

Selectmen's Department Head Meeting & Workshop
Monday, July 20, 2015

Selectman Morgan called the meeting to order at 2:00 PM. Present were Selectmen Richard Morgan and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Also present were Brad Harriman, Dave Senecal, Maria Moulton, Peter Waugh, Elaine Sherman, Bill Eldridge, Jim Eldridge, and Kellie Skehan.

Budget Review - Morgan stated that budget season is right around the corner and commended the Department Heads for open communication and planned purchasing resulting in the Town not having to borrow from the Tax Anticipation Note as of yet.

Waugh questioned when will the health insurance rates be received for the upcoming budget year? Sherman answered that she recently filled out a survey with HealthTrust requesting the rates be sent earlier, mid-September, if possible. Brief discussion took place on the Affordable Care Act and the Cadillac Tax.

Purchasing Policy – Sherman stated that there are some charges being made to the wrong account at Indian Mound Hardware and Skehan Home Center.

Riley stated that a few purchase orders after the fact have been submitted and reminded all Department Heads that they are considered unauthorized expenditures and will be noted as an audit deficiency for not following the Purchasing Policy in place.

Jim Eldridge questioned whether an increase in spending authority would be considered. The Board agreed that it can be if need be.

Sherman reported that the accounts payable schedule with a 10-day hold seems to be working now.

Personnel – Sherman stated that the current life insurance policy only covers up to \$50,000 per year which does not cover the annual salary of some employees so she reached out to HealthTrust who will be increasing the benefit amount to \$90,000. Sherman stated that the increase will cost an additional \$110 this budget year. The Board agreed to make the increase effective as soon as possible.

Morgan stated that the health insurance plan covers the dependents of a deceased employee at no charge to the town or family for one year.

Morgan announced that the Board is working on a memorial in the memory of Bub Avery for his involvement in sports and the community.

Riley stated the Board will be scheduling monthly meetings with individual Department Heads starting soon. An open item list has been prepared which will be discussed in detail. Riley stated the meetings will be to continue open communication and assist with better management of the Town.

Morgan discussed an incentive program he would like implemented in the next budget cycle for the recognition of employees who go over and above to save the taxpayer's money.

White reviewed the leave request process stating all planned personal or vacation days require a leave request form submitted so she can keep the Board informed.

Discussion took place on employee background checks. Morgan stated that all new hires must have a background check performed and that they should not begin employment until it has been returned and reviewed.

Sherman stated that she has a new hire packet with a checklist for all required documents and she is also available to review the information upon request.

Sherman thanked all Department Heads for revising the time sheets so they are now in alphabetical order by last name.

Waugh reviewed the background check requirement for volunteers and day camps. Morgan stated that they want to ensure the Town is doing everything to follow the State standards at a minimum, or stricter than.

Waugh informed the Board of a washout at the Duncan Lake Beach, a result of the heavy rainstorm.

White stated that she has contacted the new cleaning company to inform them that they need to check the supplies daily as toilet paper and paper towels ran out during the mid-day on two separate occasions. She also informed them that the rugs have not been vacuumed daily. The owner responded that they now have their employee doing the cleaning and will address it with them. Skehan stated that the foyer is not being cleaned as well or as often as in the beginning.

J. Eldridge stated that the Town vehicles need to be re-inspected in September; a change from the normal inspection month of March.

Brief discussion took place on the closing of Sweet Paws.

White reported that All Brite will be cleaning the carpets on Saturday, 8/22/2015 at 9:00 AM and they will be ready for regular traffic on Monday.

J. Eldridge reported that the new cruiser will not be arriving until September and will be coming in as a 2016 model year for the same price.

B. Eldridge distributed an employee warning notice form he received from another town.

Sherman questioned which departments have their own personnel files. Sherman stated the recent information request for a legal matter made her aware that her files may not include everything personnel related. She reminded all that the information needs to be stored under lock and key.

Brief discussion took place on the water and sewer billing and the phone for the Forest Fire Warden.

All Department Heads were dismissed at 3:00 PM.

Bob Boyd entered for discussion on the Conservation Agent position. The Board reviewed the budget and what they would like the position to be responsible for.

Boyd requested use of a Town vehicle to conduct inspections. White will coordinate with ZEO Senecal.

White will request copies of current Intents to Cut from Timber Clerk Sue Simpson for Boyd's inspections.

Boyd discussed an informational packet that was distributed by former monitor John Smith and also suggested the hosting of a timber workshop.

Boyd requested a few items such as a counter and compass. The Board suggested he compile a list and forward it to White. Boyd was dismissed at 3:30 PM.

The complaint received from Jennifer Elliot was reviewed. The Board requested that White forward the complaint to Dave Senecal for further information and requested a meeting be scheduled to review the complaint next Monday, 7/27/2015.

White informed the Board of an issue with tents being left up at the Main Street Park. She stated that it is difficult to mow the lawn and also that they are blocking the irrigation and inhibiting the sun light which is going to kill the lawn. The Board agreed that a letter should be sent to the Main Street Director ordering immediate removal of the tents.

The air conditioning in the Town Clerk's Office was discussed. White will request that Harriman have the window secured so the unit can be run overnight to help cool down the office.

Being no further input, the workshop adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 7/27/2015