

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

Selectmen's Work Session

May 24, 2012

MINUTES

Present: Selectmen: Joel R. Mudgett, Chair, Betsey L. Patten, Jonathan W. Tolman, and Russell C. Wakefield; Town Administrator, Carter Terenzini.

Absent: Edward J. Charest (with prior notification)

1. **CALL TO ORDER:** The Chair called the meeting to Order at 4:05 P.M.
2. **Manifest:** Jon opened the meeting with a discussion about the proper means of approving the payables and various documents that have been – prior to this – approved by individual Board members affixing their signatures. He believed these actions should be done in the public session which the Town Administrator (TA) confirmed. Jon moved and Russell seconded to approve of the check register of May 24, 2012 in the amount of \$579,310.47. Unanimous approval. Discussion then moved to the best means of proceeding in the future and how to handle those weeks when the Board might not normally be meeting. The TA said this had been the subject of some discussion amongst his peers as of late with there being a variety of methods suggested and used. He suggested that he and Heidi review the various documents that are now signed weekly and report back within two weeks as to the best means of proceeding.
3. **Contract Sensitive Solution for Reconstruction and Rehabilitation of Town Roads:** The Town Planner, Road Agent, Town Engineer and Town Administrator had reviewed the initial draft and now proposed some changes to remove normal and ordinary maintenance from the process and clarify what happens if the working group can't come to an agreement. Joel would like to have the BoS formally involved in the process as would Jon. The Town Administrator pointed out the Selectmen have the final say as they award the contract. Town Planner, Bruce Woodruff said he thought that piece was understood, but could add their final approval as #10. Russ wanted to make sure that the new private road development is fed into this process and the Town Planner reviewed the interface with the subdivision process. It was commented that there was the need to make sure some phrases such as "group" and "stakeholder" perhaps needed some alignment to make sure they are being used correctly throughout. The consensus was to have the changes made by the Town Planner and forward the amended version back to the Planning Board for comment.

During the discussion there was comment as to the need to enforce the Private Road standards relative to our ability to plow them. The Road Agent described how he does send letters out periodically to "problem" roads and this was scheduled for a more detailed discussion in the future.
4. **FY 2012 Q 1- Financial Response:** The Town Administrator distributed a memo in response to a few questions that had been received as to why some accounts were trending above expectations and asked for any additional follow-up as soon as possible.

5. **GASB-45 for Year End 12/31/2011:** This is the annual report on the liability the Town has for Other Post Employment Benefits (OPEB) such as health insurance which needs to be calculated, but not necessarily funded. The Town Administrator gave an overview of the results for this year noting the Annual Required Contribution had dropped modestly from \$422k to \$414k, but more importantly the total accrued unfunded liability had dropped from \$3.15 million to \$2.25 million. He reviewed the steps that had been taken to make that happen, how the actions this year will affect future numbers (trending down until 2015+/-) and state legislation that might make funding the obligation something to consider in the future. (The Power Point presentation will be posted on-line).
6. **GASB-54 et al:** The TA gave an overview of GASB 54 which took effect this year and will change the look of how we present our financial statements. They will also require that we adopt a formal policy on various funds to conform our accounts to the new standard. The TA said this would have to be in place by the time we close the books on this fiscal year. He also reviewed a new standard that would impact us in a similar fashion in 2013 (a related restatement of current statements), the potential to have to do forward looking five year budget projections, and aspects of the Affordable Care Act that might impact us (standards of what is a full-time employee for whom we must provide access to health care and an excise tax on high value insurance plans). (The Power Point presentation will be posted on-line).
7. **Absent Leave:** The Town Administrator reviewed the various steps that had been taken in looking at the potential to shift the three “buckets” of current leave time (sick/vacation/personal) to a single “barrel” of absent leave. There were 26 returns to the survey of employees that the Selectmen asked for with 14 of those approving of the new system, 4 who would like the new system with higher caps, 7 in favor of keeping the current system, and 1 who doesn’t like either system. Joel suggested we place this discussion on hold, while Russ thought we should wait for the new software. The TA and Heidi reported that their initial concern of a need to manually limit the “cap” may be quite solvable by the payroll people even with the current software. Betsey expressed some concern that we make sure we are treating all equally (the Police now have this system) and wants some time to investigate. Joel expressed his concern that with the flexibility of the proposed system we may be opening ourselves up to having folks find themselves without sick leave. Jon said he thought the controls of the current system should remain in place and certainly a lot of other organizations use this system. He said the only real concern he had heard was how we can grandfather in the time of those with a substantial amount of time. Russ believes the Police Department may be a different world, but also agrees with Jon that the only thing he really heard was the matter of the “cap” or the excess time being built up. Betsey said she knows it’s the employees time, but wants to be sure that all of our employees are being treated the same and if we are going to change, then she wants to be sure we are on the same plan for all. The consensus was for the staff to do a new run of the accrued time, and outline several approaches to what number to pull the carried over time below the new cap and how to allow access to the time that is swept into the “lock box”.
8. **Classification of Employees:** The Town Administrator reviewed a memo outlining new definitions of employees and under what circumstances those hours could be varied during the course of the year. He also distributed an analysis of the hours worked in the relevant positions over the past 18 months or so. Finally there was a review of a “grid” of which employee would be eligible for which type of benefit. It was noted that the Call Firefighters should be added to the grid. This memo and matter will be reviewed by the BoS for questions and then by the department heads as to concerns over impact.

9. **Over Time:** The current policies call for us to pay for overtime after 40 hours “worked”. The question has become what the word “worked” means. Joel asked if you are on vacation and called back, is it fair if you don’t get paid over time? A discussion ensued as to what that should be with an inventory and reaction to the various types of time off one might have ranging from vacation to holiday to jury duty. There was a discussion as to whether or not the Police are different in that they must work 24/7/365 which flowed into a discussion of the impact upon DPW workers. Betsey said the problem is we are treating people differently. Every one of our units deals with a specific constitunancy where they need the help just as much (i.e., VNS). The Town Administrator said that once you pull public safety and DPW out there are not enough employees left to fight over and encouraged the Board to set a single standard for all. Jon said he is not convinced you have to treat everyone the same as some have a different set of responsibilities. Joel suggested that we agree all are valuable employees, but for the moment we should concentrate on what would be counted as time worked. The consensus was that time “earned” (i.e. absent leave, vacation, sick, and personal) should be counted as well as the time actually worked. The consensus was to start there and then deal with which groups this definition would apply to and then deal with any comp time issues.
10. **Update on Dump:** The Town Administrator was asked if DES had sent the Town a letter concerning the clean-up of debris at the old landfill that has been under discussion. The TA said he had not and did not anticipate one, but would write a letter to them concerning the direction they had given.

There being no further business the Chair adjourned the meeting at 6:25 p.m.

Approved

Date
Respectfully Submitted
Carter Terenzini, Town Administrator