

**SELECTMEN'S WORKSHOP**  
**Minutes of 5/07/07**  
**4:00 p.m.**

*Selectmen:*

*Frank Michel, Chairman*  
*Peter Brothers, Vice Chairman*  
*Bob Flanders*  
*Miller Lovett*  
*Colette Worsman*

*Town Manager:*  
*Recording Clerk:*

*Carol Granfield*  
*Karin Landry*

The Workshop was opened by Chairman Michel at 4:00 p.m.

**W 07-05      Workshop Schedule**

The purpose of the workshop was to identify and prioritize the workshops most critical to the Town. Chair Michel clarified the definition of a workshop as a legal meeting where business can be conducted and votes taken. The workshops are generally utilized to get questions answered regarding upcoming agenda items without public discussion, unless it is requested. Selectman Brothers added that it is an opportunity for an exchange with administration and department heads in order for to the Board to use their knowledge to make better decisions. Selectman Lovett added that a workshop is a function of the committee as a whole. Dialogue ensued regarding motions made in a workshop and the Board was in general agreement that most motions would be procedural in nature, with motions setting policy the exception. Selectman Lovett expressed concerns with making final decisions on issues that the public has not been able to learn about through minutes and the press.

The Town Manager presented the following list of pending items to be addressed in a workshop:

1. Town Meeting Analysis
2. Budget Process Analysis
3. Disposition of Old Police Station/Town Hall Annex
4. Community Center Fees
5. Town Docks Concept – GMP
6. Transfer Station – Fundraising Policy
7. Village Pathway Committee – Status
8. Town Manager Evaluation System
9. Water System Capacity

Bob Flanders asked that Waukegan Watershed protection be added to the list. The Town Manager suggested a workshop on Watersheds in general. Money has been allocated for the Watershed and road standards and the Board needs to decide what they want to do with it. Chair

Michel set forth the top 10 goals for the next two years and asked the Board to keep them in mind as they identify and prioritize the workshops:

1. Protect water quality
2. Improve department efficiencies to contain costs
3. Enhance Town communication
4. Add personnel to Departments most critical in need
5. Develop Information Technology Master Plan
6. Improve development
7. Review/improve capital improvements
8. Review revision to road standards
9. Develop work force housing
10. Maintain a viable and sustainable community

Miller Lovett asked that #5, the Town Docks Concept – GMP, be expanded to include dialogue regarding economic development, aesthetics and the design of Main Street. The Chair would like to see the Greater Meredith Program invited to a workshop within the next couple months to look at the project and discuss philosophies.

Miller Lovett suggested dialogue with representatives at the county and state level regarding those entities effects on the total tax rate. The Chair invited Selectman Lovett to come up with a format for the event, but does not see it as a first tier agenda item.

Colette Worsman asked that the Community Center fees be expanded to a workshop on fees and revenues including the police station, police and fire details, and vendor fees. Dialogue ensued and the Board was in general agreement that the Community Center fees should stand alone as a first-tier workshop, with a separate workshop on fees in general. Peter Brothers pointed out that the Board needs to look at relative costs to determine if they need to be offset on the revenue side and make the appropriate adjustments.

The Board needs to review the budget process on both the disbursement and revenue side. The main priority is to set a philosophical approach to the expense side and revenue offset. The Town Manager and department heads need guidance on their proposed budgets. The Town Manager told the Board that the budget process will begin earlier this year and they need additional guidance as soon as possible. More data is required on the matter, and it was categorized as a second-tier workshop.

Dialogue ensued regarding water system capacity and water system plant capacity. The Board needs a clear picture of water capacity and usage and agreed that it is the #1 priority.

The Town Manager met with resident Rudy Koczera regarding a determination by the Board on a guardrail issue. The Chair directed the Town Manager to come before the Board with her recommendation once she receives the letter she requested from Mr. Koczera.

The Board agreed that the Town Manager evaluation should be a workshop agenda item. Selectmen Brothers and Lovett worked on revising the system last year, but it needs additional refinement before being presented to the Board.

The Board directed the Town Manager to continue using discretion on a case-by-case basis on the transfer station fund raising policy and to delete it from the workshop list.

The Chair directed the Town Manager to instruct the Village Pathway Committee to come before the Board to present their findings when they are ready.

Chair Michel asked that the Town Meeting analysis be placed on the list in order for the Board to review the process and make improvements for upcoming years. He asked the Board to be cognizant of the process by which a warrant article appears on the Town Warrant. The item may be deleted from the list.

Chair Michel, Vice-Chair Brothers and the Town Manager will meet to organize the workshops based on the Board's review of the items.

*Bob Flanders motioned to go into a non-public meeting under RSA 91-A:3(d) at 5:10 p.m. Seconded by Peter Brothers. All in favor. 5-0. Motion passed unanimously.*

Respectfully submitted:

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Carol M. Granfield, Town Manager

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Frank S. Michel, Chairman

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Karin Landry, Recording Clerk

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Peter F. Brothers, Vice Chairman

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Bob Flanders

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Miller C. Lovett

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Colette Worsman