

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

**Selectmen's Work Session**

**November 14, 2014**

Present: Jonathan Tolman, Chair, Joel Mudgett, Vice Chair, Paul Punturieri, Chris Shipp, Russ Wakefield; Carter Terenzini, Town Administrator; Heidi Davis, Finance & Personnel Director

The Chair called the meeting to order at 8:32 a.m.

**Position Classification and Compensation Plan:** The Town Administrator reported on his conversation with Labor Counsel relative to her review of the evaluation tool. She had given the form a general review and while she did think there were some revisions to be made with respect to language she did not see any real liability issues jump out. The larger issue was her overall concern with an all or nothing approach to awarding the step increase where everyone got the COLA and only some got a step. She recommended a more tiered approach. The TA said he had told her this had been dismissed by the Board in favor of their current approach but he would raise it with the Board at her request. Chris asked if she had done a line by line review and learned that she had not as she did not want to charge for work that would be for naught should the Board address what I saw as the bigger issues first.

Gary Thornton who carried out the compensation study gave a review of the external market. He said he would not speak to the positions subject to the current collective bargaining but that, on balance, the Town's total compensation was pretty much in line with market communities. He said that there were a few exceptions to note. Those were the Assessor, Planner, and Assistant Recreation Director which seem to lag the market significantly. He said that once we go through the scoring sheet we may see more alignments are needed. Russ asked if he applied a modifier to the pay reported by different communities. Gary said he provide peers an outline of the Town's job description to see if those peer jobs are equal, less, or more than Moultonborough jobs. Gary said we then need to line up scores internally. He advised that in some cases some may think they are under paid based on their internal score, but we still need to look at the external market. There was a discussion of how you rationalize the differences between the job descriptions in the peer communities. The discussion then turned to the Position Classification Justification form and in particular the scores awarded to the "Life & Limb" or "Market". Chris thought there was a case to be made that the DPW workers, who work in and along the roadways, were also subject to loss of life and limb. He said there was also a case that could be made for Town Hall employees who dealt with angry customers earning that designation. However, Carter said, this had been reserved for the public safety employees who dealt with the possibility of being shot or entering burning buildings. Discussion then turned to the market factors which raised or lowered scores depending upon the strength or weakness of the pool of applicants in terms of a total number count. He explained that positions which had many applicants could be lowered in pay as we had no concerns over getting sufficient applicants while persons in demand for their discipline might demand a higher pay to attract sufficient

applicants. Chris was concerned with that putting a negative score into the matrix which might send the mistaken impression we do not value these people and positions as much. Paul asked if, in comparing towns, there is a bit of built in inflation in such comparisons as each town tries to keep up with the other. Gary said his system is statistically sound. The Town's position is to be in the middle. He would say that the deliberative body does struggle with how to pay for it, so there is some control but the possibility is there.

The Board recessed at 9:50 a.m. and reconvened at 9:58 a.m.

The Board then proceeded to review the job descriptions making various observations for Heidi and Carter to work on and discuss when to require a certification or licensing be in hand at the time of hire (the plus being it is done and we do not have to deal with it and the minuses being we can substantially reduce the applicant pool) or allow a period of time to earn it.

There being no further business the Chair adjourned the meeting at 11:40 a.m.

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Approved

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Date  
Respectfully Submitted  
Carter Terenzini, Town Administrator