

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

Selectmen's Work Session

August 28, 2014

MINUTES

Present: Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Vice Chair (joined at 4:25 p.m.), Paul T. Punturieri, Christopher P. Shipp, Russell C. Wakefield; Carter Terenzini, Town Administrator.

The meeting opened at 4:03 PM.

Table of Organization: Carter reviewed a proposed Table of Organization which showed a potential chain of command and communication structure. He described how the solid lines showed the direct command while the dotted lines showed the informal chains of communication and support to interface elected and appointed boards and/or offices. He said he believed it worked whether the Town Administrator was in a direct line as shown or offset as a "clerk". Scott Kinmond spoke to his view of the current activities of his department and his vision for a 2nd in command for the best structure and succession planning. Paul asked if this would be a new position or absorbed within the current full-time employee count. Scott spoke to the evolving work force he saw happening over the next few years. Paul asked what Scott thought about being elected vs. being appointed. Chris thought having an elected official in charge of an operating unit was a break in the chain of command with the Selectmen having little control. While not responding directly, Scott spoke to changes he has had to make when faced with his constituents' demands, which may not have fit into the work plan. Russ was concerned over the difficulty with "getting rid of" appointed people and following through on discipline. Chris thought continuity in the office was important and having this kind of budget and employee count, if we had turnover every three years, could raise havoc. Jon saw the advantages of appointed, but was not sure the Town was really ready for that kind of change. Scott thought the assistant takes some of the insecurities out with them handling some of the discipline and operational issues. He continued on to say that it also provides the Town with continuity should there be a turnover in the elected positions. Russ asked Scott if he'd be doing the job differently if he was appointed. Scott said he did not think he would and he is not advocating either way, but he believed the proposed future position works either way and felt does eliminate some of the problems with discipline issues as an elected official. Joel said the other units had been under the Highway Agent for years by Town Meeting vote, but that the Highway Agent and BoS never followed through. He said the only thing that had really been added was facilities. He did, however, see the potential need for this position. Carter explained this chart would be part of the total position classification package coming in and he was looking to see if anything in it was "dead on arrival" or not. Scott advocated for leaving the position on the chart as a place holder. Carter said he would work with Scott to try to accommodate the desire to memorialize this conversation while addressing the fact that organizational charts generally show "what is" not what is discussed as possible variations. Chief Wetherbee recapped the current structure of the Police Department and his various changes over the past two years which have eliminated 2+ full time employees. Right now he has a wide span of control and this reduces that to 3 supervisors with the SRO continuing to report to him because of the many decisions that need to be made without interrupted delay. He believes in charting out an organization based upon the staff on hand and their skills. Chris asked which position was to be eliminated and learned it was the patrol corporal. The Chief said a supervisor needs people to supervise

and that wasn't the situation at present. The corporal was more of a patrol officer. Chris asked how the sergeant vacancy would be filled and the Chief described several options: 1) Continuing to pay the higher rate for the lower classification; 2) the eliminated position becomes a sergeant (MA State Police and MDC example); 3) offer a competitive exam (which some may see as a sham if the person in the position eliminated is promoted). Jon asked about the Chief's thoughts on prosecutor long term. The Chief advocated for it staying in house and noted the need for succession planning. He also thought the Chief should be able to pinch hit in that role. Carter spoke to the current staffing model being driven by the Chief's policing philosophy and said that if the Town moved to another model, perhaps one driven by a count of statistics, they might need to go back to a model that needed more staff. Joel asked if the EMS box on the Fire Department was the Stewart's Ambulance contract and noted the Auxiliary is actually a separate organization. Carter will check with Chief Bengtson and revise as warranted.

Paul moved and Chris seconded to enter into Non-Public Session under RSA 91-A:3 II (c) (Reputation) with the intent to re-enter Public Session with the intent to continue the meeting. A roll call was taken: Paul – Aye; Chris – Aye; Russ – Aye; Joel – Aye; Jon – Aye. The Board entered Non-Public Session at 4:55 p.m.

The Board re-entered Public Session at 5:25 p.m. having sealed the minutes by greater than a 2/3 vote as divulgence of the information discussed likely would adversely affect the reputation of a person other than a member of the public body itself until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

Goal Setting: Carter reviewed the report from Primex and said the next steps were to finalize a vision statement, pick one or two more goals, develop the work plan for those and then circulate it (with the previous spreadsheet of all the Board's projects) to the Department Heads. Paul said he would like to add some goals to the overall list. Carter suggested the process was more important than the actual product in this first year and encouraged the Board to complete the plan. Carter is to draft a vision statement and the Board will use the next two open Thursdays (September 11 and October 9) to work on this.

FY 2015 Budget Guidance: Carter asked for specific goals the BoS wanted addressed in the FY 2015 budget planning and how it should be characterized (i.e. level services, level funded, etc.) Chris and Paul spoke to an effort to maintain level services within a level funded budget or "Perhaps even a little bit less." Joel wanted training pushed and budgeted for and asked Carter to advise Department Heads that the Board would be open to providing staff with supervisory training. Carter said that he would be asking for how the training supports the goals set by the Selectmen.

Adjourned at 6:08 PM

Approved

Date
Respectfully Submitted
Carter Terenzini, Town Administrator