

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

Selectmen's Meeting

July 30, 2015

MINUTES

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

I. CALL TO ORDER: Chris called the meeting to Order at 7:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW / APPROVAL MINUTES: Jean Made the Motion to approve the minutes of July 16, 2015 Meeting and July 23, 2015 Non-Public Meeting as written. Paul Seconded. Chris, referring to these minutes and the discussion about the exit interview for MPO Colin Leblanc, wanted to be clear that the Selectmen in addition to the Town Administrator is available to give an exit interviews. The Motion carried Unanimously.

IV. CITIZEN INPUT: 1) None.

V. NEW BUSINESS:

1. **Public Hearing II: Proposed Land Sale:** Chris opened the public hearing at 7:03 p.m. He described the parcels that the Board is proposing to sell: Map 121 Lot 027 – Oslo Street, Map 072 Lot 083 – Paradise Drive, Map 128 Lot 075 – Grindel Street, and Map 130 Lot 040 – Castle Shore Road. As there were no comments or questions, Chris closed the Public Hearing at 7:04 p.m.
2. **Review for Action: Consent & Signature File:**

DATE	DOCUMENT	MAP/LOT#
7/30/15	Certification of Yield Tax	045-004-001
7/30/15	Tax Collector's Yield Tax Warrant	045-004-001
7/30/15	Certification of Yield Tax	167-003
7/30/15	Tax Collector's Yield Tax Warrant	167-003
7/30/15	Certification of Yield Tax	190-003
7/30/15	Tax Collector's Yield Tax Warrant	190-003
7/30/15	Cemetery Deed, Shannon #275	N/A
7/30/15	Letter of Thanks to Citizen/Employee Panel Participants (7)	N/A
7/30/15	Disposal Agreement	017-010

Chris read the Consent & Signature File. Jean asked about the cemetery deed, and questioned how the purchaser, a non-resident of Moultonborough is able to do this. Hope

explained that the cemetery policy allows property owners who are non-residents to purchase a cemetery lot at the same price as where they reside. Russ Made the Motion to approve the Consent & Signature File for July 30, 2015. Josh Seconded and the Motion carried Unanimously.

3. Review for Action: Town Auditors, Vachon & Clukay & Co, PC: Jarad Vartanian of Vachon & Clukay & Co. introduced himself to the Selectmen. He explained that he has been doing the audit for the Town since 2003-2004. In the summary of the audit process, Mr. Vartanian said that there were no changes needed or audit adjustments made. He commented that the Finance Director has done an excellent job, adding that management and personnel were very cooperative. The Report on the Internal Controls found that for the second year, there were no deficiencies or findings. Russ asked if the Town should be doing anything differently. Mr. Vartanian replied that a great process is in place and nothing needs to be changed. He added that the work done by Nancy Woods has assisted in this process, and upon her absence the Town should consider how they would replace this service. The Vadar accounting system is very complicated and one change made on one side, isn't automatically made on the other and can cause problems. The Auditors give the Town the highest level achievement. Mr. Vartanian reminded the Board about the unfunded liabilities for retirees. The General Fund is approximately \$5.1 million which is above the *"target" of 12.5%* set by the Board. GASB #68, the Accounting Report for Pensions, will show the Town's share of unfunded retirement as a liability (\$4.5 million). He said that because of the General Fund the Town won't have a "deficit". Paul commented that with 18.4% in the unassigned Fund Balance, he is concerned that the Town is holding taxpayers money, and they need to think about this. Jean cautioned against spikes in the tax rate if this done. The Board thanked Mr. Vartanian for attending the meeting.
4. Review for Action: Personnel Policy Amendment: Carol reported that Section 24 of the Personnel Policy has been amended, and merit pay will be implemented as of January, 2016. This has been discussed at great length by the Board and at a recent work session, they approved to go with Gilford's model with some modifications, which have been made in the Employee Performance Review form. Primex will train department heads in September on how to evaluate employees and the Town Administrator will provide training on the Employee Performance Review form. This amended policy will go into effect as of January 1, 2016, and will be done on employees' anniversary of the date of hire. As of January 2016 the cost of living adjustment and steps will no longer be in effect. There was discussion about how to handle an employee who did not receive a COLA in 2015 and who may have to wait an extended time before their review is done. The Board agreed that this situation will have to be reviewed and the policy may have to be adjusted after a year's use. Chris thought and discussion occurred about obtaining employee feedback on this amendment. Carol felt that this has been discussed by the Board for some time and employees should be aware of the coming change. Discussion occurred, with Chris expressing his concern about the fairness of the evaluation process. Paul, Jean and Russ countered with the advantages of merit pay and providing employees an opportunity for being rewarded for their hard work. Chris asked how to budget for this. Jean suggested and all agreed that they figure the average and budget for it and put in the contingency fund. Paul questioned giving a 1% merit raise to someone who has received an unacceptable performance review. Carol said that after a year, the Board can evaluate the policy and make adjustments as needed. She added that they could continue with the COLA and use the performance evaluation for a year to evaluate it. Josh thought that how the presentation is made to employees will make the difference. Paul

