

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

Selectmen's Work Session

April 30, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair (absent with prior notice), Russell C. Wakefield, Vice-Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Carol Granfield, Interim Town Administrator; Scott Kinmond, Administrative Liaison.

I. Call to Order: Vice-Chairman Wakefield called the meeting to Order at 4 p.m.

II. Work Session Items:

1. **First Quarter Financial Report:** Finance Director Davis provided an overview of the 1st quarter financial report, detailing the expenditures and explanations from the Department Heads regarding any that exceeded 25%. Ms. Davis reported that the overall Town 1st quarter expenditures are at 21%, and revenues are at 19%. The Board inquired about how this year's uncollected taxes compares to years past. Also discussed was meeting with the Fire Chief in regards to the fee structure for LRFMAA. The Board also discussed as to whether the contingency account would be used to cover the TA severance package. Ms. Davis said she would provide the Board with answers to the uncollected taxes difference and a recommendation for fund transfers.
2. **Town Administrator Search:** Interim Town Administrator Granfield provided an update regarding the preliminary work on the TA hiring and also options for the hiring process which include, a web survey (which she provided to the Board) along with paper copies being available at Town Hall. Ms. Granfield advised the Board that she would like to hold a public forum on Monday, May 11th from 7-8:30 p.m. at the Town Hall. She offered to facilitate the forum, with the purpose to obtain citizen input to help prepare the Town Administrator Profile. The Board agreed by Consensus that this was an appropriate course. Ms. Granfield gave the Board some samples of the Ideal Candidate Profile & Challenge Statements. There was also discussion on the salary range to be advertised at \$75,000-\$95,000, the diversity of the community, seasonal influx, and demographics. Ms. Granfield also spoke of the screening process for candidates, providing options for candidate review panels with participation of Town staff and citizens. After some discussion the Board felt a combination of senior department heads and selected citizens would be 1 or 2 panels to review candidates. The Board of Selectmen would then serve as the final panel. Ms. Granfield recommended that the Board consider using MRI to assist in several items to include the candidate background check for a small fee in addition to the Interim TA fee. Ms. Granfield said she will provide the Board with a fee proposal from MRI for any additional service. The Board inquired as to what the time line looked like. Ms. Granfield thought that once public input is received and vetted, and then the position is advertised, with hopes of screening candidates in 90 days, and hiring in mid-August.

3. **IT Security Report:** Selectman Punturieri provided the Board with a PowerPoint presentation which represented the current state of the Town's IT system. He told the Board that he was very pleased with the meeting he had with the Town's current local IT vendor, and came away feeling that we are treated very fairly regarding his time and services provided. Selectmen Punturieri provided the Board with an overview of the Town and PD's IT systems and how they work. In addition, many of the Town Departments have a variety of hardware needs, and purchasing of such could be strategically looked at. The PD is currently in a hardware replacement schedule for their systems. Selectmen Punturieri spoke of the need to do some capital planning to enhance security of the email system and to review our current computer use policy for updating and revisions to areas such as personal devices operated within the secured network, passwords and use of personal emails for Town business. Selectmen Punturieri provided the Board with immediate and soon "to do items." The Board thanked Selectmen Punturieri for his presentation and agreed that we need to keep on top of these items.

III. Non-Public Session:

Vice Chairman Wakefield said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a), discipline, and will reconvene for adjournment only. Russ Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Josh Seconded. A roll call was taken: Paul – Aye; Josh – Aye; Russ – Aye; Jean – Aye. The Motion carried and the Selectmen went into Non-Public Session at 5:55 p.m.

The Board exited Non-Public Session at 6:10 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 likely would 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.

- IV. **Adjournment:** Paul Made the Motion to Adjourn. Josh Seconded.
Motion Carried Unanimously
Russ adjourned the meeting at 6:11 p.m.

Russell C. Wakefield, Vice Chair

Approved

May 7, 2015

Date
Respectfully Submitted
Scott Kinmond, Administrative Liaison