest & Signature File for October 4, 2012. Ed Seconded. The Motion carried Unanimously.

2. Review for Approval: Acceptance of 2009 Tax Deeds: Carter informed the Selectmen, that in addition to the one property (#2 on the Tax Collector's list), the CEO has concerns on #10, 14, 15, and 25. The CEO with the Fire Chief would like to do a "walk-over" for suspected environmental issues. Once they have done this they will make their recommendations to the Board for next steps, if needed. Betsey Made the Motion to send letters to the property owners of #2, 10, 14, 15, and 25 per RSA 80:19-a, as listed in the Tax Collector's memo, 30 day advance notice of an intent to do an environmental site assessment, and to accept the tax deeds of all others per RSA 80:76. Ed Seconded the Motion. Carter said that Susette will be tax deeding October 26, 2012 and he will bring this back to the Selectmen by the first meeting in November. The Motion carried Unanimously.

3. Review for Approval: 2012-2013 Winter Maintenance Equipment Rates: Scott Kinmond told the Selectmen that this is his annual review for the Town Equipment Lease and Service Contract Rates, for plowing private roads. Due to the 39% fuel increase, he is requesting increased rates, which will still be below other towns, and DOT guidelines, of approximately 7.5%, and a fuel surcharge of \$5 for diesel and \$4.50 for gasoline. Paul Punturieri asked and Scott repeated that the rate increase is due to the cost of gas and related expenses. Betsey Made the Motion to increase the rates for the Town Equipment Lease and Service Contract Rates as stated in the Highway Agent's memo dated September 24, 2012 and authorize the Highway Agent and Chair to sign the contracts. Ed Seconded. Jon abstained as prior to becoming a Selectman he had been a contracted plow driver. The Motion carried Unanimously.
4. Review for Approval: DPW's Job Reclassification Request: Scott Kinmond provided the Selectmen with his memo and proposed job description and Position Classification Justification (Thornton Study) for their review. He explained that presently the part-time position is that of file clerk, grade I. As the DPW's budget is 1/3 of the Town's, the demands to track costs, process the paperwork, and provide office coverage for contractors and the public, he is requesting that the position be reclassified to that of Administrative Assistant and to grade VI. Joel asked and learned that the position would remain part-time, presently at 20+/- hours. Russ asked if the Contact Sensitive Solutions program is the reason for the increase in duties and responsibilities. Scott said it was in part, adding that they have set up protocols which require letters to be sent to property owners, track expenses and to report costs accurately, etc. Ed asked how much this would increase the DPW budget. Scott replied that he's been told to not add any new staff or hours, and any increases are in wages and benefits, engineering, and rental costs. He added that when it's a mild winter he's turned back approximately \$80-\$100,000. In his proposed budget Scott said he is asking that the hours for this position be increased from 20 to 30 to keep up with the paperwork. Russ felt going from grade I to VI was excessive. Scott replied that he used the Position Classification Justification and the numbers came out that way. Carter said that the matrix was objective, and suggested that once they consider if the process was applied correctly, they could make adjustments to the grade over a period of time. Scott said that the staff person has been with him for two years now, and added that if he lost a laborer, he would request this position to go full time, instead of replacing the laborer. He explained that he can't keep up with the paperwork and be in the field at the same time. Betsey said that she would be more comfortable considering changing the job description during the budget process. Ed agreed, saying that they will get other requests and they all need to be considered. Scott felt it important to compensate a valuable employee. Jon said that he is familiar with how the office had worked in the past, and can see the justification, but his concern is the bottom line. Scott said that the CIPC requires that he provide accurate numbers and projections and without knowledgeable staff, he can't provide it. Russ replied that he can see it is warranted, but wants to look at it during the budget process. He added that if DPW is returning money back from their budget at the end of the year, then they shouldn't have had it anyway. Scott replied that DPW is at Mother Nature's mercy and he has to budget accordingly. If it is a mild winter, then the money isn't spent. Betsey said she can see the need, but wants to consider it during the budget process. Carter said he will schedule DPW's budget first to allow for the discussion. Joel said that he is glad that the program and staff are working out and asked Scott to convey this to her. The Selectmen agreed by Consensus to refer it to the budget file.

5. Review for Approval: Request to Revert to Gravel, Randall Road (Section): Scott reported that this road had been reviewed during the 2009 road program, but at that time there was some push back by the neighborhood. His recent conversations have all been positive. He is requesting to revert from asphalt to gravel from #30 Randall to #44. If the gravel holds and the property owners are happy with the change, they will keep it as gravel. He felt it was important to do this before winter as it is a school bus route. In its' present condition the road is hard to plow and just turns into ice. Betsey said that at the Road Hearing, it was good that Scott brought this up. Betsey Made the Motion to revert Randall Road from #30 through 44 to gravel as described in the Highway Agent's memo dated September 26, 2012. Jon Seconded. Scott said he's talked with the property owners and the only concern he heard was the dust from the gravel. The Motion carried Unanimously.
6. Review for Approval: FY 2013 & Beyond Health Insurance: Joel said that the Selectmen discussed this at their last work session. Last year, a money incentive was offered to employees to move from the Blue Cross 2 Tier (BC2T) to Mathew Thornton Blue (MTB) with 33 employees making the switch. The question now is to offer a second incentive of \$500, \$750 and \$1,000 to move to MTB. Carter added that next year the Town will either discontinue BC2T or will pay the MTB rate for those employees who want to stay with BC2T. Russ Made the Motion to offer a second incentive payment to employees to move from BC2T to MTB per the memo dated September 28, 2012. Betsey Seconded and the Motion carried Unanimously.
7. Review for Approval: New Year's Holiday: Carter reported that all Town Employees are in favor of taking an absent leave day in order to close Town Hall only on Monday, New Years Eve Day, in order to have a long weekend holiday. He added that it is very quiet in Town Hall during the holiday season. If the Highway Department desires they too can do the same, with the understanding that if there is a snowstorm, this will be considered hours worked. Ed Made the Motion to approve staff taking absent leave time and close Town Hall and the Highway Department on Monday, December 31st as described in Carter's memo dated September 28, 2012. Betsey Seconded and the Motion carried Unanimously.

VIII. OLD BUSINESS: 1) Jon reported that CIPC is looking at asset management. Carter said that the first priority is to get through the budget season, and after that, he will pull Scott, Chief Bengtson and Chief Wetherbee together and invite CIPC to send a member or two to attend.

IX. OTHER BUSINESS:

1. Board Liaison Reports: 1) Betsey reported that the ABC met and Debbie Peaslee, Director of the MVN came in to provide the Committee members with information about the uniqueness of MVN.
2. Administrative Update: Carter said that other than his weekly update, he didn't have anything else to add.
3. Trustees of the Trust Funds Minutes, September 13, 2012: Acknowledged.
4. Milfoil Committee Minutes, September 13, 2012: Acknowledged.
5. Recreation Advisory Board Minutes, September 10, 2012: Acknowledged.
6. Planning Board Minutes, September 26, 2012: Acknowledged.

X. CORRESPONDENCE:

1. Time Warner Cable, September 17, 2012, HD Digital Adapter/CableCARD UDCP: Joel reported that this letter is informing customers of their need to purchase an HD digital adapter, for those who don't have a cable box already.
2. LRPC, September 26, 2012, 2013-2014 Membership Appropriation: Betsey suggested and the Selectmen agreed to refer this to the Planning Board for a recommendation.
3. Cristina Ashjian, Heritage Com. Chair, Sept. 27, 2012, Moultonborough Grange: Cristina Ashjian, Chair of the Heritage Commission told the Selectmen that the need to preserve the Historical Society's Grange building has been publicized and the Heritage Commission is assisting to obtain a building condition assessment grant. Russ asked Cristina if the Heritage Commission and the Historical Society is autonomous from the Town and his concern that federal grants come with strings attached. Betsey explained that the Historical Society is a separate, non-profit entity. Heritage is partnering with the Historical Society. Russ felt that the Historical Society and the Grange are part of the Town and the Heritage Commission should keep them informed. Cristina replied that the Historical Society is a non-profit organization and separate from the Town. The Heritage Commission's concern is with the condition of historically important buildings in Town. Joel agreed that the Selectmen are not being kept informed of what the Heritage Commission is doing. It is difficult when people come up to the Selectmen asking about what is going on with the Grange and the Heritage Commission, and they don't have an answer. He asked that the Heritage Commission keep them better informed.

XI. CITIZEN INPUT: 1) Peter Jensen, Chair of the Milfoil Committee, told the Selectmen that the Committee wants to apply for matching grants from DES. 2) Hollis Austin felt that successful towns take care of their old buildings, maintaining and in some cases re-purposing them. He felt that the Grange building is architecturally significant and praised the Historical Society and the Heritage Commission for saving the Grange. 3) Peter Jensen encouraged the Selectmen to review carefully the value received from the Lakes Region Planning Commission, citing upcoming HUD projects that may be available. 4) Hollis Austin said that he is concerned with federal programs such as HUD and the ties that come with it. He feels that these efforts should be local, grass root initiatives.

XII. NON-PUBLIC SESSION: None needed.

XIII. ADJOURNMENT: Betsey Made the Motion to Adjourn. Ed Seconded the Motion. Motion Carried Unanimously.
Joel adjourned the meeting at 8:20 p.m.

Approved

Date:

Respectfully Submitted

Hope K. Kokas, Administrative Assistant