

Selectmen's Workshops
Monday, July 21, 2014

Chairman Richard Morgan called the workshops to order at 2:00 PM. Present were Selectmen Richard Morgan, Robert Freeman and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Also present were Elaine Sherman, Brad Harriman, Bill Eldridge, Dave Senecal, Ron Davis, Doug Sargent, Kellie Skehan, Jim Eldridge, Peter Waugh and Natalie Hall.

Morgan announced the purpose of the meeting to be to initiate a monthly meeting process with all department heads. He added that future meetings will be held by the Town Administrator and the Board will attend on a quarterly basis.

The Purchasing Policy was the first item of discussion. Sherman produced a memo notifying all departments that accounts at various vendors have been separated to help clean up the reconciling process for the department heads.

White will be ordering a stamp for each department head to use for payment advice when the invoice is turned in for processing. Skehan suggested Granite State Stamps as a vendor for the stamps. Skehan suggested adding a line to the stamp that would include the due date to assist with invoices that are processed well before their due date.

Harriman requested consideration of an increase in spending authority. The Board asked him to work through the current process and procedures and the request would be reviewed at a later date.

Morgan discussed the ongoing process of inventorying capital assets. He asked for cooperation from the departments to gather an inventory list. White stated that the land and building list is almost complete. The equipment list is also in progress. Sargent provided a list pertaining to the Water & Sewer Department assets.

White requested that all leave requests for department heads be turned in to her. She will then inform the Board. Each department head will be responsible for leave requests made by their employees. She stated that past advice has been unclear and that the requests should not be going through the public meetings. She also requested notification of other times when department heads will be out for doctor's appointments, etc. so we can better inform the public and plan for coverage.

Riley discussed the status of the budget. He commented that we are halfway through the year and the percentages appear to be in line. He added that this is the time to start planning for over-expenditures and anything that may not have been budgeted for. Discussion took place on an old budget worksheet that was used to help figure budgets. J. Eldridge may have a copy to provide.

White asked for comments on the facilities including cleaning or repair. Sargent stated that there is existing damage to the siding on the Water & Sewer Department building and also the need for roof repair for the building at 8 Dore Street. It was requested that any needs be documented and addressed to Brad for budgeting. Waugh stated that his carpet is in need of cleaning and questioned whether the carpeting in the Town Hall should be done. Waugh also mentioned that there are approximately 50 tiles in the gym floor that need to be replaced. Harriman will check with Bub or contact a flooring company if necessary.

Waugh questioned the Board on how to handle requests for use of tables and chairs. Discussion ensued and updates to the Contract for Use of Facilities will be made. Cleaning and trash removal after events was also discussed.

Waugh questioned if the paint class could be held at the Freight House. It was agreed that it should continue to take place in the gym at Town Hall.

Skehan requested washing and waxing of the gym floors and entryway for the elections in September and November. She also mentioned the need for a few new voting booths in consideration for 2015 budgeting purposes.

J. Eldridge reported that a new ID printer has been purchased. He suggested that each municipal employee have an ID made. He stated it will also be available for use by outside agencies for a fee.

Group purchasing was discussed. Pricing will be obtained for group paper purchasing. Department heads are asked to share any special savings with each other so all can take advantage.

J. Eldridge stated that the Police Department is having issues with their voicemail system. Contact has been made with Brooks Communication to see what options are available.

The next meeting will be scheduled in one month. All department heads were dismissed at 3:00 PM.

White presented the Board with a sample contract for the statistical update and a draft copy of Wolfeboro's RFP for the 2015 revaluation. White questioned if the Board would like to do a separate RFP for the assessing service. Discussion took place on the need to have the assessing and revaluation work completed by the same company for continuity. Morgan questioned whether there would be cost savings to commit to both services. White will continue to work on the RFP for the revaluation.

The 2013 financials for Agape Ministries Servants Inc. were presented for review. Discussion took place on the percentage of use of the property located at 1895 Route 16 for the tax year 2013. Agreement was made that the thrift store should not qualify for abatement as it is being operated as a business. The building was not approved for occupancy until December 2013 but was being used for a portion of the year. Morgan suggested consideration of abating a percentage of the property's assessment. It was discussed that a percentage should be considered on an annual basis based on review of the service provided to the Towns and review of financials.

Being no further input, the workshops were adjourned at 4:00 PM.

Richard H. Morgan

Robert C. Freeman

Franklin R. Riley

To be approved 7/28/2014