

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

Selectmen's Work Session, 4 PM

August 22, 2013

MINUTES

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

I. CALL TO ORDER: Joel called the meeting to Order at 4:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW OF PAYROLL MANIFEST & SIGNATURE FILE:

DATE	DOCUMENT	MAP/LOT#
8/22/13	Veterans' Tax Credit – 2015	093-012
8/22/13	NH Elec. Co-op. & FairPoint Com. Petition & Pole License	Sibley Road
8/22/13	Tax Deed Waivers – 2010 Unpaid Real Estate Taxes	Numerous
8/22/13	Request for Tuition Reimbursement	N/A
8/22/13	Payroll/Payables Manifest & Signature File, \$103,012.50	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Russ Made the Motion to approve the Payroll Manifest & Signature File for August 22, 2013. Chris Seconded. The Motion carried Unanimously.

IV. SELECTMEN'S WORK SESSION CHECKLIST:

1. Pay for Performance (2nd Presentation): Jean Beadle, Chair of the Advisory Budget Committee and Carter gave their second presentation speaking to the import of the evaluation tool itself. There was discussion on the need for goal setting, regular conversations between supervisors and employees during the course of the year, the ability of the evaluation to capture the specific aspects of the jobs of the various disciplines, and how one might compare the scores. Susette Remson spoke to the discussion of flaws in the current system and wondered as to how the staff and organization would deal with a system that was seemingly much more involved. Carter spoke to the critical importance of the Selectmen setting the overall culture of how important (a) the goal setting process was for employees to be measured against (tying back into the overall goals of the Board) and (b) the evaluation process was to the organization. Carter was asked to bring forth a model of an evaluation tool specifically referenced in the presentation and others well accepted models that might be out there for future discussion. Chris Shipp excused himself from the meeting at 5:05 p.m.
2. CC Transit Issues: Jack Rose, Chair of the Carroll County Transit's Blue Loon gave an overview of the Dial-A-Ride program, which has recently been expanded and is in service 40 hours a week. Riders must call 24 hours in advance for pick-ups. He also spoke to the fixed schedule route from West Ossipee to Laconia with 3 runs a day, and the potential for chartering group/senior trips. Joel asked Carter to try and get something into the *Meredith News* and Jon commented on making video information available.

3. Code & Permit Enforcement: Bruce Woodruff, Town Planner, and Don Cahoon, Code Enforcement Officer presented on proposals to become more aggressive in addressing “after the fact” building and zoning violations. Bruce first spoke to the fact that there have been a series of high profile, “after the fact applications” and the question becomes if the current doubling of building permit fees is an effective deterrent, which is a pretty common practice. He said that there are no penalties for any violations of Zoning or Planning and has been looking at various proposals to have penalties for these. Don said that in his first 14 years here he had only four or five violations and had to do a stop work order on only one house. So far this year he’s had four violations. He said the best thing is to stop them in the first place. Joel asked what can be done to the builder. During the discussion Russ said that the homeowner can often plead ignorance and Joel thought that any penalty should be for both, the builder and homeowner. Don explained how a new system of penalties which incorporated not only a charge on the building permit itself, but also a factor for any work done in violation of Planning and Zoning would play out in comparison to the current system. He also pointed out that currently we do not license contractors. Bruce went on to review a proposal to triple the Planning and Zoning fees for those who submit applications after the fact. Tom Howard, Chair of the Planning Board said he would like to see the Planning and Zoning Board(s) brought into the discussion through a full joint (PB, ZB, & BoS) meeting once a full proposal had been prepared by the staff. After further discussion it was agreed that would be the manner in which to proceed and staff was asked to try to have this ready for the September workshop. Staff was asked to try to confirm the best time for all parties.

The Selectmen recessed at 5:35 p.m., and reconvened at 5:40 p.m.

3. Communications Technology Fund: Carter distributed a packet of information including the response Fairpoint had given on a variety of questions as to the level of service it could provide to its “last 100” customers that FairPoint had described in the workshop they attended earlier this year. The packet also contained information on the VT Telecommunications Authority (VTTA) and how they had been distributing grant money through a competitive process to try and close gaps across the state in the provision of broadband. Carter pointed out that the VTTA process had all been driven by solid mapping of where these “gaps” which is information we are sorely lacking. He also pointed out that the VTTA process (one sample distributed) carried an expectation that the private sector would contributed at least \$800 per new customer. He further relayed his discussions with a VTTA consultant that in the absence of the needed mapping it was sometimes possible to distribute a Request for Information (RFI) which could then be used to shape a Request for Proposals (Leverett, MA sample). The question becomes what is the bottom line objective of the community; Broadband or TV, how hard a position the community wanted to take in its dealings with Time Warner in interpreting the expansion clause, and what broadband speeds it was trying to achieve in the expenditure of public money. Russ asked if some service was better than no service and Jon asked if we might obtain some of the Leverett responses to get a sense of what kind of information vendors might be submitting in response to an RFI. Carter will bring the matter back after obtaining this additional information
4. Status of Fund Balance & Capital Cap Re: 970 Whittier Highway: Carter presented information to the Selectmen regarding the status of the unreserved fund balance which looks like it may be in excess of targets at the time of tax rate setting. He said that the fund balance policy does provide for the funding of capital improvements and

contributions to reserves in excess of what is normally done when it is recognized we are not where we need to be. In this case the specific project which is posing the primary challenge to staying within the 5% cap on the increases in capital expenses and contributions is the proposed purchase of the Adele Taylor property. Carter asked for direction as to whether or not the proposed acquisition was to be funded within or outside of the 5% growth cap. The consensus was to defer this to the next business meeting to have all five members of the BoS present.

5. Consultations with Staff re: Health Insurance: The TA had previously asked the BoS to consider if – and how – they wished to make the employees more active participants in the discussion of the health insurance products we provide, the benefit platform and how these costs tied back into the organization’s overall costs and ability to also provide raises. He had discussed this with Department Heads as requested. They concurred this should be done and he presented their suggestions as to how to proceed. Russ thought employees will be looking at their best personal bottom line but Jon thought the more the Town can involve them, the better it is. Jon acknowledged that the end result may not be what the employees want, but he wants to hear their feedback. Joel agreed. The Selectmen had a general consensus to endorse this effort and the TA said he would bring it up again at the next business session to be confirmed by a full board.
6. Guidance Re: FY 2014 Budget: The TA said it was time for him to send the annual budget guidance out to all. It was his intent to add more specific timelines on the employee evaluation process. Beyond that he needed to know what goals and objectives and general financial constraints he was to advise all to follow. It was agreed to add this to the next business session as well.

V. ADJOURNMENT: There being no further business the Chair adjourned at 6:30 p.m.

Approved

Respectfully Submitted
Carter Terenzini

Date