

Selectmen's Department Head Meeting & Workshop
Monday, August 24, 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 Police Chief James Eldridge.

Eldridge informed the Board that the Department is only providing backup to the Town of Wakefield in the event of a missing person or to provide safety support. Eldridge also stated that they did not participate in the sobriety checkpoint this year.

Discussion took place on the County Attorney's Office. Eldridge stated that the Attorney General's Office will be working in the County Attorney's Office for at least the next 1-2 years. He stated that processing has been much better and faster since they have been involved.

Eldridge reported that the Department's new truck is on schedule for production mid-September.

Eldridge stated that he has five vests to replace soon at approximately \$700/each. He questioned whether he could purchase 2-3 vests out of this year's protective equipment line which would eliminate the need for a warrant article in 2016. Morgan requested that he hold off until November to see where the overall budget is at that time.

Eldridge stated that his budget should be similar to this year's with the exception of the health insurance rates. Riley questioned whether Eldridge figured in overtime for the holidays worked. Eldridge confirmed.

Discussion took place on uniform cleaning, equipment and training.

Eldridge reported that he will need to replace tires this fall but will be utilizing the State bid.

Discussion took place on building needs. The door in the garage still needs to be replaced and the installation of a heat zone upstairs has been requested. Discussion took place on a future expansion or rebuild of the Police Station. Eldridge stated that the building does not meet standards and they have no ability to entertain even a short-term hold. Rochester and Conway are the only option if the County was not available. Discussion took place on electrical issues at the station causing the loss of one computer and a monitor recently. Riley recommended Eldridge come up with a plan for what would meet their needs for future discussion. Eldridge commented that he does not want to lose the garage.

Eldridge stated that he has researched the need for adding staff and found that it is not warranted at this time.

Eldridge was dismissed at 3:00 PM.

The revised 2014 draft audit was discussed. White questioned how the Board would like to respond to the Trustees of Trust Funds deficiency noted. Discussion ensued. A meeting with the Trustees will be scheduled. The Board was satisfied with the audit overall.

White discussed budgeting for an accounting firm to provide support to Elaine Sherman, Finance & Benefits Administrator, and also to assist with creating the financials and in issuing a Management's Discussion & Analysis to the annual audit. The Board agreed that funds could be budgeted in the audit budget line.

The upcoming budget season was discussed. The Board agreed with scheduling the budget reviews as per normal.

Morgan stated his concern with the status of the plans for the Highway Garage. He stated that we need to be prepared with figures prior to acting on the budget.

White questioned whether the Board would like Attorney Sager to draft the deed for the recently accepted donated parcel of land on Danville Road. The Board agreed.

David Senecal, Zoning Enforcement Officer, entered at 3:30 PM for discussion on what can be done with dilapidated buildings. The property at the end of Danville Road that is falling into Ossipee Lake was discussed as well as RSA 155:B. Senecal requested time to review the RSA and property with Attorney Sager. The Board requested that Senecal visit the property and take photos for the property file as long as the property is not posted. Senecal was dismissed at 3:40 PM.

White stated that she has compiled a few examples of a Fund Balance Policy and reviewed the guidelines set by the NH Department of Revenue. This will be discussed in a future workshop.

The Board questioned the status of the job description for the Recreation Director. White stated that it is in draft form but needs to be reviewed again for any changes.

Discussion took place on performance evaluations. White stated that she would like to have them completed in October if possible. The Board agreed that a draft form be distributed to the Department Heads so they know the criteria that will be used and to comment on any changes they deem to be necessary.

Being no further input, the workshop adjourned at 3:50 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 8/31/2015