

**Selectmen's Department Head Meeting & Workshop**  
**Monday, October 17, 2016**

Chairman Riley called the workshop to order at 2:00 PM. Present were Selectmen Franklin Riley, Robert Freeman, and Richard Morgan, and Ellen White, Town Administrator, who recorded the minutes. Also present were Elaine Sherman, Finance & Benefits Administrator; Steve McConarty, Zoning Enforcement Officer; Craig Brady, Recreation Director; Maria Moulton, Librarian; Brad Harriman, Public Works Director; James Eldridge, Police Chief; Brewster Vittum, Transfer Station Supervisor; Bill Eldridge, Highway Foreman; Kellie Skehan, Town Clerk/Tax Collector; and Wayne Eldridge, Water & Sewer Superintendent.

Riley welcomed new Recreation Director Craig Brady and asked if everyone has had the opportunity to meet him.

Personnel Policy – Riley stated that the Board will be completing an annual review of the policy and noted a few grammatical and formatting changes noted by Skehan will be made. Riley requested that any updates be forwarded to White.

Purchasing Policy – White stated that an amendment will be made to the current policy so there is only a one-step approval process when it comes to a bid award. W. Eldridge questioned the Town's policy for requiring a formal bid process. White responded that a formal bid process is not required until it reaches \$5,000 although Department Heads should be seeking competitive pricing for all purchases. Morgan stated that vendors in Ossipee should be utilized as much as possible to keep the tax money in Town.

Buildings & Grounds – Moulton stated that the heat tape still needs repair at the Library. Riley stated that any winterizing of buildings and grounds needs to happen soon as winter is approaching. Harriman stated that the plumber will be closing up the Chickville Meeting House this week. He also confirmed that a larger propane tank has been installed for the heating system.

Budget – Department Heads were requested to manage their budgets tightly as we await the setting of the tax rate. Riley stated that the Board is working on getting the facts together on how to properly handle and manage the finances of the Water & Sewer Department for the first of the year.

Capital Assets – Sherman reported that all information has been data entered, she is awaiting the lifespan of roads and bridges requested from Harriman to finalize. Harriman responded that he should be able to look into it this week.

Time & Leave Reporting – Sherman stated that the pay period week ending 12/31/2016 will be considered the first pay period of 2017. Sherman stated that in the past, the final week has been an opportunity to use accrued vacation or personal time from either year. White requested that any requests to buy back one week of vacation must be made to the Board of Selectmen by the first week in December.

Website & IT Update – Discussion took place on missing meeting minutes. A request for Water & Sewer information was made. White reported that Sam Martin is working on updating forms throughout the website to eliminate old email addresses and contacts.

Performance Evaluations – In progress by all departments. Riley stated that it is a great way to open communication. Harriman confirmed that the evaluations will take place annually. White stated that they should be completed prior to the start of budget season even though they are not merit based. J. Eldridge reported that he completes his Department's during December each year.

Cleaning – Riley stated that the position appears to be working out very well and will be more cost effective than subcontracting.

J. Eldridge reported that the new stairs at the Police Department were a nice improvement. Discussion took place on the roof rafters. McConarty will look into the cost to repair and add to the Government Buildings projects to be completed in 2017.

Meeting Thoughts & Ideas – Nothing new.

Morgan stated that the Union negotiations are ongoing and are currently pending the new health insurance rates. He stated that he was hopeful to offer a menu-driven plan giving options for a more premium plan or a reduced plan for cost savings but it does not appear to be an option through the current provider. The \$1 mail-in prescription benefit will no longer be available after 1/1/2017; it will increase to a tiered amount for a 90-day supply depending on the prescription drug. Sherman stated that HealthTrust will be meeting tomorrow to set the new rates. Morgan also discussed transitioning from vacation, personal and sick time to a leave time policy. Discussion ensued.

Skehan requested election prep assistance from the Highway Garage. White reported that Ernie Hayford will be stripping and waxing the foyer and gym floor starting on 11/4/2016.

Skehan stated the air conditioning units can be removed at any time. She then questioned the plan for new units next year. Harriman will get the quotes update for review.

Skehan reminded Harriman of sidewalk repairs that need to be completed prior to the election. B. Eldridge responded that they will not be completed in time for the election.

Panic button testing will take place at a later date.

W. Eldridge reported that they will be flushing hydrants this week and starting the winterizing process. He also reported that there is water available behind the Water & Sewer Department for those experiencing a water shortage; this is available year-round. W. Eldridge stated that the Department has been doing daily monitoring for water shortage and reported that they are in good shape.

J. Eldridge questioned the status of the vehicle first aid kits. White responded that she has received a quote from Cintas (formerly Zee Medical) and is awaiting a quote from one other company before the purchase is made, but they will be in by the end of the year.

Discussion took place about the turkey vulture nuisance at the Transfer Station. Vittum stated that he was referred to the US Wildlife Foundation by NH Fish and Game and all contact has gone unanswered to date. He requested a letter from the Town or Health Officer be sent to address the issue. Riley responded that he will work on a letter.

Sherman reported that the medical form submissions for deductible reimbursements has been going better than in the past. Changes to HIPAA rules have made it difficult to collect information needed. She also stated that new W-4's will be requested this year. No tax changes are anticipated for the upcoming year. Sherman reminded all Department Heads that subcontractor information is required prior to the work being completed.

All Department Heads were dismissed at 2:42 PM. A brief recess was taken until 3:00 PM.

Bob Boyd, Timber Monitor, entered for discussion on his progress and the updated budget. Boyd provided an update of all activity he has been dealing with. He referred the Board to the Timber Monitor binder in the Selectmen's Office for a log of all issues.

Boyd reviewed the requirements and exemptions of a logging operation with the Board. A few cases under investigation were discussed.

Boyd also reviewed his authority as Timber Monitor and the process in which he involves the State Forest Ranger and DRA's Timber Assessor.

Morgan discussed producing a list of local reputable loggers to distribute. Discussion ensued. Boyd stated that a list of actions and violations is available to anyone inquiring through the State office.

Boyd presented the idea of offering an educational workshop on timber harvesting.

Boyd was dismissed at 3:32 PM.

The Board reviewed the budgets for the upcoming meeting including:

Conservation Agent

Board of Selectmen (salary)

Legal

Dam Authority

Patriotic Purposes

Treasurer

General Assistance

The budgets for the Trustees of Trust Funds and Cemetery Trustees will be presented during the meeting.

White was asked to have McConarty investigate the wedding tents from the 3 Covered Bridge Road property from this past weekend.

White informed the Board that Knox Mountain Association will be attending the Selectmen's Meeting for further discussion on the acceptance of their association roads as Town roads.

White questioned when the Board would like the audit completed for the Water & Sewer Department transition. It was agreed to request its completing as close to the first of the year as possible

Being no further input, the meeting was adjourned.

Adjourned at 3:55 PM.

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Franklin R. Riley, Chairman

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Robert C. Freeman

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Richard H. Morgan

To be approved 10/24/2016