

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

Selectmen's Work Session

April 16, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chairman, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Scott Kinmond, Administrative Liaison.

The Chair called the meeting to order at 3:30 p.m.

- 1. Non-Public Session:** Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a), (b), and (c). Paul Made the Motion to go into Non-Public Session and to return to begin their work session. Josh Seconded. A roll call was taken: Paul – Aye; Josh – Aye; Russ – Aye; Jean – Aye; Chris - Aye. The Motion carried and the Selectmen went into Non-Public Session at 3:32 p.m.

The Board exited Non-Public Session at 5:02 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.

- 2. Interim Town Administrator:** The Board reviewed the proposed contract from MRI for interim Town Administrator services. The Board had a couple of areas which they requested clarity regarding the language as it pertains to the hourly rate, whether travel time is included, and/or mileage. Chris advised he would contact the MRI Communication Liaison to seek the information. The Board otherwise was fine with the contract and the person to be supplied as the Interim Town Administrator being: Carol Granfield of Meredith, NH.
- 3. Town Administrator Selection Process:** Per the Board's direction, Scott provided materials to assist the Board in options for charting the course for the hiring of a new Town Administrator. Scott via the staff provided a copy of the current job description for Town Administrator, and also provided materials from the Visioning workshop which was held by Primex to assist the Selectmen in the Town of Newport, NH in their hiring process for a new town manager. Scott also provided materials on the past hiring process for the Moultonborough's Police Chief. He noted that the process took approximately 6 months, from time of advertising to time of hire. He also provided the advertisement, web survey, selection/review committee make-up, interview questions and presentation and staff review process. Scott provided some limited materials which he found on the process for hiring the Town Planner, which again had a 6 month selection process timeline.

The Board expressed their interest in a survey, but felt it should be more than just on the web, which lead into the need to keep the current Village Vision mailing list active. Some of the Board members expressed an interest in having citizen input and participation in the committee, while other board members thought some representation was fine, but they (BOS) are the representatives of all the people they serve and that's why they were elected. Scott felt that the

first order of business for the Board was to determine the job description, if the current one is not satisfactory. He added that he was under the impression from previous discussions that the interim TA would be tasked with assisting them through a hiring process. The Board said they were hopeful of that, and agreed that the job description needed to be worked on. Scott offered to receive edits (changes) which we could track per Selectmen (colors). The Board agreed to meet in a work session on Thursday, April 23rd at 4 p.m. for the purpose of working on the TA job description. Scott told the board he would not be able to attend the work session next week, due to his Certified Public Supervisor class.

4. **Adjournment:** Paul Made the Motion to Adjourn. Jean seconded. Motion carried unanimously. Chris Adjourned the work session at 5:30 p.m.

Christopher P. Shipp, Chair
Approved

April 16, 2015
Date
Respectfully Submitted
Scott Kinmond, Administrative Liaison