

**Selectmen's Workshop**  
**Monday, January 26, 2015**

The workshop began with the scheduled Department Head Meeting at 2:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Also present were Maria Moulton, Peter Waugh, Brad Harriman, Bill Eldridge, Natalie Hall, Brewster Vittum, Jim Eldridge, and Kellie Skehan.

White questioned how the Purchasing Policy is working. Harriman stated concern for meeting the requirements for purchases under \$5,000. White answered that this is an unclear area because the Policy requires a purchase order for purchases of \$5,000 and above but Department Heads have been submitting them for purchases less than \$5,000 in order for the funds to be reserved in the budget. White stated that guidance will be updated in the policy but Department Heads still have spending authority up to \$5,000 before requiring the Selectmen's authorization.

Waugh questioned how the summer activities purchase orders should be handled. White suggested a purchase order for each vendor.

Jim Eldridge stated that the purchase orders are void after 90-days and expressed his concern for the police cruiser order. White will check with Elaine Sherman to see if the language can be removed as there is no 90-day restriction.

Morgan questioned if there are any major purchases coming up. Jim Eldridge stated that he has the taser purchase. Morgan stated that the cash on hand is historically low following Town Meeting and requested that Department Heads keep Ellen and Elaine informed of larger expenses coming in.

Jim Eldridge reported that the generator cord is stretched and almost disconnected from snow that has fallen off the roof. Harriman will contact the electrician for repair. Riley suggested a cover for the generator to protect it in the future.

Waugh reported that the heat tape on the front of the building is tripping the circuit breaker. Harriman will add this to the list for the electrician.

Waugh questioned the status of the sidewalks. Harriman stated that they are waiting on information from the NH DOT to proceed.

White questioned when the gym floor can be waxed prior to Town Meeting. Waugh stated that the gym will be closed the Wednesday prior so anytime after. Ceiling tiles and lights will be scheduled for replacement before as well.

Morgan stated that the Public Hearing for the Budget will be on 2/4/2015 at 6:30 PM in the Town Hall Gym. He stated that the process has been very smooth this year but recommended all Department Heads come to answer any questions on their budgets.

Skehan requested that a shovel and salt be supplied to keep the walkways clear.

Riley discussed the Capital Assets Policy and provided a sheet to track incoming inventory. Riley reviewed the information to be included on the form and what items need to be inventoried. He stated that once the system is in place it should be a resourceful budget tool but the hard part is compiling the information. Morgan discussed using it to plan for future purchases. Riley requested that any questions be referred to him or Ellen.

White stated that Sam Martin is working on the design phase of the new website and anticipates that it will be online near the end of March. White stated there will also be a change to the email but that will not take place until the website is ready to change over.

Morgan discussed use of cell phones for Town business. He stated that if personal phones are used to conduct business they could be subject to RSA 91-A. White stated that the current plan is available for upgrade so they are in the process of reviewing who needs a Town-issued phone and what features will be needed. Riley stated that Town-issued cell phones should be used for Town business only. Freeman stated that they should be able to be used for emergency calls to family in addition.

White stated that the Board is still reviewing and updating the new Personnel Policy and Performance Evaluation criteria.

Jim Eldridge stated that the Governor declared a State of Emergency and questioned the plan for Tuesday. Morgan announced that Town Offices will be closed. Hall stated that the paychecks are ready and she will distribute them today but they cannot be cashed or deposited until Tuesday.

Waugh stated that Tim at Sunny Villa Restaurant has a foosball table to donate if the Town is willing to accept it. Discussion took place on where it can be stored if its accepted.

Freeman announced Brewster Vittum as the new Department Head being the new Supervisor at the Transfer Station.

White stated that the next Department Head Meeting will be on February 26<sup>th</sup>.

Department Heads were dismissed at 2:50 PM and the workshop went into recess until 3:00 PM.

The workshop reconvened at 3:00 PM. White asked if the Board reviewed the revised job description for the Boards and Commission Secretary. The Board confirmed and stated that it is ok as revised. White requested that they approve it during the regular meeting.

White stated that she would like to advertise the position vacancy until 2/13/2015 to give plenty of time for exposure. The Board agreed.

Freeman questioned whether the position will be responsible for transcribing minutes for the Budget Committee. Riley stated that the minutes are subject to RSA 91-A and there is a need for continuity. White reviewed the monies available in the budgets for the Planning Board, ZBA and Conservation Commission and Selectmen's Office for part-time wages.

White stated that a comparison using NHMA's wage survey put the position's pay at an average of \$15.00 per hour. Based on that wage, she estimated approximately 9-1/2 hours per week to be available for the position. The Board agreed to advertise the position at \$15.00 per hour for no more than 10 hours per week.

White questioned who the Town Report should be dedicated to. She presented a list of people who it had been dedicated to for the past twenty years and three names that have been mentioned as candidates. Following brief discussion about the candidates, a selection was made.

White asked for a picture for the Town Report cover. Morgan suggested the proposed Main Street Gazebo. Riley suggested an old picture of Town. White will see what Sam Martin has on file for use.

White presented a request for an increase in hourly rate for the Welfare Director. The Board requested that future requests be presented with the budget in the fall. White stated that the proposed budget can support the increase without amendments. The Board authorized White to handle the request.

White presented a request for an abatement to the Water & Sewer Department to request the user fee be removed from the last quarter billing. The Board agreed to submit it.

White recommended that the Board strike the language in question in the Lakes Region Humane Society Shelter Agreement and execute it during their regular meeting.

White reviewed her meeting with Jim Fitzpatrick that took place on Friday to review the milfoil Warrant Article. She stated that if the grant funding comes in from the State, the fund will have \$1,800 available after all expenditures. Morgan stated that if the funding is not available, there is not enough to cover the expenses and suggested increasing the Warrant Article from \$2,000 to \$6,000.

Being no further input, the workshop was adjourned at 4:05 PM.

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Richard H. Morgan

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Robert C. Freeman

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Franklin R. Riley

To be approved 2/2/2015