

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

**Selectmen's Work Session**

**October 9, 2014**

**MINUTES**

Present: Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Vice Chair, Paul T. Punturieri, Christopher P. Shipp, Russell C. Wakefield; Heidi Davis, Finance & Personnel Director; Hope K. Kokas, Administrative Assistant.

The meeting opened at 7:00 PM. Jon stated that the primary purpose of this special work session is to finalize the Performance Appraisal Form #2 and the Organizational Chart in order to approve both at next week's meeting.

**Appraisal Form:** Finance and Personnel Director, Heidi Davis reported that the purpose of the Performance Appraisal Form is to have one form for all departments to use starting this year, and if needed make changes. A copy was provided the Selectmen with the edits they requested. She added, that DPW Director Scott Kinmond and Police Chief Leonard Wetherbee worked on this together and were in attendance to answer any questions. Russ asked Scott if he thought there was any chance to reduce the number from the rating scale from 6 to 3. Scott replied that he and the Chief pared it down to 6, as there had been more. Russ asked if it would be harder with less. Scott said that he wants the employee to know their actual performance status. Chief Wetherbee agreed, that more was better to chart their performance. Scott added that ½ points can be used on #2 and #3. This allows to chart the change. The Chief said that the most used will be 1, 2 and 3, with "outstanding" being hard to achieve, and of course scoring a "0" is not a good thing. Paul said that overall he thought it was a good generic tool for all, but thought that the specifics should be drawn from the job description. He added that he thought a number of the questions were subjective. As an example, "...produces high volume of work," needs to be clearer (i.e. what percent is missing?). Paul asked about page 7, #1 under Supervisors, he asked about the language "appropriate deviation to accommodate individual needs", adding that there shouldn't be any deviation. Heidi commented that on some of the questions the rater will use not applicable (N/A), because all of the questions don't apply to everyone. Scott said that if the questions were too generic, then they became subjective and too open. Russ commented that the Selectmen had been receiving a number of different evaluation forms, and overall he likes what is proposed very much. Jon agreed that the Appraisal Form should be tied to the job description and he thought page 3 needed to be made clearer. Paul agreed, that the job description needs to be included. He added that he didn't like the open ended questions. Chief Wetherbee commented that he had discussed with Carter using back-up sheets, and using the job description in the background. Scott agreed that it is helpful. Chris said that he didn't see any open ended questions. Paul said he was OK with going ahead with the Appraisal Form on a trial run. He said he is concerned about how a rater compares two people who do the same thing. Scott thought that using the form on a trial basis will bring out what needs to be changed. Chief Wetherbee said that the two key pieces are being properly trained and setting clear bench marks for the employee. Paul asked, based on the high number of lawsuits brought against Carroll County for what is perceived improper personnel practices, if the form has been reviewed by anyone outside of the Town Hall. Russ thought that it was a good standard document as would be the same for all, and used by each department, and although not opposed to it being reviewed, felt OK with it as is. The Selectmen agreed that having the Appraisal Form reviewed was a good idea. Heidi asked if it was OK to use the form as is for the upcoming training, on Tuesday, October 14<sup>th</sup>, 3:30 p.m., while it is being sent out for review,

and before actual use. Chris thought that the Selectmen's signatures should be included on the form. He added that there should be something about honesty included in the ethics portion. It was also mentioned that "attention to detail" is repeated in the form. Paul thought that there should be room for more than one goal and thought that there should be something to describe how an employee's goal(s) fits with the organization's goals. Scott said that the Selectmen's goals will be included with the Appraisal Form. He added that they hoped to start using this by December 1<sup>st</sup> which will help the Selectmen in the budgeting process. Paul asked about educational/training requirements. Scott said it was included in the job description, and this must also be achieved during the probationary period. Chris pointed out that on page 2 of the Performance Evaluation Procedures, 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence, the sentence needs editing as it is missing words. Jon asked the Selectmen to consider using the Appraisal Form on a trial basis, and asking Carter to have it reviewed by a specialized attorney, and to go ahead with the scheduled training on October 14<sup>th</sup>. Paul asked about Form 2A and Heidi replied that it is to be used mid-year (6 months), and has already been used. Russ asked if this was necessary, and if it could be used only when needed. Heidi said that it is a communication tool between the Department Head and employee, and provides documentation. Russ thought it was just more paperwork. Jon agreed with Heidi, that it does protect the Town and employee and documents the discussion and progress. Chris added that it will also tie to raises. Scott agreed that as a member of the committee a few years ago, using Form 2A mid-year, provides a warning and a chance to improve. Chief Wetherbee agreed and called it a counseling notice, making sure that the supervisor and employee aren't missing something. The Selectmen agreed by Consensus to proceed with the training on October 14<sup>th</sup> using the Appraisal Form, which will be reviewed by a specialized attorney, and then formally approved. Russ asked if a half hour is enough for the training. Heidi replied that they've scheduled one hour for the training.

