

Selectmen's Department Head Meeting & Workshop
Monday, November 30, 2015

Chairman Morgan called the meeting to order at 3:00 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 is interviewing an intern from Plymouth State University next Monday at 3:30 PM. The intern is a Senior and Sports Management Major from Hopkinton, MA. Morgan questioned the length of time of the internship. Waugh answered that it is for 135 hours including research. Waugh stated that he will be mentoring the intern and completing progress meetings with his professor.

Discussion took place on background checks. The Statute requires a National or State background check. The Board agreed to continue using the State background check. Morgan reiterated that any person working with children must have a background check performed.

White questioned whether Waugh has a written policy in place for staff working with children; a question asked during a recent insurance audit. Waugh confirmed stating that Jason Hanken created a coaches manual. The Board requested that Waugh provide a copy to White and make sure that all staff is aware of the policies.

Waugh stated that he is waiting for colder weather to open the ice skating rink and it may not be ready for the school vacation week. White questioned how long it has been since the school last utilized the rink. Waugh responded that it has been several years. Morgan questioned whether Waugh had ever considered covering the rink with a roof.

Morgan questioned the status of the Recreation Department's inventory. Waugh stated that he has inventoried the soccer material to start and will be working on cleaning out the garage and inventorying the rest during the winter when it is slow.

Waugh reported that the Turkey Fun Day went well; 10 children attended and a few are signed up for the Christmas break. Waugh also stated that the Christmas events are scheduled for a week from Saturday and OCC's Christmas Fair is this Saturday.

Discussion took place on the gym floor. White will be in contact with Ernie Hayford to set a schedule for waxing prior to the Primary Election and then touch up prior to Town Meeting. Morgan questioned whether the floor should be added to the 2016 project list.

Waugh stated that the roof on the bath house at Duncan Lake will need to be replaced next year.

Brief discussion took place on a dedication in the memory of Bub Avery. Waugh stated that the basketball team will be putting a memorial on their shirts in his memory this year.

Waugh stated that he will have the Christmas lights turned on for Saturday. The heat tape on the Town Hall has been completed.

Waugh reviewed new programs in place for the winter season including yoga on Monday, fitness class on Tuesday, and a clogging class. He has a request out looking for referees. Morgan stated that Waugh should be utilizing coaches and referees to attend games and not tie his time up in attending.

Waugh was dismissed at 3:35 PM.

White presented a timeline she created on the discussions related to the intersection of Routes 171 & 28 for the Boards review.

White informed the Board that CarePlus is in the process of relocating their central station and they have not notified the Town. White will reach out to them to remind them of the requirement to inform the Town as per the Ambulance Contract. Freeman stated that the new location in Madison has already been rented by CarePlus and they will be moving effective 1/1/2016.

Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) at 3:41 PM. Roll call vote was taken. Morgan answered yes, Riley answered yes, and Freeman answered yes. Morgan made a motion to adjourn the non-public session at 4:00 PM. Freeman seconded. A unanimous vote was taken.

The Department Head Meeting & Workshop reconvened at 4:00 PM.

Being no further input, the workshop was adjourned.

Adjourned at 4:00 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 12/7/2015