

Selectmen's Department Head Meeting & Workshop
Monday, August 10, 2015

Selectman Morgan called the meeting to order at 2:30 PM. Present were Selectmen Richard Morgan, Franklin Riley, and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Also present was Peter Waugh, Recreation Director.

Morgan stated the purpose of holding a monthly department head meeting is to increase communication between the Board and each department, review the budget and assist with goal setting.

Waugh stated that his plan is to have the remaining 2-3 walls on the ice rink repaired as soon as the Laborer position is filled.

Morgan questioned the status of any long-term plans for Constitution Park. Waugh discussed low growth removal to increase visibility from Route 25 which will help with the vandalism. Waugh also discussed options to be able to irrigate the fields noting that water is an issue at the Park. He further stated that until a plan is in place, it is not worthwhile to invest into a field that cannot be properly watered. Brief discussion took place on the gated access to Constitution Park from Long Sands Road.

Waugh informed the Board that the necessary repairs have been completed at Duncan Lake.

Morgan discussed the current purchasing procedures and requested that Waugh keep business and personal transactions separate. Discussion took place on a Town credit card. White will research what options are available.

Waugh stated that he does not foresee any increases for next year's budget. Morgan stated that Waugh should add line items if need be.

Discussion took place on necessary maintenance to the fields and stock of supplies for activities.

Morgan and Riley discussed having programs available to the children during school vacation weeks. Discussion took place on the lack of budget funds to host programs this year as well as the lack of staff to coordinate. Further discussion took place on the activities provided through the Recreation Department. Waugh stated that he needs help to facilitate the programs the Board would like to see. Additional discussion took place on the staffing reduction and position eliminations that have occurred at the Department.

Waugh discussed the conference he will be attending in September in Las Vegas. He informed the Board that he was recipient of a professional development scholarship for \$1,000 that will be used toward his travel and registration expenses to attend the conference.

Weekly and monthly reporting requirements were briefly discussed.

Waugh was dismissed at 3:20 PM.

White informed the Board that she is awaiting response from the auditors on questions she presented to them following last week's workshop. She also informed them that Attorney Sager is reviewing the draft copy of the new Employee Manual.

Brad Harriman, Public Works Director, entered at 3:23 PM for discussion on road specifications. Harriman presented the Board with a memo outlining his inspection of the roads in the Knox Mountain Subdivision.

Morgan stated that he is not comfortable moving forward with any further preparations until a signed commitment showing all are in favor comes in from all property owners in a development.

Discussion took place on developing a plan to act as the groundwork for all future roads to be taken over by the Town. The Board suggested seeking the advice of Attorney Sager.

Harriman reviewed the specifications noted in the Subdivision Regulations as well as an application form that was presented to the Planning Board in 2007.

Morgan discussed the option of exercising betterment assessments to handle the Knox Mountain Association roads.

Harriman was dismissed at 3:47 PM.

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) at 3:50 PM. Roll call vote was taken. Freeman answered yes, Riley answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 4:00 PM. Freeman seconded. A unanimous vote was taken.

Freeman questioned the status of the applications received for the Laborer position. White responded that interviews have been scheduled with ten applicants this week. Freeman stated he would be conducting the interviews with White and Harriman. Discussion ensued.

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

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 8/17/2015