

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

**Selectmen's Meeting**

**February 26, 2015**

**MINUTES**

**PRESENT:** Jonathan W. Tolman, Chairman; Paul T. Punturieri, Christopher P. Shipp, Russell C. Wakefield; Carter Terenzini, Town Administrator.

**ABSENT:** Joel R. Mudgett (with prior notification)

The Chair called the meeting to order at 4:02 p.m.

**Tax Collector's Office:** The Deputy Collector has been out on leave for an extended period and the position will shortly be vacant. The practice in the case of any vacancy is to review the best way to fill it before advertising. The Collector has proposed modestly reducing the hours of this position and creating a 15+/- hr./wk. position for an Office Clerk. This will create a more robust staffing model. Even after those added personnel costs are added in there is still a net savings of roughly \$9k/year as we will no longer be providing the Deputy position with health insurance. There was a discussion of the merits of the proposal, the likelihood of getting a strong pool of applicants, and whether a full-time and full-benefit Deputy might be a better approach. Russ asked if the 15 hours a week for the Clerk was sufficient for them to stay current on all of the office practices. Tax Collector Remson responded to each inquiry and pointed out we really would not know until we went through the advertising process. The consensus of the Board was to proceed to create the new position, retain the temporary staff until 07/01 to cover the gap until the Deputy has been hired and trained, and then move that staff to the new Office Clerk position (Step V). The consensus was that the matter was ripe for Board action (03/05).

**Position Classification & Compensation Plan - Amended Charts & Schedules:** With the Office Clerk in the Tax Collector's office addressed, Heidi reviewed the needed changes to the Organization Chart, Classification Scoring Matrix, and Job Classification & Compensation Schedule. This also covered the conversion of the Call Firefighters to an hourly compensation system. She also reviewed the needed changes to the Grade & Step Plan to address the 1.5% market adjustment factor (COLA) and the annual employee pay schedule. The consensus was these were ripe for Board action (03/05).

**Evaluation Tool Debrief:** Carter reviewed the four common themes that the Board had heard from the Department Heads (DHs) individually and then a collective review that came out of the most recent staff meeting (including the potential application of the so-called "Gilford Model"). He said the question became how the Board wanted to proceed to evolve the evaluation tool and react to DHs comments. Chris said that we knew it (the Draft Evaluation Tool) wasn't going to be perfect and he would prefer we continue to work on ours. There was an extensive discussion of the payment models being pursued by the Board, the advice of the DHs and how to best proceed. Paul said he would like to see the DHs bring back a complete package of a recommended evaluation tool, training *plan*, and the like. Given the discussion, Carter said all agreed the evaluation tool needed "tweaking" and suggested splitting the issues of the tool itself from how compensation was to be decided each year. He suggested taking back the original form and the Gilford form – after stripping them of the items relating to how compensation would be awarded – and seeing which one the DHs wished to "tweak" and in what manner. The

consensus was to go back to the DHs along these lines but keep in mind Paul's request for suggestions on training.

**Response to the LRPC Re: The Dues Structure:** Paul reviewed a Draft letter he had crafted. The consensus was this was ripe for Board action (03/05).

**Village Vision Recommendation & Response:** Paul reviewed a Draft explanation the Board might use in explaining its vote, particularly why the Warrant article used the word "endorse" over the word "accept". Chris asked why this article needs such expansion beyond the Board recommendation. Paul said he believed that much of it is driven by the reaction of people to the word "endorse". He felt the Board needed to make some comments on the fact that "endorsing" the report does not mean it is absolute support of or action on every item; it is a support of the overall vision to guide future planning. Chris asked if some of the proposed wording, particularly on the proposal for architectural guidelines, undercut the report. Jon said that without some sort of explanation, his vote would have to be no as he simply doesn't agree with it all, but he can endorse the overall concept. Chris said that in the survey the vast majority of the people the Committee polled wanted architectural guidelines and he felt the wording here was almost saying we would not explore them. Carter said it might be possible to close the differences between the two valid concerns of each side, suggesting some slight word-smithing which, after further discussion the Board agreed on. The consensus was this was ripe for Board action (03/05).

**Work Plan:** Paul reviewed the Work Plan that had come out of the Board retreat. It was determined to add the finalization of the extended Lions Club lease and the cable franchise negotiations.

**Statewide Education Property Tax:** Carter circulated information on HB 680 which creates a SWEPT of \$8/1,000 (for us it is currently \$2.53). Despite the "Homestead Exemption" of the first \$250k of value, it would cause tremendous spikes in the total tax bill. The consensus was for Carter to send a letter in opposition under his signature.

Paul moved and Chris seconded to enter into Non-Public Session, per RSA 91A:3 II (a) & (c), to reconvene only for the purposes of an adjournment. On a Roll Call: Paul - Yes; Chris - Yes; Russ - Yes; Jon - Yes. The Motion carried and the Selectmen went into Non-Public Session at 5:42 p.m.

The Board exited Non-Public Session at 6:39 p.m. having voted by a vote of 2/3 or greater of the members present to seal the minutes as it is determined that divulgence of the information discussed would likely affect adversely the reputation of a person other than a member of the public body itself and to not disclose the minutes and decisions reached to the public until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

There being no further business the Chair adjourned the meeting at 6:40 p.m.

Jonathan T. Tolman, Chair  
Approved

March 5, 2015  
Respectfully Submitted Date  
Carter Terenzini, Town Administrator