**MINUTES**

Policy Review Committee

Minutes of the Meeting

June 5, 2017, 2017 4:00 pm

New Durham Community Room

Present: Ron Cook, Sue Randall, Rod Doherty - BOS Representative, Neal Burns

Other Present: Scott Kinmond, Town Administrator; Peter Varney, Fire Chief, Absent: Cori Waldon

**Call to order**

Chair Cook convened the scheduled meeting at 4:04pm

**Approval of minutes from 5/15/17** - Tabled

**Discussion:**

Fire Chief Varney presented the rank structure and process for appointment of staff & Officers.

In anticipation of our next proposed meeting (July 10th at 4PM) I thought it might be helpful to set a stage for completing our charge.

                The understanding of our charge is that we are to review the policies of the three major town departments (police, fire and public works) and present recommendations to the Town Administrator who, in turn will present them to the Board of Selectmen for consideration.

                               -with regard to the police department the state of its policies are complete, compliant with accepted standards and state law;

                -with regard to the fire department Sue and Corie will review the “Regulations” presented to us yesterday (previously overlooked) and at or before the next meeting we will consider what additional recommendations to be made. In particular, Sue urged the formal adoption and integration of section F of those regulations, effective April 9, 1997 as amended through December 7, 2015. In addition, Sue raised the issue of adopting a standard of conduct for the fire department similar to that incorporated into the police policies. Neal Burns provided the Fire Co. / Association status and structure.

-with regard to the public works department, Scott will provide us with a template adopted in Moultonborough for our review and consideration.

I also think that we need to review the “Settlement Agreement” reached in the lawsuits and satisfy ourselves that its charge is also being fulfilled in our final report and recommendations.

So, that’s my view of our “stage” for completing our work.

I ask that each of you add your thoughts and concerns.

Motion by Rod to adjourn and seconded by Sue.

**Approved 8/23/17**