

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

Selectmen's Work Session

October 23, 2014

**MINUTES**

Present: Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Vice Chair, Paul T. Punturieri, Christopher P. Shipp (absent with prior notice), Russell C. Wakefield; Heidi Davis, Finance & Personnel Director.

The meeting opened at 4:03 PM.

- 1. Proposal for Conversion of Staff Planner to Contract Planner:** Bruce Woodruff, Town Planner, explained his proposal and the savings to the Town to convert from a staff position to a task specific contract. Paul said, after several efforts, the Town did vote for a full time planner. He asked if a contract employee could be eligible for any access to insurance benefits. Bruce deferred to the Town Administrator. Paul also observed that Bruce is swamped with work and wondered if this can be done. Bruce said that he is now doing a lot of things not done every year and he often can't get the work done even if he is here due to interruptions. Bruce said this was not an uncommon arrangement in many communities, although he knew the Town Administrator was not in favor of this proposal. He explained that the reasons for his request were personal in nature and he preferred to not make them public.

Russ Made a Motion to enter into Non-Public Session per RSA 91-A:3 II. (c) [reputation] and Joel Seconded. A roll call was taken: Paul – Aye; Russ – Aye; Joel – Aye; Jon – Aye. The Selectmen went into Non-Public Session at 4:21 p.m.

The Board returned to Public Session at 4:32 p.m. Russ moved and Joel seconded to seal the minutes 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. A roll call was taken: Paul – Aye; Russ – Aye; Joel – Aye; Jon – Aye.

Paul said that they have heard both sides and felt that the Town wouldn't lose much, adding that any employee in a similar situation can approach the Selectmen. Jon said that he thought they should digest this and take it up in the near future. Paul thought that they should get input from the chairs of the Planning and Zoning Boards. Jon asked Russ to obtain the input, and with that in hand, make this an Agenda item for the November 20<sup>th</sup> meeting.

- 2. Third Quarter 2014 Financials:** Heidi did an overview, stating that 66% has been expended year to date, and detailing the overages and the current status of the Recreation Revolving Fund. Carter asked the Selectmen to submit any questions to him within the next two weeks, in order to prepare a response. Paul asked if headers and page numbers could be added to the report in the future.

**3. Draft Job Descriptions:** Carter said any changes to the proposed Drafts and then any changes to the proposed Position Classification Justification, would set the basis for a rescoring on the Position Classification Matrix. Paul asked if the Executive Assistant position in Administration should be moved into the Administrative Support Family. Carter explained the original rationale for this but, further said that there was also a rationale for Paul's suggestion. He said he had no objection if that was the Board's desire. It was the Consensus of the Board to move the position from technical to Administrative Support Family.

- a. Town Administrator: Show IT and Public Relations tasks and change the word "Direction" to "advice".
- b. Finance & Personnel Director: There was a discussion of the position's role with respect to Personnel. Carter explained the position was more of a benefit and file maintenance function and was not providing a true Human Resource support. He felt the Town should consider a joint position with the School's for HR along the recommendation of the Advisory Budget Committee (ABC). The consensus was to remove the word Personnel from the title and address the true functions.

Carter said that a follow-up question had come in on all positions about the need for an overall formula to determine equivalent combinations on college and experience. He said the staff would be submitting something on this in the near future. There was a general question on why some job descriptions required a "Driver's License" while some required a NH Driver's vs License. Carter said he would consult with all of the Department Heads as to the distinction and align the descriptions wherever possible. There then followed a discussion as to whether or not to do a periodic recheck of driving records. ABC Chair, Jean Beadle suggested same kind of review of financial personnel. The consensus was to research this.

- c. Administrative Assistant I and AA II: Carter explained that Administrative Assistants were currently classified as Grade VIII and Executive Assistants were classified as Grade X. With the proposed reclassification of one of the AAs to a Grade IX there was a new title needed to drop between the two titles. It was noted that we should go back through the software knowledge required by the various Clerks, AAs, EAs and the like to make sure they were aligned between descriptions and progressed up the grades.
- d. Town Assessor: There was a discussion of who the Assessor should report to and the consensus was to leave it reporting to the Finance Director as shown on the recently established Table of Organization as is.
- e. Deputy Tax Collector: There was a discussion of whether or not to require residency for this position. While not required by statute this would set the Deputy up to run for the Collector position. The Town Administrator's transmittal memo on the package had pointed out that unlike the Deputy Treasurer and Town Clerk positions, this is not required by law. Further, he believed that there is no assurance such (succession) would be the case and it substantially limits our recruitment pool. Hiring the most qualified candidate – without restriction – could better assure of staff continuity to help support a future elected Tax Collector. After discussion of the merits of the two sides of the argument and whether or not to ask for "residency preferred" it was the consensus to require residency.

- f. Tax Collector: Ms. Remson raised the belief she should be shown to “Report To” the Department of Revenue Administration. The Town Administrator said that many positions had to report to various state agencies (Police Standards, Secretary of the State and the like) and this was who the person “reported” in our organization. After discussion it was determined to leave it as shown on the recently established Table of Organization.
  - g. Town Clerk: Barbara Wakefield thought that the Organizational Chart should have state agencies reflected as she actually works for them. It was the Consensus, similar to the Tax Collector, to leave it as shown on the recently established Table of Organization.
3. **Convention of the Committees:** There was a general discussion of the packets for the meeting, the need for a laptop and projector, and which member which would present which elements.
  4. **Alignment of Appraisal Timing:** Carter explained the problems with a 6+/- month delay between appraisal and raise and the need to bring those closer together. The staff will be making a proposal on this in the near future.
  5. **Miscellaneous Items:** Carter commented that the property that received a recent walk over for possible tax deeding has paid their taxes. He did note that the site plan and the clean-up of the property requires periodic reporting. Russ questioned the bill for vegetables stolen from the Community Garden, adding that the Town shouldn’t be responsible. Carter agreed, but felt it more important to keep the promise made (if one was made) and in the future notify all participants that the Town isn’t responsible for theft. Paul reminded the Selectmen the need to review/accept the CIPC report. Joel questioned the contract the Town has with Control Technologies and asked what it was for. If it is preventative maintenance why is it costing so much? Carter said that a lot is not covered under the preventative maintenance, adding that he will check on it.

There being no further business the Chair adjourned the meeting at 6:10 p.m.

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Approved

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Date  
Respectfully Submitted  
Carter Terenzini, Town Administrator