

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

Selectmen's Meeting

March 20, 2014

MINUTES

Present: Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Paul T. Punturieri, Christopher P. Shipp, Russell C. Wakefield; Carter Terenzini, Town Administrator; and Hope K. Kokas, Administrative Assistant.

- I. **CALL TO ORDER:** Joel called the meeting to Order at 7:03 P.M.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **REVIEW / APPROVAL MINUTES:** Chris Made the Motion to approve the public and non-public session minutes of March 6, 2014 as written. Jon asked that the public minutes be amended, under New Business, item #12 to reflect that *Joel* reported and not *Jon* that they had received a letter from the towns of Tilton and Sanbornton. Also, under Non-Public Session, amending the minutes striking *negotiations* and replacing it with *litigation*. Russ Seconded. Paul abstained from the vote. The Motion carried Unanimously.
- IV. **BOARD REORGANIZATION:** Joel Made the Motion to nominate Jon as Chair, explaining that he had one more year as Selectmen and is planning to retire from the Board. Russ and Chris asked Joel to reconsider his decision, as they would like to see him as Chair again. Joel replied that he thought that it was time to give Jon the opportunity, adding that he has confidence in his ability to lead the Selectmen. Paul Seconded. The Motion carried Unanimously. Jon Made the Motion to nominate Joel as Vice Chair, Chris Seconded. The Motion carried Unanimously. Jon asked Carter to explain his proposal to align the board assignments. Carter said that historically a member of the board represents the Selectmen on the major committees and boards. Last year a board member was assigned to each department to increase the working knowledge. In this week's update he proposed an alignment in order for the assigned Board member to become more specialized in that area of focus. Joel said he likes what is proposed and said he'd like to continue as the Board representative to the Public Safety Team, which includes Police, Fire, and Emergency Management, and provide the representation to the committees of the IMA Ambulance and E-911. Jon asked if Paul would like to continue his work with the Planning Board, as the Selectmen's representative. Russ stated that he would like to continue as the representative. Chris said he hoped that following Carter's proposal wouldn't decrease their overall knowledge, if they become overly specialized. He thought that they should all share the load and make choices based on their individual preference. Russ agreed, stating that he wants to continue working with the Planning Board and the Library. Paul thought that the Community Service Team would be a good fit for him based on his knowledge of the health care system. When asked about the Recreation Advisory Board, Paul replied that he would like to become more familiar with what they do, and he'd also like to continue working with the MPIC. Carter encouraged that they consider keeping the department groupings intact. Russ thought that they should stay with the committees they've worked to provide continuity. Russ added that working with the CIPC was difficult as they meet at 9 a.m. Joel agreed, especially for those who are not self-employed, it isn't always possible to get the time off. The Selectmen agreed to continue

being assigned to a department team, but to be able to choose the committee/board based on their personal preference. After discussion the liaisons are as follows:

- a) Joel – Public Safety Team, IMA Ambulance Committee, E-911 Committee, and Heritage Commission
- b) Jon – Public Works Team
- c) Chris – Administration & Finance Team, Advisory Budget Committee, Recreation Advisory Board, Village Vision Committee
- d) Paul – Community Service Team, CIPC and MPIC, and Selectmen’s Alternate to the Planning Board
- e) Russ – Development Services Team, Planning Board and Library
- f) Carter – Milfoil IMA Committee
- g) As available – Coalition Communities

