

**Hancock NH**  
**Selectboard Meeting Minutes**  
**September 19, 2016**

**Present:** John Jordan, Chair; Tom Shevenell; Erik Spitzbarth

**Others:** Diane Kendall, Town Administrator; Andrew Wood, Police Chief

Jordan called the meeting to order at 4:00pm

**SELECTBOARD BUSINESS:** Spitzbarth motioned to accept the minutes of September 12, 2016 seconded by Shevenell and unanimously approved. Consent Agenda 9/13/16 to 9/19/2016 items:

- General Account Check Manifest:
  - 8/25/2016                 \$ 116.13           General Operating Expenses
  - 8/3/2016 to 8/11         \$ 42.08            General Operating Expenses
  - 9/13/2016                 \$ 3,630.74        General Operating Expenses
  - 9/16/2016                 \$16,126.20        General Operating Expenses
- Payroll Manifest: 9/14/16     \$12,954.37        Pay Date 9/16/16

Spitzbarth moved to approve the Consent Agenda of week 9/13/16 to 9/19/2016 seconded by Shevenell and unanimously approved.

**STATISTICAL UPDATE/REVALUATION:** Spitzbarth motioned to accept property values as prepared by Commerford Nieder Perkins. Shevenell seconded and the motion passed unanimously.

**FACILITY USE REQUEST FOR MOOSEBROOK SOCCER FIELD:** Conval Soccer Club and Mountain Shadows School requested use Moosebrook Field for soccer practices and games. Kendall outlined process for requests per the Facility Use Policy. Applicants must first submit a Facility Use Application for approval by the Selectboard. Once approved by the Selectboard, applicants are required to endorse the user agreement, provide indemnification and damage deposit. Field users coordinate with a Recreation Committee representative responsible for field scheduling. In the absence of a field scheduler, this year has been particularly inefficient and troublesome. A discussion about the process ensued without resolution. The Selectboard authorized by signature Moosebrook Field use applications from Conval Soccer Club and Mountain Shadows School contingent upon receipt of indemnification and deposit.

**PERSONNEL MATTER:** Spitzbarth motioned to enter non-public session under RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her. Shevenell seconded the motion. Roll call vote to enter non-public session: Spitzbarth, aye; Shevenell, aye; Jordan, aye. The motion passed unanimously. The Selectboard entered non-public session at 4:23pm.

The Selectboard returned to public session at 4:46pm. Spitzbarth motioned to seal the minutes, seconded by Shevenell because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Roll call vote to seal minutes: Spitzbarth, aye; Shevenell, aye; Jordan, aye. The motion passed unanimously.

**POLICE DEPARTMENT UPDATE:** Spitzbarth motioned to authorize annual salary step increase effective October 7 pay date for Chief Wood, seconded by Shevenell and unanimously approved. The Selectboard and Wood discussed scheduling; grant agreements, and various administrative matters.

**2015 FINANCIAL AUDIT:** Auditors will meet with the Selectboard on Monday September 26 at 4:00pm to discuss the 2015 Financial Report.

**MIDDLE ROAD, TANNERY HILL RECONSTRUCTION:** Planning Board will hold a public hearing on September 21 to hear concerns about cutting trees on Middle Road (scenic road) determined to be hazardous by DPW and Police Department. Pending no objections, tree cutting scheduled for September 27. Road construction will begin on October 3 and end approximately the 3rd week of October.

**COMPENSATION ANALYSIS AND PLAN:** Kendall reported good progress. Draft job descriptions are complete, market surveys will be distributed by the middle of this week. Kendall is meeting with Jacobs again on Wednesday. Kendall anticipates survey and analysis to be ready for 2017 budget planning.

**CONSERVATION COMMISSION:** Spitzbarth attended the Conservation Commission meeting. The commission will meet again on November 17.

**Next meeting:** Monday September 26 at 4:00pm for purpose of meeting with Auditors and at 7:00pm for the regular meeting. Meetings held at Town Office Building Barbara E. Caverly Meeting Room

Spitzbarth moved to adjourn at 5:16pm, seconded by Shevenell and unanimously supported.

Respectfully submitted by Diane Kendall, Town Administrator