

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

Special Selectmen's Meeting

May 21, 2015

MINUTES

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

- I. CALL TO ORDER:** Chairman Shipp called the meeting to Order at 5:33 P.M.
- II. Contract Discussion with Town Planner, Bruce Woodruff:** Interim TA Granfield advised the Board that she conferred with legal counsel who advised that since the discussion is in regards to the terms of a contract then the meeting is to be done in public. Planner Woodruff acknowledged this and was agreeable.

Chairman Shipp asked Selectman Wakefield to start the discussion. Selectman Wakefield stated that Planner Woodruff has tendered his notice of retirement effective June 30, 2015, and that Planner Woodruff has offered a one-year contract as a "Contract" Town Planner for the Town. Selectman Wakefield offered highlights of the contract, which has been amended to remove the need for dental insurance coverage. The contract has a fifteen-day termination clause for both parties and compensation at \$70,000 annually. Selectman Wakefield also highlighted that Planner Woodruff would be in the office 24 hours per week or three days per week and would attend regular Planning, Zoning, CIPC and other meeting and committees as he currently does. Selectman Wakefield further stated that when Planner Woodruff is out of the office, he would be available electronically by both voice and data. Selectman Bartlett said he would like to see the pay be done on a weekly or biweekly basis, vs. annual. Selectman Beadle asked Planner Woodruff what the status would be of the GIS coordinator stipend. Planner Woodruff stated no additional stipend for GIS coordinator is in the contract. He stated that the contract states he would perform all the services of the Planner, which will include GIS coordinator. Planner Woodruff stated that the savings for the town would be approximately \$18,000 annually for benefits in which the Town would not have to expend. Selectman Punturieri said he feels the cost is reasonable, and to hire someone on an interim basis from a firm such as MRI we would have a similar expense, and potential less connectivity. Selectman Beadle said she felt the decision to leave is Planner Woodruff's choice. Chairman Shipp stated that the monies budgeted were for a full-time Town Planner, and the question may be do we need a full-time planner. Selectman Bartlett followed up and stated that probably in sixty to ninety days we should be able to tell. Robert Stephens, ZBA Chairman, said, in his personal opinion, after being involved in the hiring of two Town Planners, that Planner Woodruff has brought great professionalism to the Planner Position. Chairman Shipp stated that this was not about Planner Woodruff's ability. He is an excellent Planner and he wished he would just stay on board. ZBA Chairman Stephens stated he can't do that unfortunately due to personal reasons. Chairman Shipp stated he feels the Town needs to have a full-time planner, and ZBA Chairman Stephens felt that the contract planner would need to be evaluated longer than three months to see if a full-time planner is needed, and if versus having a contract planner from MRI who does not have the working knowledge of the town. ZBA Chairman Stephens stated that he was not saying the town should

not have a full-time planner. Selectman Beadle said that the flavor of the community is to have a Planner, full time, part time or contract, and her concern is that it is for twenty-four to thirty hours a week for the same pay. ZBA Chairman Stephens responded that it may be, but if he is getting the work done it is the same. Jordon Prouty, Chairman of the CIPC, stated that he has volunteered with towns for 61 years, and finds that Planner Woodruff is prepared, professional, organized, and would rather have Planner Woodruff two to three days a week than no Planner Woodruff. Scott Bartlett, Planning Board Chairman, said he thought this might be a good test for whether the position should continue as a full-time or part-time position. ZBA Chairman Stephens said that they sought a full-time Planner previously based upon need, so we need to fill the need. Selectman Bartlett said the Planner position is a \$90,000 year position versus the opportunity to get the same work done for \$70,000, and feels that this opportunity is what people are looking for by reducing the cost of government. Selectman Wakefield said he felt that with the hours versus service question, we are getting confused, and we should stick with the service-need question. Selectman Beadle again felt this was Planner Woodruff's choice. Planner Woodruff stated that he would perform the service, I just won't be here five days a week, and feels that the time he is not here he can concentrate on special projects which need uninterrupted time to complete research and writing. Planner Woodruff stated that one of his projects with the writing of the master plan would cost the town approximately \$40,000 to have performed by an outside consultant. Planner Woodruff also stated with the concern for full time vs. contract, he did research the Town Warrant article regarding the position of the Planner, and the language is silent on full time, and just says "Planner."

Selectman Punturieri made a motion to contract with Planner Woodruff, per the contract (excluding dental insurance) effective July 1, 2015 for a period of six months, to be re-evaluated on January 1, 2016 and payment to be bi-weekly (amortized \$70,000), seconded by Selectman Wakefield. Chairman Shipp asked if there was any discussion. ZBA Chairman Stephens asked if the Board would reconsider the six-months, and to go the full year as the contract can be terminated with notice. Selectman Punturieri felt the six months was appropriate for now. Chairman Shipp called for the vote, and was 4 for and 1 against (Chairman Shipp).

- III. Non-Public Session:** Chairman Shipp said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II 91-A:3 II (b & e), and will reconvene for adjournment only. Selectman Beadle Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Selectman Punturieri 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 6:00 p.m.

The Board exited Non-Public Session at 6:13 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. Russ Seconded.
Motion Carried Unanimously.
Chris adjourned the meeting at 6:13 p.m., to reconvene at 7:00 p.m. for the
regular weekly business meeting

Approved

Date
Respectfully Submitted
Scott Kinmond, Administrative Liaison

Final