

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

Selectmen's Work Session

September 25, 2014

**MINUTES**

Present: Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Vice Chair, Paul T. Punturieri, Christopher P. Shipp (joined at 6:20 p.m.), Russell C. Wakefield; Carter Terenzini, Town Administrator.

The meeting opened at 4:02 PM.

**Fire Training:** The Fire Department has chimney fire training on September 29<sup>th</sup> and the Fire Chief would like to use the Taylor property for this. The Consensus was to notify him this was agreeable.

**Police Department K-9 Surplus:** The Belmont PD was starting a K-9 program and wanted to acquire some of our surplus equipment. The Consensus was to approve their request with the Town Administrator signing off on a bill of sale with our standard conditions (no warranty, etc.).

**Total Compensation Study & Position Classification & Compensation Plan:** Carter noted, based upon moving to an annual eligibility for steps system, current total compensation was generally in line with the market. The proposal was for a comprehensive approach to a system of creating job descriptions, classifying the compensation we should pay for that position, and determining how to increase pay based upon performance, promotion, and reclassification or market changes. He knew there would be considerable review and discussion and no immediate decisions were sought. Highway Agent/DPW Director Scott Kinmond, as part of a team which worked on the new Performance Appraisal Form, spoke to the draft and the possibility of doing evaluations on the hire date anniversary to allow more time for the process. Carter pointed out the pluses and minuses to this proposal and Jon asked Finance Director Heidi Davis which she preferred. Heidi replied either way, but thought it was easier for her to have all of the evaluations at once. Carter said that he hoped that the Board could work on the Appraisal Tool and Organizational Chart at their next work session scheduled for October 9<sup>th</sup> (7 p.m.) that this might be put through a real world run in the upcoming evaluation season.

**BoS Work Plan:** Paul presented a draft work plan for the goals recently set by the Board noting that some (evaluation process) were ahead of what he had charted. Carter suggested the BoS allow more time between their retreat and issuing the Board's goals and how that might push the Convention of the Committees back a bit. Paul will take that and the discussion back to rework the plan a bit. Paul also distributed a draft agenda and it was agreed each member would take a section to present.

There being no further business the Chair adjourned the meeting at 6:45 PM

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Approved

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Date

Respectfully Submitted

Carter Terenzini, Town Administrator