

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

Selectmen's Work Session

September 24, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator.

- I. **CALL TO ORDER:** The Chairman called the meeting to Order at 4:00 P.M.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **Work Session Items for Discussion:**
 1. **Health Trust Resolution:** Paul moved and Jean second to authorize the following resolutions: **RESOLVED:** The Town of Moultonborough shall participate as a Member in the Health Trust pooled risk management program for the provision of group benefit plans in accordance with the "Application and Membership Agreement and NH RSA 5-B. **RESERVED:** That Town Administrator Walter Johnson is hereby authorized and directed to execute and deliver to Health Trust, on behalf of Town of Moultonborough, the "Application and Membership Agreement" in substantially the form presented at this meeting. Motion approved.
 2. **2015 Overlay Amount:** The Board discussed the recommendation of Gary Karp and Walter Johnson to set the 2015 Town overlay at \$175,000. Walter explained with the new, much higher values on the utilities an abatement appeal was very likely. The increase in values is approximately \$20,000,000.00 which equates to approximately \$225,000 in additional tax revenue. Paul felt the amount was too high and would impact the tax rate more than necessary. Josh wanted it clarified that the \$175,000 was not in addition to last year's \$35,000 amount. Walter explained the \$175,000 is the total amount to cover all potential abatements not just the utilities. This item will be placed on the agenda for October 1, 2015.
 3. **CIPC Report for FY 16:** The Board agreed to address a response to the report after hearing the Department Head's and Administrator's budget presentations.
 4. **Personnel Policy Update:** Walter discussed his proposed path for updating the employee personnel policy utilizing NHMA, other communities and Town Counsel for assistance, examples and guidance. All were in favor and Walter will begin as soon as possible.
 5. **2016 Board Goals:** The process of blending the Board's thoughts on the 2016 Board Goals with those suggested by the Department Heads was discussed. Paul suggested those goals be shared at the Convention of Committees to be held in October. Walter will formalize for the Board's review prior to the Convention of Committees.
 6. **Employee Appreciation Event:** The Board discussed a staff report with employee survey information that suggested a summer/fall picnic type event might generate a larger turnout than the annual holiday party. Chris suggested leaving it as is, Russ suggested moving the holiday party to a night earlier in November so the DPW staff would be less likely to miss the event due to a snow or weather event. It was also noted a daytime summer/fall event may not allow spouses to attend as most work these days. It was

agreed for this year to move the event to a day prior to Thanksgiving and at a location in Town such as the Bob House Restaurant.

7. RFQ for Town Attorney: The Board discussed the matter of the Town Attorney. Josh suggested the Board consider issuing a Request for Qualifications (RFQ) using a similar process to the one used recently for selecting the Town Engineer as part of the Board's due diligence on behalf of the taxpayers of Moultonborough. Josh noted this no reflection on work or qualifications of the current Town Attorney. This item will be added to the regular Board meeting agenda on October 1st.
8. Information Communications: The Board discussed the matter of information communications. Josh suggested that it's important that the information flowing from the Town government be as accurate as possible. After discussion the Board instructed Walter to issue a memo to remind Department Heads and staff of the importance of communicating accurate information regarding Town government and not to be afraid to confirm or refer any questions they are not completely comfortable answering to their supervisor or a different department.
9. Single Stream Recycling Committee Report: Select Board member Jean Beadle presented a report of the committee outlining: Charge, Scope, Current State, Proposed State, Budget Impact 2016, Budget Impact 2017, Capital Impact, Considerations for Single Stream and Timing. Presentation highlights: Benefits - significant improvement in convenience to residents, reduced manual labor, reduced capital equipment and maintenance requirements, focus on customer service instead of commodity trading, neutral to positive tax rate impact, potential for haul rate reduction and less recyclables in the landfill. It is the unanimous consensus of the committee to move to single stream recycling beginning January 1, 2016. The Board asked several questions about the report regarding the financial impact and the improvements to the flow of traffic and the safety of the users. Scott Kinmond also provided information regarding the installation of two additional compactors to handle the mixed recyclables. The Board agreed to place the single stream topic on the agenda for the October 1st Board meeting and requested Walter and Scott to provide the following information: 1) Availability of 2015 budget and capital reserve funds for the project improvements; 2) The cost of having the Town's engineer prepare a layout for the changes needed to the site; 3) Develop a short and long term plan for the facility and operations. The Board thanked the committee for all their hard work on the study.
10. Miscellaneous: 1) Hollis Austin provided the Board with copies of the recordings of recent meetings when the meetings were not streamed/recorded. 2) Russ reported that all was set for Saturday's volunteer appreciation luncheon and he plans to arrive at 10 a.m. for setup.

- IV. Non-Public Session:** The Chairman said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II, (a) for a personnel matter 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. Josh 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 5:35 p.m.

The Board exited Non-Public Session at 5:45 p.m. Josh Made the Motion to seal the minutes as it is determined that divulgence of the information is confidential 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.

- V. **Adjournment:** Josh Made the Motion to Adjourn. Jean Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 5:46 p.m.

Approved

Date
Respectfully Submitted
Walter P. Johnson, Town Administrator

Final