

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

Selectmen's Work Session

June 27, 2013

**MINUTES**

Selectmen: Joel R. Mudgett, Chair, Jonathan W. Tolman, Edward J. Charest, Christopher P. Shipp, Russell C. Wakefield; Town Administrator, Carter Terenzini.

**I. Pledge of Allegiance:**

**II. Review of Payroll/Payables Manifest & Signature File:**

DATE	DOCUMENT	MAP/LOT#
6/27/13	2013 Yield Tax	052-019 & 401-005
6/27/13	Certification of Yield Taxes Assessed, \$1,748	004-001
6/27/13	Continuing Education Tuition Reimbursement	N/A
6/27/13	Notice of Intent to Cut	134-030 & 134-001
6/27/13	Payroll/Payables Manifest & Signature File, \$97,258.39	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Ed Made the Motion to approve the Payroll/Payables Manifest & Signature File for June 27, 2013. Chris Seconded. The Motion carried Unanimously.

**III. Selectmen's Work Session Checklist:**

- 1) Guidance Re: Community Substance Abuse Prevention & Education CRF: Chief Wetherbee gave an overview of how the program came to be and proposed guidance for future expenditures. It is hoped that by putting some structure into this, it will trigger planning and discussion of expenditures as part of the budgeting process. Joel liked the ratio between the two program elements and some sense of the educational element being a prominent part of the program. Russ asked about the educational component that is done now and learned that MPO/SRO Jodi Baker provides this and also draws on department resources. The Chief said that those costs are currently covered by a federal grant though he might look to this CRF in the future. It was pointed out that when Moultonborough Taking Action was more active there had been more programming. The hope is that this organization and community involvement will become re-invigorated. Carter asked the Selectmen for their comments within the next two weeks so that revisions can be made and brought back in for August approval and for budget planning guidance. Chris would like to involve the Fire Department as they also have a perspective on this. Ed like the 60/40 program and education split. Ed said he would like to see us deal with adult issues as well.
- 2) Reductions in Force (RIFs) & Reductions in Grade (RIGs): Carter gave the Selectmen an overview of the two types of reductions and how they might occur without and with the employees triggering them. Scott Kinmond said that compliance laws change and the DPW's Policy and Procedures manual has put some requirements in place as well. For instance, as of January 1, 2014, a CDL needs a "medical card". While the law may be exempt for government employees our manual requires it now. Joel asked if employees were required to sign off when the manual was created. Scott said that they signed for it,

it has been part of their training, and this item has been reinforced recently. After a lengthy discussion of what action the Town should take when an employee has a self-inflicted RIG (i.e. they fail to obtain or obtain a required credential) it was the consensus they would be given the opportunity to move to a junior position, if one were budgeted and open and even if it were only seasonal. In that instance they can move to, qualify for, and be compensated at that position rate. The question then turned to how one would deal with employee dislocation from a RIF or a RIG over which they had no control (elimination of positions or change in the unit complement). The use of seniority was discussed at length while Russ felt that the department heads should have maximum flexibility to keep, move, or terminate employees on the basis of their merit. Carter suggested that such wide discretion could be very problematic in explaining to a court how the decisions were made. Russ asked if it is the Selectmen's job to keep the Town out of court or to keep us productive. Jon thought it was both. Ed felt that seniority was the fairest procedure to follow in the long term. The overall consensus, with Russ dissenting, was to follow a seniority based process. The staff will now proceed to bring a Draft policy to the Board.

- 3) Transfer Station: A question has come up as to how we dispose of ceramic toilets as a charge was imposed upon a recent disposal. These are considered demolition debris by practice and ordinance. When the current supervisor came in he chose to take them in as glass, but they had to be broken apart to remove the metal. After some time doing this, they have found that it isn't cost effective and there is a risk to employees. They have now gone back to the old practice. The question became the most appropriate minimum fee and our overall fee schedule. The consensus was to impose a minimum fee of \$5.00 and have the staff bring a new fee schedule in for all items for consideration.
- 4) Projects Update: Scott provided the Selectmen with an update on the soccer field and roads projects. Carter spoke to Suissevale granting permission to do a walk over on a parcel of land on States Landing (proposed for possible boat/trailer parking) and a plan to develop a cost estimate on dredging.
- 5) Health Insurance: Blue Choice 2 Tier Decision, Cadillac Tax, et al: Carter distributed a memo on the upcoming decision as to whether or not to continue to offer the BC2T health insurance program (one employee remains enrolled), the upcoming "excise tax on the amount any plan value exceeds certain limits (which in one example would consume the equivalent of a 4% COLA), and how the Town might better involve employees in the decision process as it grapples with the costs of these various plans.
- 6) Communications Technology: Carter distributed the response of Fairpoint to our several question on system expansion, spoke to the Request for Proposal process used by the Vermont Telecommunications Authority, and how the mapping process was critical to identify gaps in the system that needed to be covered.
- 7) Pay for Performance: Carter distributed a position paper from the ABC which will present on this in the near future, encouraged the Board to review it and pointed out such systems generally rely upon on aligned organization, a well administered solid appraisal tool and a commitment by the governing board that is ongoing in all circumstances.

**IV. Adjournment:** There being no further business the Chair adjourned the meeting at 6:19 p.m.

---

Approved

---

Respectfully Submitted  
Carter Terenzini

Date