V. CITIZEN INPUT: 1) Al Hume congratulated Paul as the new Selectmen and Russ for being re-elected. He also thanked Joel for his role as Chair these past three years, acknowledging that when he began it was during a time of turmoil. Mr. Hume asked the Selectmen to consider waiting for the Village Vision Committee to do their work before making any decisions on what to do with the approved Town’s purchase of the Adele Taylor property. Jon agreed that the Village Vision Committee’s recommendations on this property and its future role in the community will be very helpful. Joel added that there were no funds approved to do anything with the property, other than remediate any known immediate problems and to secure it. Russ said that there are no plans to tear it down and was glad that the voters considered the long term planning on this property. 2) Joe Cormier asked what the timeline was to enact Article 22 (Fireworks Ordinance) and asked that the fireworks language presently in the Noise Ordinance be removed. Jon replied that they will look at both ordinances to be sure that they make sense. Carter stated that the Fireworks Ordinance was in effect upon its’ approval at Town Meeting. He has forwarded both ordinances to Town Counsel for review, adding that there are no plans to remove the fireworks section from the Noise Ordinance, but to be sure there are no conflicts between the two. Carter thought that in 2-3 weeks they should be ready to have a public hearing to amend the Noise Ordinance. 3) Joel offered his apology to Judy Ryerson for not mentioning her name at Town Meeting as one of those retiring this year, adding that before-hand he knew he would forget somebody. He said he felt badly about this.

VI. NEW BUSINESS:

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

DATE	DOCUMENT	MAP/LOT#
3/4/14	Work Agreement Timber Monitor	N/A
3/20/14	Lease Agreement, Slip #4-B	149-001 & 002
3/20/14	Cemetery Deed, #215, Shannon Cemetery	N/A
3/20/14	2014 Charitable Exemption, Center Harbor Christian Church	140-012
3/20/14	Elderly Exemption, Denied	051-028
3/20/14	Elderly Exemption, Denied	167-018
3/20/14	Elderly Exemption, Updated	103-019
3/20/14	Elderly Exemption, Approved	263-008

3/20/14	Elderly Exemption, Updated	092-048
3/20/14	2014 Audit Engagement Letter	N/A
3/20/14	Report of Appropriations Actually Voted	N/A
3/20/14	Quitclaim Deed	192-017
3/20/14	4/1/14 Job Classifications & Compensation	N/A
3/20/14	4/1/14 Wage Scale	N/A
3/20/14	Payables Manifest & Signature File \$82,246.21	N/A

Jon read the Payables Manifest & Signature File for March 6, 2014. Russ Made the Motion to approve the Payables Manifest & Signature File. Joel Seconded. The Motion carried Unanimously.

2. Review for Approval: Tax Collector, Payment Agreement MBLU 253-003-002 & 253-003-005: Tax Collector, Susette Remson told the Selectmen that this taxpayer has had a payment agreement for a long time. She explained that these two parcels are part of a subdivided larger parcel, most of which has been conveyed to family, and these are the last two lots in the taxpayer's name. She has created separate payment agreements for each lot, and this is with the provision that the taxpayer must be up to date with the current taxes. The total payment for both lots is going from \$200 to \$240 per month. Susette said that if the taxpayer falls behind again, she will not recommend another payment agreement. She advised the Selectmen that they should consider what is best for the Town and not the taxpayer. Russ asked and Susette agreed that it will take the taxpayer a long time to pay off the total. Russ said he would rather see tax money coming in versus the Town owning it. Russ Made the Motion to approve the payment agreement for Map 253 Lot 003-002 and Map 253 Lot 003-005 as written and authorize the Chair to sign. Joel Seconded and the Motion carried Unanimously.
3. Review for Approval: Benefits Health Strategies: FY 2015 Health Insurance Run-Up to: Jon asked and Carter explained that for the past 4-5 years, they have been tweaking the benefit platform and the employee contribution. For the July renewal it is projected to have a 6.5% increase, which is hard to tell and could end up being anywhere from -9% to 9%. Carter is requesting that the Town retain the services of Beth Smith of Benefits Strategies, to assist in this process and work with the Employee Insurance Advisory Group (IAG) for the January 1, 2015 decision. He added that Benefits Strategies worked with Wolfeboro saving a substantial amount and meeting approval of their employees. Chris asked who at Wolfeboro Carter asked about their services. Carter replied he spoke with two employees and the Wolfeboro Town Manager. Russ asked if the IAG had been involved in this recommendation. Carter replied not yet and if approved he would bring it back to them. Russ asked if "Obamacare" limits everyone to Anthem. Joel thought that only if one seeks public assistance with obtaining health insurance, adding that the Town is a group. Carter agreed, stating that as a group we have many health insurance providers to choose from. Paul asked and learned that the IAG is aware of the 10% contribution. Carter said that Benefits Strategies would put this out to bid. Paul said that although he realizes that comparing insurance premiums that the private sector has to pay versus the government sector is comparing apples to oranges, he said that he pays almost 40% contribution for health insurance. Carter said they will be doing another compensation study to be sure that the Town is competitive with other towns, and also will look at the health insurance benefits. He added that it is important that the Town stay competitive with other towns in order to attract good employees. Carter said that January 1, 2015 is the last step in the first plan. Paul felt that the employee contribution

