

**OFFICE OF SELECTMEN  
6 HOLLAND STREET  
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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 10<sup>th</sup> 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.
5. **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

