

MINUTES

Policy Review Committee

Minutes of the Meeting

February 1, 2017 4:00 pm

New Durham Public Library

Present: Ron Cook, Sue Randall, Corinne Waldron, Greg Anthes - BOS Representative

Other Present: Scott Kinmond, Town Administrator; David Swenson, resident

Absent: Niel Burns

Call to order

Chair Cook convened the scheduled meeting at 4:07pm

Approval of minutes from 1/4/17

Greg Anthes motioned to approve, Sue Randall second, Motion Passed.

Discussion of Policies

Chair Cook discussed his meeting with the TA. He asked for assistance in setting a guideline to follow for our charge. Our plan will include meetings with each department head in the Police, Fire and Public Works. The discussions will involve finding out how they set policy standards, what type of guide they follow and what employees are certified for particular jobs. What those certifications mean to the departments. Sue wants to know why the Police certifications are much stricter than the Fire.

Corinne asked the issue of Volunteer Fire vs Full time and David Swenson clarified that we are an ON-CALL dept, not volunteer in ND.

While discussing policies Greg asked that we keep each department separate. All agreed.

Chair Cook asked Scott to reach out to Primex to see what policies require from a legal standpoint. Also suggested a risk assessment of our policies.

Finally Chair Cook laid out the time line for our meetings. We will first meet with Police and Public Works and then Fire. Scott offered to reach out to the department heads to schedule the meetings.

Meeting Schedule

Tuesday February 28, 2017 @ 3pm Police and Public Works

Friday March 3, 2017 @ 3pm Fire

Adjourn

Motion to adjourn by Corinne, Greg second. Motion passed

Meeting ended at 5:05pm

Respectively submitted,

Corinne Waldron, Clerk