

HANCOCK, NH
SELECTBOARD MEETING MINUTES
October 3, 2016

PRESENT: John Jordan, Chair; Tom Shevenell; Erik Spitzbarth; Diane Kendall, Town Administrator

OTHERS: Don Jacobs, DI Jacobs Consulting; John Maclean, MRI Interim DPW Director; Chief Andrew Wood

Spitzbarth called the meeting to order at 4:00pm.

COMPENSATION PLAN AND STUDY: Jacobs provided the Selectboard with a progress update, explanation of rating and classification system, proposed classification chart and draft job descriptions. Jacobs is collecting compensation survey data from 18 comparable communities. Selectboard asked to include health, life, disability, paid time off and other benefits in the study. Jacobs expects to have the project complete in 2 to 3 weeks.

DPW: Maclean provided DPW status update. Middle and Tannery Hill Road projects have started. Ditching is complete. Excess earth materials were hauled to private property owner. Maclean and Selectboard discussed adopting a policy for disposal of fill. Maclean and the Selectboard discussed a recent vacancy in the department. The job opening will be posted in local newspaper and town website. Maclean and Selectboard discussed recruitment for Director position. Maclean expects three to five months before a candidate is selected and hired and six to twelve months of onboarding.

OTHER SELECTBOARD BUSINESS: Shevenell motioned to accept the September 26th 4:00pm, seconded by Jordan and unanimously approved.

Spitzbarth motioned to accept the September 26th 7:00pm, seconded by Shevenell and unanimously approved. Consent Agenda items:

- 09/30/16 Check Manifest \$67,938.83 General Operating
- 09/30/16 Water Check Manifest \$9,007.62
- 09/28/16 Payroll Manifest \$18,660.56

Spitzbarth motioned to accept the Consent Agenda of 9/27/2016 to 10/3/2016, seconded by Shevenell and unanimously approved.

POST OFFICE LEASE: After studying an aerial photograph of the former Grange and current Post Office, the Selectboard agreed on the property boundaries to be included in the lease the lease agreement. Jordan marked the photograph to delineate the area.

CONVAL SURPLUS RETURN: Jordan remarked on CONVAL surplus return of which Hancock should receive approximately 12%, or about \$130,000. Jordan said he expected the town would receive the funds in the form of a credit. Shevenell and Spitzbarth suggested in be returned in form of refund. Jordan will address with SAC.

POLICE DEPARTMENT: Wood provided administrative and training updates to the Selectboard.

Spitzbarth motioned to adjourn the meeting at 5:35pm, seconded by Shevenell and unanimously approved.

Next Meeting: October 10, 2016 at 4:00pm in the Town Office Barbara E. Caverly Meeting Room, lower level.

Respectfully submitted,
Diane Kendall, Town Administrator