

Selectmen's Workshop
Monday, October 20, 2014

Chairman Morgan called the workshop 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 Maria Moulton, Natalie Hall, Peter Waugh, Pat Jones, David Senecal, Elaine Sherman, Bonnie Ames, Bill Eldridge, Jim Eldridge and Kellie Skehan.

Morgan opened the workshop with the Department Head meeting. The first item opened for discussion was the Purchasing Policy. Sherman reported that duplicate invoices are still being submitted for processing. Sherman and White stated that the Purchasing Policy discusses the purchase order requirement for purchases over \$5,000 but it does not instruct the requirement for purchases of \$1,000 or more. Jim Eldridge expressed concern with the purchasing procedures for purchasing uniforms for the new employee. Additional discussion took place on open purchase orders.

Sherman commented that the two public restrooms should be re-floored. Waugh questioned if there is a plan for the gym floor. White responded that Brad Harriman will be seeking information about re-flooring it from the company looking into the highway garage expansion. Skehan questioned when the sidewalk in front of Town Hall will be repaired. White responded that it will be completed when the concrete company pours the new pad for the compactor at the Transfer Station. Skehan requested a patch to level the problem area of the sidewalk prior to the election.

The upcoming budget process was discussed. Waugh questioned if the health insurance rates are available yet. Sherman answered that they should be available on Wednesday. Additional discussion took place on the wage increase that will be reflected in the budget requests due to the Union Contract renewal. Morgan discussed incorporating the salaries of the Zoning Officer and Public Works Director into the Selectmen's Office budget. Sherman questioned why the phones at the Freight House are incorporated into the Government building budget while the other town phones are part of their particular department's budgets. This will be a change the Board will consider in the future.

Hall reported that about half of the TAN note has been borrowed so far which is about \$240,000 more borrowed than this time last year. Morgan stated that spending should take place on essential purchases only until the tax rate is set. White reported that Carroll County is now holding up the tax rate.

White reported that we still need figures for the infrastructure for Capital Assets. She added that Sherman's accounting system does have a module to track capital assets available to purchase for approximately \$7,600. Riley stated the expense may be necessary to eliminate the adverse opinion in the annual audit.

Morgan reiterated that all leave slips are to be turned into Ellen. Riley requested that employees plan their vacation time in advance to help prepare for staffing coverage if needed. White discussed the hourly employee time reporting requirement where employees should be signing in and out for their lunch periods.

The Town website was discussed. Several expressed interest in being able to maintain their own sections of the site. The Board asked White to investigate this option further.

Sherman reported a computer security issue that will be addressed with Claire. White stated that the computer maintenance budget for the upcoming year should include a maintenance plan and disaster recovery efforts. The disposal of old computers was also discussed.

White reported that the gym floor will be touched up on Thursday, 10/30/2014. Skehan requested that the floor be cleaned prior to. White confirmed that it will.

Sherman reported that payroll will need to be turned in on the Friday prior to Veteran's Day and will be processed on Monday due to the Tuesday holiday. White stated that a representative from Aflac will be at the Town Hall on 10/28/2014 from 9-12 for anyone interested in information on the plans they offer.

Morgan announced that the ZBA is desperate for a new member and is also seeking alternates. There is also a vacancy for a town representative on Lakes Region Planning Commission if anyone is interested.

Being no further input, all Department Heads were dismissed at 2:50 PM.

The Board reviewed the proposals received for the revaluation. White discussed the comparison spreadsheet she compiled and stated that because not all companies used the same proposal form, it was difficult to provide an accurate comparison. She added that the RFP requested that proposers use the form provided. Following discussion, it was decided that only the companies who used the format be considered. Morgan requested that White consult with Attorney Sager for his recommendation on how to proceed with proposals in regard to any items that can be eliminated to reduce the price. A meeting will be scheduled with Todd Haywood on Wednesday to review his proposal. Discussion took place on the assessing service.

Morgan discussed his displeasure with the outcome of the Lievi hearing. The hearing was briefly discussed. Additional discussion took place on how the Board might proceed with notifying the County Attorney of their dissatisfaction. White suggested writing a letter to the editor.

Being no further input, the workshop was adjourned.

Adjourned at 3:48 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Franklin R. Riley

To be approved 10/27/2014