

Selectmen's Workshop
Monday, April 20, 2015

Chairman Morgan called the workshop to order at 2:00 PM. Present were Selectmen Richard Morgan, Franklin Riley and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Also present were Kellie Skehan, Jim Eldridge, Doug Sargent, Bill Eldridge, Elaine Sherman, Peter Waugh, Brewster Vittum, Brad Harriman and Maria Moulton.

The workshop began with the Department Head Meeting as scheduled.

Announcements:

White announced that the Board adopted a Town-Issued Cell Phone Policy that will be distributed with the new phones that have been ordered for specific positions. Riley requested that employees who are issued Town-owned cell phones keep the use to official Town business.

White stated that the new website will be live by the end of the month and encouraged each department to review the site for feedback or changes they would like to see.

Purchasing Policy:

Sherman reported that the purchase orders allowed encumbered funds to roll over into the New Year easier as one transaction opposed to many as had been the case in the past. She added that there have been some payments that were delayed at the Post Office and requested that if any Department Heads are notified by a vendor of missing payments, to please notify her.

Jim Eldridge stated that the first cruiser is scheduled for delivery toward the end of May and the second is scheduled for delivery late July or early August. He commented on the reduction in price using State bid which accounted for a savings of approximately \$15,000.

Building/Grounds Repair & Maintenance, Needs, etc.:

A request for more frequent billing by the electrician was made. Harriman will follow up with Roger Schipellite.

Harriman reported that generator repair at the Police Department has been completed. He added that the heat tape at the Town Hall will be addressed this spring.

The upcoming exterior plan for pest control was discussed. White reviewed the request for ant and wasp control at the Water & Sewer Department.

Harriman reported that Heckman Flooring will be out to look at the flooring in the two restrooms downstairs and the one upstairs bathroom. Riley questioned if they could also look at a solution for the gym floor. Harriman confirmed and stated that he will also have Bowen Corp. provide a quote.

Morgan questioned the status of building plans for the proposed Highway Garage. Harriman answered that he hopes to have additional information by the end of the month and added that the engineering and design phase should be ready by next Town Meeting.

Harriman will be evaluating the insulation in the upstairs storage area to eliminate future plumbing freezes. He added that the Freight House has been addressed by means of adding a new circuit for a heater to stop freeze ups there.

White reported that Time Warner Cable should be out by the end of the week to complete the hookup of the new telephone line that was previously run by the electrician.

Morgan stated that the status of the abatement request made to the Water & Sewer Department will determine the repair requests for the roof, electrical and siding of the Department's building.

White reported that an evacuation plan is in progress for the Town Hall and other buildings.

Discussion took place on installing a door to restrict access to the upstairs offices. The sign at the bottom of the stairs to check in at the Selectmen's Office is often ignored. White stated that Dave Senecal estimated a cost over \$1,000 to install a new door and key pad access similar to what is in the Selectmen's Office. Riley stated that the building should be public accessible. White will work on installing colored signage to direct people to announce their visit at the Selectmen's Office. Riley stated that the door at the top of the stairs should be replaced with a solid core door and it should be locked when the building is closed.

Skehan questioned whether the front sidewalks would be repainted. Harriman confirmed, stating they will be repainted when the concrete repair is completed.

Wagh reported that the skate park and tennis courts are now open.

Budget Status & Planned Purchasing:

Brad stated that there will be \$13,000 to be expended for upcoming paving projects.

Riley questioned when the Library roof will be completed, being a rather large expense that needs to be planned for. Harriman answered with mid-June. Harriman added that he is in the process of receiving updated quotes for the material needed for the roof repair.

Sherman questioned what is left to expend on the Thurley Road Bridge. Harriman answered that the guardrails still need to be completed. He stated that the company he usually uses is dissolving due to the death of the owner. Harriman stated that they may use some of the excess materials from the lumber being milled for the Whittier Covered Bridge to complete the guardrails.

Capital Assets:

Harriman stated that he has the equipment completed and will begin working on the bridges and roads. White requested that Sargent send the capital assets of the Water & Sewer Department to her by email.

