

HANCOCK, NH
SELECTBOARD MEETING MINUTES
October 24, 2016

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

OTHERS: Andrew Wood, Police Chief

Jordan called the meeting to order at 7:00pm.

OTHER SELECTBOARD BUSINESS: Spitzbarth motioned to accept the minutes of October 17th, seconded by Shevenell and unanimously approved Consent Agenda items 10/18/16 to 10/24/16:

- 10/18/16 Check Manifest \$256.46 General Operating
- 10/18/16 Check Manifest \$2,630.55 General Operating
- 10/18/16 Water Check Manifest \$38.65 General Operating
- 10/19/16 Payroll Manifest \$13,000.51 Pay Date 10/21/16
- 10/24/16 Certification of Yield Taxes Assessed/Tax Levy Map R09 Lot 61 \$2,697.53
- 10/20/16 Building Permit Alteration/Remodel Map R08 Lot 55
- 10/20/16 Abatement Applied R10-10-18 camper removed from lot
- 10/18/16 Tax Collectors Warrant Property Tax Levy \$2,948,689.36

Spitzbarth motioned to accept the Consent Agenda of 10/18/17 to 10/24/16, seconded by Shevenell and unanimously approved.

Selectboard examined building permit for new residential construction Map R08 23B approved by Building Inspector. After consideration all Selectboard members signed permit.

Spitzbarth received an email request from the Community Supper Committee to ask Selectboard, Police Chief, Fire Chief and other community leaders to serve at the December supper. Selectboard, Wood and Kendall agreed to volunteer.

POLICE DEPARTMENT: Wood provided an administrative update to the Selectboard. Halloween October 31 hours for trick or treating will be 5:30 to 7:30pm. Hancock Elementary students will parade from School St to the Inn on Main St at 1:30.

POST OFFICE FURNACE: RFP has been distributed. Bidders will call to schedule walk through.

DPW: Maclean, Wright and Kendall interviewed 3 applicants for Light Equipment Operator position.

VEHICLE POLICY: Selectboard discussed proposed revision to Use of Equipment and Vehicle Policy. The policy is section 508 of the Personnel Policy. Selectboard will table the revision to Section 508 until other sections are examined.

HIRING POLICY: Selectboard will consider a change to the Employee Hiring Policy adopted October 12, 2006 to change "1.The department head will draft an advertisement to be placed in the local newspapers and posted in the Town Office" to "1.The department head will draft an advertisement to be posted on the Town Website and in the Town Office". And to change "may be disposed of at the discretion of the Select Board, department head or Administrative Assistant" to "may be disposed of at the discretion of the Select Board, department head or *Town Administrator*" No decision was made. Item tabled until the next meeting.

COMPENSATION PLAN AND STUDY: Kendall distributed Jacob's draft survey data and proposed classification. Jacobs will present on Monday October 31st.

MIDDLE ROAD TANNERY HILL ROAD: Discussion about the project indicates it is near completion with paving complete and shoulder work should be completed soon.

MEETINGHOUSE PROJECT AND STEWARDSHIP PLAN: Selectboard discussed maintenance items and LCHIP Stewardship report. Selectboard will not refinish floors of the Meetinghouse Hall in 2016 as they are sufficiently covered. There was discussion about repairs needed for the main entrance door.

2015 FINANCIAL AUDIT: Plodzick and Sanderson sent a revised draft of report. Kendall is writing the Management Discussion and Analysis to be inserted in the report.

Spitzbarth motioned to adjourn the meeting at 8:20pm, seconded by Shevenell and unanimously approved.

Next Meeting: October 31, 2016 at 3:30pm in the Town Office Barbara E. Caverly Meeting Room, lower level.

Respectfully submitted,

Diane Kendall, Town Administrator