needs to be more equitable for the taxpayers. Jon said that he understands what Paul is saying, but agreed with Carter that it is necessary to stay competitive with other towns. Paul Made the Motion to approve retaining the services of Benefit Strategies for \$3,750 as detailed in their proposal on pages 3 and 4. Joel Seconded and the Motion carried.

4. Review for Approval: Temporary Use Permit, Loon Preservation Committee: Russ Made the Motion to approve the Temporary Use Permit for the Loon Preservation Committee, Friday, July 11, 2014 at Lee's Mills, waiving the \$25 fee, and authorizing the Chair to sign. Joel Seconded. The Motion carried Unanimously.
5. Review for Approval: Conservation Commission Appointment, Jim Nelson, Alternate: Based on the Conservation Commission Chair's letter, Joel Made the Motion to appoint Jim Nelson as an Alternate for a three year term to the Conservation Commission. Chris Seconded and the Motion carried Unanimously.

VII. OLD BUSINESS: 1) Russ asked if the confusion over the Tax Collector's software RFP had been cleared up. Jon confirmed that it was. Carter said that an addendum will go out. Russ asked if there is a formal outline of what goes into employee personnel files. Carter said that although there is nothing formal written, he thought there should be, and presently the files are split between one set that has the evaluations and any disciplinary measures, another set just has payroll and like, and a third that is for HIPPA purposes. Carter recommended codifying this. 2) Jon asked about the topics for the upcoming work session. Carter replied that succession planning could be added, looking at codifying some items, working on a task list for the upcoming year, which will help drive each department, and the process of honoring retired volunteers and employees. Jon added that the Selectmen should review their rules of procedure and asked the Board to think about this for next Thursday.

VIII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Jon reported that he recently attended a Primex seminar on succession planning and thought this was something that needs to be looked at. Jon will provide the rest of the Board with the information he received from this training. 2) Chris asked about the Fire Department interviews. Carter replied that they will be held starting this Monday with 13 applications received. Russ asked and learned that Joel will represent the Selectmen during the interviews. Chris thought that in the future this needs to be discussed. Joel said that it had been decided earlier that he would attend the MFD's interviews. This process was started to be sure that the Selectmen were happy with the interviewing process versus just receiving a request to hire a new employee.
2. Advisory Budget Committee Minutes (3), January 6, January 10 & January 31, 2014: Acknowledged.
3. Zoning Board of Adjustment Minutes, March 5, 2014: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, March 5, 2014: Jon reported this is their usual letter of possible program changes.

X. CITIZEN INPUT: 1) Joe Cormier asked, based on the original franchise agreement with Adelphia, if the present contract expires in 2017. Carter confirmed this. Mr. Cormier asked

about the Town's franchise fee which is 2% of the gross revenues that they earn and has this remained the same, and if so, does this mean that there has been no growth. Carter confirmed that the franchise fee is 2% of the gross revenues, and this figure does change from year to year. However when the technology fund was approved at the 2007 Town Meeting a new figure wasn't available so they went with the previous year's fee received to go into this trust fund. The appropriated amount has been roughly the same each year.

XI. NON-PUBLIC SESSION: Carter reported that while a Non-Public Session is not needed, Town Counsel was in attendance and requested that the Selectmen go into a Non Meeting. Approved by Consensus.

XII. ADJOURNMENT: Russ Made the Motion to Adjourn. Paul Seconded.
Motion Carried Unanimously
Jon adjourned the meeting at 8:10 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas