

Selectmen's Workshop
Monday, April 13, 2015

Chairman Morgan called the workshop to order at 3:00 PM. Present were Selectmen Richard Morgan and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Also present was Elaine Sherman, Finance & Benefits Administrator. Selectman Robert Freeman arrived late at 3:05 PM.

Sherman informed the Board of a request made by the Water & Sewer Department to change the classification of one of the employees to a 1099 subcontractor. Sherman sought legal guidance and as she suspected, found that a person cannot do the same job as subcontractor that they were doing as an employee.

Discussion ensued about the Department's failure to comply with Town policies and procedures that ultimately affect the Town through the sharing of its federal identification number. Morgan requested that research be conducted on how to separate the Department including turning the billing and collection process back over to them.

Additional discussion took place on disbursing only what has been collected on behalf of the Department.

Brief discussion took place on the taxable use of personal use of a Town vehicle and the implementation of a daily mileage log for tracking.

Sherman questioned what information the Selectmen would like included on the weekly report from the Treasurer. She stated that currently the report includes deposits received through the end of the previous week and payment manifests that are not approved until the following Monday. It was determined that the current report is sufficient but cash on hand for Monday morning will be helpful for when cash flow is low.

Sherman provided the Board with information from the US Department of Labor regarding the record keeping requirement under the Fair Labor Standards Act as well as copies of the weekly time sheets. White stated that each department submits a time sheet of hours worked but questioned whether a universal time sheet should be implemented to ensure that the Town is in compliance with State and Federal regulations. Discussion ensued on meal periods and the reporting of hours worked by salaried positions.

Riley questioned the process for holiday pay for members of the Police Department. Sherman stated that currently holiday pay is paid in a separate check for the equivalent of eleven holidays. Riley questioned what happens when an Officer then works the holiday they have already received pay for. Morgan reviewed the process from when it was originally initiated. This will be researched and discussed further at a later date.

Discussion took place about the potential areas of concern if a labor audit was to be conducted. Accrued leave time granted and taken is not tracked through the payroll system for one department. Unpaid meal periods are not being shown on the time sheets. The question of overtime eligibility for shifts longer than 8 hours at the Transfer Station was raised. The legality of multiple salaried positions at the Police Department was questioned. Due to time constraints, further discussion will take place at another time.

Sherman was dismissed at 3:32 PM. Kellie Skehan, Town Clerk/Tax Collector entered for the non-public session.

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c). Morgan made the motion to enter a non-public session at 3:33 PM. Freeman seconded. A unanimous vote was taken. Roll call vote was taken. Morgan answered yes, Freeman answered yes, and Riley answered yes. Morgan made a motion to adjourn the non-public session at 3:42 PM. Freeman seconded. A unanimous vote was taken.

The workshop reconvened at 3:42 PM.

Discussion about the inspection of the property located at 78 Moultonville Road, completed by David Senecal, Zoning Enforcement Officer, and Selectman Freeman, took place. Inspection reports and photographs were reviewed. Morgan requested that a letter be drafted to the complainants informing them that there were no zoning violations found at the time of the inspection and no further action would be taken.

Brief discussion took place on worker's compensation insurance requirements for subcontractors doing work for the Town.

White presented the application for charitable exemption received from the Ossipee Valley Masonic Lodge. She stated that the Board voted in 2014 to acknowledge the organization as charitable-exempt even though they had not met the requirements for the exemption. The application is to be reviewed by Assessor Todd Haywood and will likely not be eligible for the exemption again this year. White recommended that the Board review the statutory requirements and handle the organization's tax status the same way they did Agape Ministries. The Board will await Haywood's recommendation.

Being no further input, the workshop adjourned at 3:57 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 4/20/2015