

SELECTMENS' WORKSHOP
Minutes of 03/17/08
4:00 p.m.

Selectmen:

Peter F. Brothers, Chairman
Miller C. Lovett, Vice Chairman
Robert C. Flanders
Charles Palm
Colette Worsman

Town Manager:

Carol M. Granfield

Recording Clerk:

Karin Landry

Frank Michel stepped down from his position as Chair at Town Meeting. The Workshop was opened by Peter Brothers in his capacity as Acting Chairman at 4:00 p.m. He introduced the Selectmen and Town Manager.

W 08-21 Board of Selectmen Organizational Workshop

- **Election of Chair/Vice Chair**

Town Manager Carol Granfield accepted nominations for the position of Chair. Selectman Worsman nominated Peter Brothers as Chair for the ensuing year. Selectman Lovett seconded the nomination. 5-0. All in favor.

The Town Manager accepted nominations for the position of Vice Chair. Selectman Worsman nominated Miller Lovett as Vice Chair. Selectman Palm nominated Bob Flanders as Vice Chair. Dialogue ensued regarding the nominations. Experience, ability to commit time, and the opportunity for more cohesion among the Board were considered. The Board voted 5-0 to accept the nomination of Miller Lovett as Vice Chair. All in favor.

- **Board & Committee Selectmen Representatives**

The Town Manager set forth the time commitment involved with serving as the Selectman Representative on the various committees. Dialogue ensued regarding the following appointments:

Planning Board

Current: Colette Worsman – Regular
Bob Flanders – Alternate

New: Bob Flanders – Regular
Chuck Palm – Alternate

Capital Improvement Program (CIP)

Current: Miller Lovett – Regular
Peter Brothers – Alternate

New: Miller Lovett – Regular
Colette Worsman – Alternate

Transportation Advisory Committee (TAC) and
DOT Project Advisory Committee (DOT PAC)

Current: Frank Michel – Regular

New: Chuck Palm – Regular

Parks & Recreation Advisory Committee

Current: Bob Flanders – Regular
New: Colette Worsman – Regular

Waukegan Watershed Advisory Committee

Current: Bob Flanders – Regular
Peter Brothers – Alternate

New: Peter Brothers – Regular
No Alternate

Trustees of the Trust Funds

Current: Miller Lovett – Regular

New: Miller Lovett – Regular

Greater Meredith Program

Current: Economic Development: Miller Lovett
Design Committee: Miller Lovett

New: Economic Development: Chuck Palm
Design Committee: Miller Lovett

Water System Committee – New This Year

Current: Miller Lovett – Regular
Colette Worsman and Chuck Palm – Alternates

The work of the Fire Station Advisory Committee and the Employee Benefits Committee has been completed. There is no Selectman Representative for the Conservation Commission or the Village Pathway Committee.

Dialogue ensued regarding the level of participation by the Selectman Representative on the various committees. The time commitments will depend on the goals and objectives of each committee for the year. The Planning Board, Capital Improvement Program, TAC, DOT PAC, and the new Water Committee all require active participation by the Selectman Representative. For the remaining committees, a Selectman contact is probably sufficient. Selectman Palm suggested that the Chair of those committees periodically update the full Board on the committee's work.

Selectman Flanders moved that the Board appoint all representatives and alternates to the committees as discussed at length. Seconded by Selectman Worsman. 5-0. All in favor. Motion passed unanimously.

- **Calendar/Meeting Schedules/Workshops**

March 24

Workshop: Old Stage Road class VI road building permit

Regular: Committee appointments, milfoil, public hearing on special use fees

April 7

Regular

April 21

No meeting

April 28

Workshop and Regular

May 12

Volunteer Recognition

May 5

Regular

May 19

Regular

The Town Manager will work with the Chair and Vice Chair on the items to be scheduled. Selectman Worsman suggested that the Board review the level of involvement on committees by Town employees, including the impact of the involvement financially and on the Town's resources. The Chair directed the Town Manager to ask the department heads to give an estimate of time spent on committees on a monthly basis.

- **Town Manager Information - Roles, Goals, Project Summary, Pending Items**

The Town Manager reviewed the roles of the Selectmen, department heads, and Town Manager. The Selectmen should address department heads through the Town Manager.

The Board reviewed the 2007 Project List as of December 17, 2007. It is in the process of being updated through March 31, 2008. The Board agreed that the quarterly report is a very useful tool. It should be an active document, so completed projects should not remain on the list for an extended period of time. The Town Manager suggested keeping completed projects on the list through year end so there is a picture of progress that is made during a particular year.

The Town Manager presented a brief summary of the status of Town Goals for the Board's review. Selectman Lovett suggested tying the Goals into the employee evaluation system. Doing so will clarify that step increases are merit increases, and will allow employees to see how they contribute to the Goals. Each Goal should be reviewed to determine if it should continue to be a Goal, if it needs to be adjusted, or has been identified and implemented. The Board should identify the broader concept, and ask department heads to identify how the goal should be implemented. The Chair directed each Selectman to identify 10 goals that will be consolidated into the top 10 goals to be brought before department heads. The department heads will make recommendations on how the goal should be implemented. An additional workshop will be scheduled on the matter.

Dialogue ensued regarding alternatives to SB2. 57.5% of the voters voted in favor of SB2 at Town Meeting. The Board is in favor of calling upon individuals from the community who volunteered to explore options to SB2. The Town Manager will investigate the timeline and requirements of the procedure from a legal standpoint.

In view of the heavy winter weather and current economic conditions, Selectman Palm suggested that the Board look at how the budget is allocated. It is very likely that many areas of the budget will be overspent or delayed, and that there will be additional work that needs to be done because of heavy snowfall. The Chair would like to review the budget on a regular basis, and directed the Town Manager to work with department heads to assess the status of their budget. The matter will be scheduled for a future workshop.

The Board also wishes to discuss minimizing the impact of decreases in the tax base attributed to the collapse of buildings under heavy snowfall.

Selectman Worsman brought up the implementation of the COLA that was voted in at the Town Meeting. In view of certain highly paid positions, she questioned if the COLA should be given across the board. The Board was in general agreement that it must support the vote at Town Meeting. Any change to that procedure would have to take place during next year's budget cycle.

The Chair directed Board members to contact him, the Town Manager, or Vice Chair if they have any other topics they would like to discuss at upcoming workshops.

Selectman Flanders motioned that the Board move into a Non-Public session under RSA 91-A:3 II (a) and (c) at 6:00 p.m. Seconded by Selectman Palm. Selectmen polled. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Carol M. Granfield, Town Manager

Peter F. Brothers, Chairman

Karin Landry, Recording Clerk

Miller C. Lovett, Vice Chairman

Robert C. Flanders

Charles G. Palm

Colette Worsman