

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

Selectmen's Work Session

May 28, 2015

**MINUTES**

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

**I. CALL TO ORDER:** Chairman called the meeting to Order at 4 P.M.

**II. Work Session Items for Discussion:**

1. Administrative Regulations: Interim Town Administrator Granfield provided the Board with information of how to utilize administrative regulations in assisting Department Heads and the staff to understand and work within a policy developed by the Board of Selectmen. Interim TA Granfield also provided a Personnel Action form to track employment history. The Board of Selectmen felt that the Administrative Regulations would be a good tool, but also felt it should have language which clearly defines that the Board of Selectmen make policy and direct the Town Administrator. The Board by Consensus felt the Administrative Regulations should be used, and would like it to be adopted at the next regular business meeting. The Board of Selectmen also asked the Interim TA to prepare a Memo to the Board regarding her observations of areas of concern so they can be aware and if necessary develop a work plan for discussion at a workshop should the Board feel appropriate.
2. Personnel Files: Interim TA Granfield, advised the Board that she has been working with the Director of Finance & Personnel to develop a benefit file maintenance checklist to be worked on for each employee.
3. Outstanding Policies: Administrative Liaison Kinmond provided the Board with an update of the pending outstanding policies which are: Travel, and Hiring and Competitive Bidding. Administrative Liaison Kinmond advised the Board that the research indicates that the Competitive Bidding Policy appears to have been accepted by consensus back in September 2012, has been used, but was never officially voted on. The discussion helped clarify a question that was raised regarding the Conservation Commission hiring of a consultant; said hiring comports to the new language in the policy, but not to the old language and caused some confusion. Scott said he will get a clear copy of the policy with the new language before the Board for final approval on June 4<sup>th</sup>. Carol and Scott will be looking at the Hiring and Travel Policies to see if it can be broken down between a Board Policy and Administrative Regulation and report back.
4. Town Administrative Search Update: Interim TA Granfield reported that résumés are coming in, and they will start screening the applications. She asked the Board if they had their top 5 choices for essay questions, and she will take the majority of the top 5 for use. The Board and the Interim TA also discussed the citizen representatives for the review panel. The Board will submit by next week's meeting a list of names to the Interim TA. The Board did recommend that for Department Heads that Administrative Liaison/DPW Director Scott Kinmond and Police Chief Len Wetherbee be on the panel.

5. Computer/Social Media Policy: Selectman Punturieri presented policies for computer use and social media. The Board discussed at length regarding the social media policy, and requested that Interim TA Granfield contact Virtual Town Hall (Town Website host) to see if the active departments, Recreation, Fire, DPW and Police can have their own pages similar to Facebook, i.e. posting pictures, activities, events, etc. The Board and Administration had a good discussion on the pros and cons of the use of Facebook. The Social Media Policy was tabled to seek additional information. The Board discussed the Computer Use Policy and saw a need for a change to the Town's email, to allow more users to prevent Board members having to use their personal email. The Board also discussed the need for good IT vendor contract language. Paul said he will look into this and report back. The Board felt this policy needed to be an agenda item.
  
6. Other Items for Discussion:
  - a. Josh reported that the Fire and Police Chiefs gave the CIPC an excellent presentation for the purchase in 2016 of two electronic message signs for use for Town emergencies, events, traffic management, and other civic related needs. Josh reported that the CIPC felt the request was an urgent need and maybe the Board of Selectmen could pull monies from the three primary departments Fire, Police and DPW to find the two \$15K signs. The Board felt that the request could be looked at closer to year end to see what the financial situation is at that time.
  - b. Josh also asked if someone could research the Town Administrator's emails between the Town and Time Warner for discussion with the Attorney. Interim TA Granfield will research the archives.
  - c. Josh questioned the new formatting of the tax bills relative to the rate and half year versus full year. Russ thought that it was a formatting issue with the vendor, and probably could be corrected to resemble to old way.
  - d. Josh also stated he received parking complaints from a resident about folks parking at the new bakery. Scott directed Josh to have the complainant notify the Police Department as they are tracking this per direction of the Land Use Office, as it pertains to the site plan. The Board wished the new business well.
  - e. Jean inquired into the status of the Deputy Tax Collector candidate. Scott advised the Board that background checks were underway for Deputy Tax Collector and also for seasonal WMF staff.
  - f. Paul spoke of a meeting on June 4<sup>th</sup> at 11 a.m. at Town Hall with Eric Spenlinhauer regarding video streaming and invited Scott to attend.

**III. Adjournment:** Josh made the Motion to Adjourn. Russ Seconded the Motion.  
Motion Carried Unanimously  
Chris adjourned the meeting at 6 p.m.

Christopher P. Shipp, Chair  
Approved

June 4, 2015  
Date  
Respectfully Submitted  
Scott Kinmond, Administrative Liaison