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

Selectmen's Work Session, 4 P.M.

March 27, 2014

MINUTES

Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Paul T. Punturieri, Christopher P. Shipp, Russell C. Wakefield; Town Administrator, Carter Terenzini.

- 1. Jon called the meeting to Order at 4:00 p.m.
- 2. Succession Planning: The Chair gave an overview of the Primex seminar he attended and reviewed a set of two handouts. Paul asked if there had been a discussion of the elected positions and Jon said it had been a topic of discussion with no great answer. Tax Collector Susette Remson said she had made certain her Deputy had been certified. In an incident where she needed extensive leave, the Deputy had proven quite capable. Barbara Wakefield said the Town Clerks Association had a type of mutual aid where one Town can step in to help another. Paul said he thought the key to this was the employee evaluation process, goal setting, and how far down the organization you go. Joel said this spoke to the need for appropriate training, which he has been emphasizing. Chris added that it also spoke to the need for career development as well. He felt it was good for morale if employees could aspire to higher positions. Carter said that goals drive expectations, training budgets, and are the basis for the evaluation. There was a discussion of arranging for training on doing evaluations. Chris thought those being evaluated could benefit as well as those doing the evaluations. Chris asked for a group opportunity to review all of the recent evaluations in Non-Public. It was determined to do that on April 10th at 4 p.m.
- 3. **Board Procedures**: The Chair circulated a draft set of procedures for the Board to consider to reduce to writing many of its practices and procedures. He asked the members to review it and get back to him with suggestions. Carter suggested the Board set when it would be paid (quarterly?? annually at the Town Meeting time??) so that it was uniform for all and addressed not having people pre-paid if they should not finish their full term.
- 4. **Honoring Employees and Officials**: The question was how to honor its active employees as they progressed through major service markers (5, 10, 20, years etc.), retiring employees and officials as there was no set procedure. This resulted in different people being dealt with differently. Paul thought that employees should be separated from volunteers. Chris thought along the same lines. Chris and Paul were asked to work on this with Carter.
- Talk of the Town and Release of the TA Report: Carter reported that he was about to launch a new video program to inform its many residents, taxpayers, and visitors of current events in the community. The one hour show would be a conversation between him and Town officials or area leaders ranging from day to day operations to ongoing planning efforts such as the recently established Village Vision committee. The BoS Chair had been the guest for the first show. It will be viewable on the Town's Video on Demand and the Town's shared PEG channel. At the conclusion of each show the guest for the coming month would be announced and people could submit questions or suggestions for future discussion topics. Joel wanted to be sure people understood those questions had to be in writing as the show's taping had to fit into a specific

time slot and in a closed setting. Carter confirmed this was true. He also said that now that we email the TA Weekly Report out he was going to move up his release of the report to the Town's website so that it was available earlier in the week.

- 6. Consolidated Work Plan: The TA described a listing of potential projects and goals that he had compiled from the recent evaluation process, his own thoughts, and BoS comments. As a best practice this should actually be getting generated in August as a prelude to the preparation of the annual budget and legislative package. That then drove the goals for the departments starting with the Department Heads and then down to the staff members themselves. He said that he and Donna Kuethe were to have a conference call with the Architect on the Blue Ribbon Commission site study and he wanted to make sure all were in agreement. As to a site map the general consensus was to not automatically exclude the Central School site, but to at least do a preliminary analysis (records review and/or walk-over and be able to explain its exclusion if such were to be the eventual decision. There then came the instruction he was to give the Architect as to the scope of the work. During the prior discussions some BoS members had thought we were under sizing the building particularly with respect to the exclusion of a commercial kitchen and dining room. Carter was concerned that we not go above and beyond what we told the Town Meeting we were undertaking. After substantial discussion, Carter asked if it was a fair statement that he should tell the Architect to look at the baseline that was set by the Blue Ribbon Commission and all materials Donna had put together and BRC gave its blessing to as reflecting their thoughts but also informing them that - without them going into any great design effort - we want to allow for a bulk potential need sometime in the future of some square footage and we need to be sure they haven't backed us up to wetlands or something else where we couldn't accommodate that need in the future. The consensus was that was a fair statement of what the instructions to the Architect should be. With that settled the discussion returned to the overall listing of goals. The members were asked to submit any issues they would like to add to the listing by Monday morning so that the TA might put them all onto a spreadsheet for ranking and get that back out to all.
- 8. Chris asked for the Selectmen to go into Non-Public Session per RSA 91-A:3 (a). A roll call was taken: Paul Aye; Chris Aye; Russ Aye; Joel Aye; Jon Aye. The Selectmen went into Non-Public Session at 6:10 p.m.

The Board exited Non-Public Session at 6:48 p.m. having voted by a vote of 2/3 or greater of the members present to seal the minutes, as divulgence of the information discussed likely would adversely affect the reputation of a person other than the member of the public body itself.

5. Adjournment:	There being no further business the Chair adjourned the meeting at 6:49 p.m.	
Approved	Respectfully Submitted Da Carter Terenzini, Town Administrator	te