

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

Selectmen's Work Session

June 25, 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: The Chairman called the meeting to Order at 4 p.m.

II. Work Session items for discussion:

1. Performance Appraisal System: Interim Town Administrator Granfield provided the Board with information regarding her discussions with Carl Weber of Primex and the Gilford Town Administrator Scott Dunn, and further provided the Board with Gilford's most recently revised performance appraisal form. Carol also provided a copy of her E-book which is on performance appraisal systems, and provided input regarding her experiences. The Board agreed that they had already settled on the Gilford model to be used, and they further discussed the merit system and cost of living adjustments. The Board had some discussion regarding whether a merit base system should include a COLA plus merit, or just merit. Russ offered a suggested model which assessed a percentage to each point, after the 12 points had been achieved. The Selectmen also discussed whether it was best to do the evaluation annually in December or on the employee's anniversary date. Scott advocated for a merit system which allowed for a base, and then a percentage being applied to points. He added that they should give some consideration to having the appraisals done on the employee's anniversary or promotion date. Carol and Scott emphasized the importance of having the supervisors and department heads trained on the tool. Carol said she would discuss with Mr. Weber regarding Primex's role in assisting with training.
2. Non-Public Session: Chairman Shipp said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (b) (hiring), and will reconvene to complete the work session. Josh Made the Motion to go into Non-Public Session. Paul 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 4:54 p.m.

The Board exited Non-Public Session at 5:16 p.m. and Josh Made the Motion and Paul seconded, to seal the minutes as it was 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. The Motion carried Unanimously.

3. Sale of Tax Deeded Properties: Scott reviewed the questions to be answered and voted on at next week's meeting, in preparation for the public hearings. He provided the Board with the amount of taxes that had been due prior to tax deeding, plus interest and

penalties. He also provided the questions and answers which were discussed in 2011 prior to the last sale of tax deeded properties. The Consensus of the Board was that there is to be no minimum bid for the properties listed, that an abutter that bids has the right of first refusal, and that it is recommended that an abutter that purchases a lot shall be required to merge the abutting lots.

4. Streaming Video: Carol provided the Board with a memo which gave a general comparison of the two systems, EZ Stream Services and Town Hall Streaming. She further provided her research of other communities and the staff's reviews of the two systems. Carol followed up with the fiscal impact should the Board decide to make a change. The Selectmen requested that the proposal from Town Hall Streaming be added to the July 2nd agenda.
5. Town Administrative Search Update: Carol reported that essay questions have been sent out to selected candidates, and she will be conducting telephone interviews during the week of July 6th, and then the citizen/selected staff and professional panels will conduct interviews on July 21st (6 candidates) and then the board will do finalist interviews on Thursday, July 23rd. Carol asked the Board if they wanted to cancel the regular business meeting for that week as they will spend 4-6 hours in non-public conducting the interviews and discussions. The Board by Consensus agreed to meet for the interview purpose day or evening and no regular business meeting. It was further discussed that the July 30th meeting type would be determined after the July 23rd meeting.
6. Other Items for Discussion:
 - a. Jean reported that she has been assisting the Milfoil Committee on the multi-town separation agreement and will present a draft for review at the July 2nd meeting.
 - b. Josh reported that he will have a draft agreement on the Time Warner contract for discussion at the July 16th meeting.
 - c. Carol reported that she has received the quote from Virtual Town Hall and will have it for discussion at the July 16th meeting.
 - d. Jean reported that she has met with resident volunteer Cody Gray regarding his appointment to the ABC committee, and feels he will be a great addition to the committee. She will draft a request for the appointment.
 - e. Scott requested permission to submit advertisements for DPW's anticipated position vacancies for Facilities Team Leader and Equipment Operator. The Board by consensus was fine with the advertisements.
 - f. Scott reported that he will be presenting for the Chairman's signature authorization at the next meeting for the Town to participate in the Federal Surplus Equipment acquisition and purchasing, and that Police Chief Wetherbee, Fire Chief Bengtson and DPW Kinmond will be authorized agents of the Town.

III. Adjournment: Josh made the Motion to Adjourn. Paul Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 5:56 p.m.

Christopher P. Shipp, Chair
Approved

July 2, 2015
Date
Respectfully Submitted
Scott Kinmond, Administrative Liaison