

Selectmen's Department Head Meeting & Workshop
Monday, September 28, 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.

Waugh informed the Board that he has received two quotes to resurface the tennis courts and should have a third incoming. White questioned whether the resurfacing will be presented as a warrant article or part of the Recreation budget. Discussion took place on the Recreation warrant article that was removed in 2015.

Constitution Park - Waugh is contacting fence companies for the fence repair needed at the soccer field from people jumping over the top of it. There is also repair needed on the baseball field fence. Riley questioned whether the repair can be completed by the Laborer rather than contracting a company. Waugh responded that no new fencing is needed, only the repair so it likely could be completed by the Laborer.

Ice Rink – Waugh stated that he met with Bill Eldridge who will be looking into what is available for wood behind the garage to be milled and used to repair the remaining three sides of the ice rink.

Town Beach – Discussion took place on the run-off issue at Duncan Lake and the history of the issues with the rocks and Adventurer Campground. Morgan stated that it is not the Town's responsibility to keep the people off the rocks. Discussion also took place on the garbage retrieval from the beach. The Board agrees that the park is a carry in, carry out facility and the trash barrel should be removed immediately.

Waugh discussed upcoming events for the remainder of the year including the Halloween celebration on 10/24/2015 and the Breakfast with Santa on 12/2/2015. He also stated that fall sports are in full swing. Waugh informed the Board that there will be a fun day scheduled for 11/24/2015 during the Thanksgiving break and another 2-3 days in between the Christmas and New Year break as well.

Waugh reviewed his request for a part-time assistant for the upcoming budget and reviewed the wage calculations and tentative hours he has come up with. The Board stated that Waugh's intentions for the position need to be reevaluated and a duties assignment for the position needs to be more clearly defined. Morgan suggested that Waugh budget for referees on a per diem basis rather than incorporate those duties into a part-time assistant position. The Board requested he reach out to other communities for hours and job descriptions for the potential position.

Waugh stated that there is potential for another intern from Plymouth State this fall. Several other schools were discussed, but Waugh stated that the commute is too much.

The budget line for a part-time lifeguard was reviewed. Waugh stated that he has been unable to fulfill the position for several years.

Waugh reviewed several seminars he attended during the NRPA conference. Morgan questioned whether it was worthwhile. Waugh stated that he felt it was and added that next year's is in St. Louis if he is eligible for another scholarship.

Waugh had no comments on the employee manual.

Morgan stated that they are in the process of researching a credit card for Waugh's department expenditures.

Waugh was dismissed at 3:00 PM. Jim Eldridge, Police Chief, entered at 3:00 PM.

Eldridge stated that a VIN number has been issued to the new pickup so it should be in soon.

Eldridge reviewed his draft budget which is an increase of \$24,000 primarily due to raises and retirement. Discussion took place on the holiday pay. Eldridge stated that the radio line will increase as it is now privatized and the training line has been increased because the academy is now charging for training. Morgan discussed the potential for a decrease in gas expenditures with the rates being much less this year.

Eldridge stated that he has enough in his budget to purchase three new vests this year with delivery taking place in January. He added that the vests are due to be replaced in December next year so he can then put in a purchase order for an additional two following Town Meeting, and one vest per year thereafter so they are on a replacement schedule. Eldridge also informed the Board that he purchased new jackets for all officers so they are all the same and to replace several that are worn out.

The employee manual was discussed. Eldridge stated that his only comment noted was on the severance pay. He has not picked up the manuals and distributed them yet. Morgan stated that the Board has the authority to alter the manual as they see fit.

Eldridge stated the cell phones have been working great and the features have been very handy.

Morgan stated that Eldridge should have a plan in place for adding future staff to the department. Discussion took place on having a full-time prosecutor in place.

Eldridge informed the Board that Accu-Temp was out last week and reconnected the duct work and turned the upstairs zone on which should eliminate their heating issues.

Discussion took place on the complaint the Board received on Paulo Litwinczuk.

Eldridge was dismissed at 3:25 PM. David Senecal, Zoning Enforcement Officer, entered for discussion on the timeline received from John Lee of 9 Dorrs Corner Road.

Senecal suggested Attorney Sager review the proposed timeline and generate a response back to Mr. Lee. Discussion ensued. Morgan questioned if timelines need to be put in place as part of the permitting process. Senecal stated that the normal procedure has been that if substantial work has been completed, the permit is still active regardless of its one year expiration. Further discussion took place on temporary structures and accessory buildings. Morgan questioned the requirements that need to be met in order to receive an occupancy permit. Senecal reviewed them and suggested a change to the Zoning Ordinance regarding temporary structures. The Board agreed that a letter should be sent to Mr. Lee requesting the immediate removal of the temporary structure and an alternate plan for the renewal of his building permit.

Senecal was dismissed at 3:50 PM.

White reviewed the information she researched on a Town credit or debit card. She stated that a separate account can be created off the general fund for use by a debit card or Northway Bank also has a credit card which would need to be assigned to a particular person. The Board would have to determine who would have a card and what the credit limit should be set at. Discussion ensued.

Elaine Sherman, Finance & Benefits Administrator, entered for discussion on department deposits. It was agreed that all collections should be turned into the Selectmen's Office daily.

Being no further input, the workshop adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 10/5/2015