Time & Leave Reporting:

White reported that the Board of Selectmen held a workshop last week to review the time reporting requirements mandated by the Federal and NH Departments of Labor. Further discussion is needed and they will be working toward a standardized time sheet so all departments are in compliance in case a labor audit is conducted.

Sherman questioned when the Highway Department will be moving onto 10-hour days. Bill Eldridge answered with May 4th. The Police Department will remain on 8 hour shifts.

Performance Evaluations & Personnel Matters:

Sherman reviewed the Slice of Life program and stated that if employees complete the health assessment they are eligible for a \$75 check.

Sherman stated that with the talk of Property Liability Trust dissolving in 2016, Health Trust is pushing the programs they offer to employees. Benefits Advisor Peter Chapel has suggested a meeting to review the benefits available to all employees to be held at Town Hall.

Sherman reviewed the Smart Shopper program where employees can be paid for being good consumers by researching providers for the best cost for their medical procedures. She stated that webinars are available for employees to view to get more information about the program.

Sherman stated that there is availability for a Health Coordinator for the Town if anyone is interested. The Coordinator would be responsible for organizing health programs for employees including blood pressure clinics, flu clinics, healthy lunch, etc.

Riley requested that the Selectmen be made aware of any employee recognition Departments would like recognized at the Board level which will include a letter of recognition to go into the employee's personnel file. White added that requests for nominations for the Employee of the Year will be distributed this week. Waugh informed the Board that Jen Berkowitz, Director of the Schools Out! Program was recognized last week as an award recipient for her work with the program.

Morgan commented that budgeting needs and wants should be addressed to continue the commitment of efficiency by investing in the departments.

Skehan stated the tax bills will be going out on 5/12/2015 as long as the Selectmen sign the Tax Warrant as planned on 5/5/2015.

Freeman thanked Bill Eldridge and the Highway crew for doing a great job this past winter season.

Sherman thanked Skehan and White for keeping the communication open with leave time being taken.

Discussion took place on what is disclosed to the public in the event of an employee absence. A memo will be drafted to reiterate that an employee's leave status should not be disclosed for their personal protection (i.e.: away on vacation, medical, etc.). A generic out of office should be given.

All Department Heads were dismissed at 2:55 PM.

Harriman and Vittum informed the Board of a few incidents that occurred over the weekend and Monday at the Transfer Station where a resident made several trips in a vehicle that did not have a valid sticker. Bonnie Ames allowed the resident a one-time exception but the resident came multiple other times. Vittum stated that he spoke with the resident and told him that he would need to purchase a sticker for the vehicle if he continues to use it. The Board agreed that residents must abide by the rules or they will lose their privilege. Harriman will research the policy for use of the Transfer Station and review the procedure for non-compliance. Harriman and Vittum were dismissed at 3:10 PM.

Skehan returned at 3:10 PM. Skehan provided the Selectmen with a list of Town-owned properties eligible for a tax sale. She requested what the Board would like to use for a starting bid for the properties. Following discussion, the Board requested that Skehan report back with a figure of how much is owed for back taxes for each property. Four of the properties require a 90-day notice to the prior owners because they were taken by tax deed within the last three years.

Skehan reviewed several properties past Boards of Selectmen did not want to sell. A few properties would only be valuable to abutters due to their minimal acreage and the others included land held for conservation.

Skehan confirmed a date of 8/10/2015 to be the date when the bids will be opened. She also requested a workshop on 4/27/2015 to review the opening bid amounts for the properties to be sold.

Skehan was asked to follow up with the two banks that are working with two taxpayers on their tax liens to verify the taxpayers have been in to seek financial assistance. It was determined that the banks would not be able to disclose any information, so a letter will be sent to the taxpayers acknowledging their efforts.

Morgan confirmed the date and time of the Rabies Clinic so it could be announced during the Selectmen's Meeting.

A letter to proceed with the re-deeding process for a property was presented for signatures. Morgan made a motion to sign the letter. Freeman seconded. A unanimous vote was taken.

The Board authorized an employee leave request.

Being no further input, the workshop adjourned at 4:06 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 4/27/2015