Made the Motion to approve the amendment of Section 24 of the Personnel Policy as presented in Attachment A. Josh Seconded. The vote was called: 4 – Ayes, 1 Nay (Chris).

5. Review for Action: Capital Reserve & Maintenance Trust Funds Expenditures: Paul commented that the reported cost of the soccer field was actually minus all of the studies done on it. Paul Made the Motion to approve the transfer of trust funds in the amount of \$25,628.85 to the Treasurer as outlined in the packet provided by Heidi Davis, dated July 23, 2015. Russ Seconded and the Motion carried Unanimously.

VI. OLD BUSINESS:

1. Town Administrator Search Update: Carol advised the Board that letters of thanks are in the sign file for the community members who participated in the Citizen/Employee panel for the TA semi-finalist interviews. From those interviews, they selected three finalists that went before the Selectmen on July 23rd and the Board has proceeded with a conditional offer to the selected candidate. The necessary background checks are being done by MRI and this is still confidential. Paul asked about a start date and Carol thought early to mid- September. Carol informed the Board that NH Retirement has done a general audit on the Town. In their packets, Heidi has provided the Board with the 2nd Quarterly Report for their review. Carol pointed out the graphs that Heidi provided comparing the past three years, as a great visual. The Board agreed that it was very helpful. Paul asked that on each page to include the headings, as it is difficult to remember from page to page. Carol reported that Town Hall Streams installed the camera for streaming today. The Departments, Boards and Committees will be notified and directed to contact Hope if they desire to schedule for their meeting to stream live and to provide them with the information needed.
2. Volunteer Appreciation Luncheon Date: Carol reported that the Lions Club is available on September 26th and this is now confirmed, along with Buckey's to cater the luncheon.
3. Paul said that he will be meeting with Carol and Scott on August 6th about the Immaculate Conception space available.
4. Chris reported that he relayed to the School Board for the joint meeting on August 11th their desire to have an informal discussion on the Town's population and the schools' enrollment, and what the two Boards can do together.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Jean reported that the tri-town Milfoil Committee has been disbanded and the Town was refunded its share. She added that the Milfoil Committee is requesting that these funds go to the Milfoil Committee
2. Recreation Advisory Board Minutes, June 8, 2015 & July 13, 2015: Acknowledged.
3. Milfoil Committee Minutes, June 24, 2015: Acknowledged.
4. Library Board of Trustees Minutes, July 9, 2015: Acknowledged.
5. Trustees of the Trust Funds Minutes, July 9, 2015: Acknowledged.
6. Single Stream Recycling Review Committee Minutes, July 13, 2015: Acknowledged.
7. Zoning Board of Adjustment Minutes, July 15, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Mark Ishkanian, July 17, 2015, Pathway: Chris reported that in Mr. Ishkanian's email, he applauded the work done by the Highway Department on the Pathway. Russ commented that he has recently been on Moultonboro Neck and saw that there were numerous people using the Pathway.
2. Time Warner Cable, July 17, 2015, Possible Program Changes: Chris reported that this was their usual letter. Josh said that he is concerned about losing the FM music stations and will discuss this during negotiations.

IX. CITIZEN INPUT: 1) Joe Cormier told the Board that he has been viewing this meeting on Town Hall Streams, live, and found that the new camera is viewing just the front rows of the audience. He suggested placing a podium in the middle of the room alongside of the first row of seats so that speakers can be viewed. Chris asked if it was possible to have a light on the camera when it has gone live. He also thought that notice should be provided to the public and a statement should be posted on the doors of the meeting room that meetings may be streamed live.

X. NON-PUBLIC SESSION: Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II 91-A:3 II (b) and will reconvene for adjournment only. Paul Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Russ 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 8:03 p.m.

The Board exited Non-Public Session at 8:37 p.m. Paul Made the Motion 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. Jean Seconded. The Motion carried Unanimously.

XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Russ Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 8:40 p.m.

Christopher P. Shipp, Chair
Approved

August 6, 2015
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant