

**Selectmen's Department Head Meeting & Workshop**  
**Monday, August 31, 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.

White informed the Board that Dave Senecal, Zoning Enforcement Officer, had an appointment at 1:45 and would be late. White presented the Board with an agenda for the Department Head meeting for review.

White presented a draft letter she wrote to Plodzik & Sanderson with responses to the deficiencies noted on the 2014 draft audit. The Board agreed with the letter as written.

White informed the Board that she received the draft copy of the Employee Manual back from Attorney Sager. She reviewed the changes Sager made throughout the document for consistency along with his suggestion to adjust the probationary period to six months. The Board agreed with the changes. White will incorporate them into the latest revision and distribute to Brad Harriman, Kellie Skehan, and Jim Eldridge for comment, prior to its adoption.

White questioned whether the Board would like to pursue budgeting for legal representation to negotiate the Union Contract next summer. Riley stated that he will recuse himself from the negotiation due to a conflict of interest. Discussion took place on changes that will need to be made in regard to the Affordable Care Act and upcoming Cadillac Tax. Additional discussion ensued. It was determined that money will be reserved in the legal budget to be used for negotiations if found needed.

White gave the Board an update of the current status of the revaluation update. The lakefront properties have been data entered and requests for informal hearings have been sent to the property owners.

White distributed various copies of Fund Balance Policies and guidelines from the Basic Financial Policies guidebook. White recommended the Board set a goal that is percentage based rather than a set amount. A draft policy will be created and presented to the Board in a future workshop.

Elaine Sherman, Finance & Benefits Administrator, entered and requested clarification on a few payroll items. She stated that the uniform cleaning allowance cannot be factored into an increase in the wage rate because it is not earned income which would be subject to NHRS withholding. It was discussed that a quarterly, taxable stipend could be issued. Disagreement with expenditures for cleaning clothing at home was asserted. Further discussion ensued. Sherman questioned whether a promotion in a Union position is eligible to receive retroactive pay. The Union Contract was reviewed and it was determined that retroactive pay applies to new hires who are subject to the stepped increase as part of the probationary period.

White reviewed copies of a few performance evaluations other towns are using. The Board agreed that the evaluations should be specific to each position. White stated that she would like to have the evaluation forms distributed to the department heads at the next meeting and completed by the end of October.

Discussion took place on the complaint filed by Jennifer Elliott. A response to the complaint will be drafted for review by the Board at the next workshop.

Brad Harriman, Public Works Director, entered at 3:50 PM to discuss a drainage issue on Circuit Road. Harriman reviewed the cause of the issue and solutions that will correct it. The Board agreed with Harriman's plan to correct the drainage issue. Discussion took place on whether a settling pond would be worthwhile. This would require an easement as it would extend past the Town's right of way. Harriman reviewed a request from Mr. Abdu to pay the cost associated with having gravel removed from his pond; a result of the drainage issue. The Board stated that they are willing to work toward correcting the issue but will not authorize paying for the gravel to be removed from the pond.

Brief discussion took place on Harriman's meeting with Bowen Corp. last week. Harriman stated that they are now understanding what the Town is looking for and Bowen Corp. should have more information ready for him next week.

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

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Richard H. Morgan, Chairman

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Franklin R. Riley

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Robert C. Freeman

To be approved 9/14/2015