**Organizational Chart & Work Plan:** Based on the edited Organizational Chart provided to the Selectmen, Russ said he asked Carter to change the line from the School Board to the ABC making it a dotted line. Jon and Paul thought that what they just received is correct. There should be a solid line like all the others. Joel agreed, stating that the ABC answers to the Selectmen and the School Board. Heidi was asked if the Department Heads have reviewed the chart, and she replied that the Selectmen need to review it and approve it first and then it will go to the Department Heads. Susette Remson and Barbara Wakefield both said that they hadn't seen it. Heidi explained that using the job descriptions submitted by the Department Heads which describes who reports to whom and this information was used to create the Organizational Chart. Paul asked if there should be a line running from the Tax Collector to Department of Revenue. Jon said and the rest agreed that the chart just shows the Town. Scott added that all elected officials and departments are governed by the state's RSAs. Jon added that this is included in the Tax Collector's job description. Jon asked that the Organizational Chart be given to Department Heads for review towards the Selectmen approving it at their next scheduled meeting, October 16<sup>th</sup>. Paul pointed out that the new Administrative Assistant classifications are not included in the chart. Heidi said they weren't included because they haven't approved them yet. Chris thought and the Selectmen agreed that a #5 footnote should be added to the chart, explaining that these positions are pending approval.

Heidi reported that Carter is recommending moving up #5a to be included in #5 and made an immediate goal to support the Village Vision Committee and Master Plan. The Selectmen agreed. This should be ready for approval at their next meeting. In regards to the Selectmen's work plan spread sheet, Paul reported that he made the requested changes. In regards to #10 Memorializing decisions of the Board of Selectmen, Joel suggested in an effort to avoid re-creating the wheel, to see if they could gather ideas from the upcoming NH Municipal Association conference. The Selectmen agreed it was worth a try.

**Classification & Scoring Matrix and Job Classification & Compensation Schedule:** Russ said he had questions on the matrix and thought it needed work. Heidi reminded the Selectmen that the classification and matrix was created the last time around, and was created by employees. Jon asked and Paul agreed, that they would work on the compensation study at the next work session, October 23<sup>rd</sup>. Heidi reported that Gary Thornton will attend their next work session to answer any questions.

**Goals for Convention of Committees:** Paul provided the Selectmen with a draft of the PowerPoint presentation that they would be giving at the Convention of Committees meeting on October 30<sup>th</sup>. He said he took this directly from the Primex report. The Selectmen have chosen their segments to present. He thought the Board's presentation would be about 30 minutes and then open it up for discussion. Jon thought this was good and wants to add the work plan, providing each participant with a packet of materials. Paul asked if they should have a dry run. Jon thought that each Board member should concentrate on their section and give any changes to Paul.

**Miscellaneous Items:** 1) Paul reported that he received a copy of the Town's bill from the LRPC for \$10,331 and asked if he could draft a letter for the Selectmen to review, making the LRPC an offer versus just writing the check. Heidi reported that this bill would be for next year's budget. By Consensus the Selectmen agreed it was worth a try. 2) Joel reported that although he was not able to attend the Heritage Commission's meeting (due to attending the ambulance meeting), he did speak with Chair Cristina Ashjian about the individual's request received to use a metal detector on the Adele Taylor property. She felt and he agreed, that this was "opening a can of worms," from having multiple holes dug up, to possibly cutting into cables, etc. 3) Chris asked about the facility maintenance work that's not getting done. Jon said he would follow-up with Scott about this. 4) Chris said he was approached by someone asking whether the American flag at the Public Safety Building is higher than the NH flag as it should be, and if the poles are at the same height. Jon said he would look into this also. 5) Jon brought up the Employee Christmas Party as requested by Heidi. At the previous meeting the Board had approved paying for the employee's guest. In particular Heidi asked them to decide if all employees should be invited, regardless of full time, part time, seasonal, seasonal intermittent, etc. Chris asked and learned that would mean an extra 20 employees if seasonal intermittent employees were included. Joel cautioned against seasonal employees, which could mean life guards. Paul, Chris and Jon thought that year round seasonal intermittent employees should be included. Joel asked if there was a potential of 140 people attending, where would it be held. Russ thought that to extend it beyond what has been done in the past, would result in complaints about others being left out. He said every year it is a little more, and a little more. Chris thought that the purpose is to show appreciation to the employees and if 140 people show up, then that's great. Heidi asked and the Selectmen agreed that the Library is included. Heidi said the flyer will identify those who want to attend so planning could begin.

Joel moved and Chris seconded to adjourn. The vote was Unanimous.

Adjourned at 8:29 p.m.

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Approved

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Date

Respectfully Submitted

Hope K. Kokas, Administrative Assistant