

## **MINUTES**

### **Policy Review Committee**

#### **Minutes of the Meeting**

May 15, 2017 4:00 pm

New Durham Community Room

Present: Ron Cook, Sue Randall, Corie Waldron, Neil Burns, Rod Doherty - BOS Representative

Other Present: Scott Kinmond, Town Administrator; David Swenson

#### **Call to order**

Chair Cook convened the scheduled meeting at 4:07pm

#### **Approval of minutes from 3/1/17**

Neil Burns motioned to approve, Sue Randall second, Motion Passed. Rod Doherty abstained due to not being in attendance at the previous meetings.

#### **Discussion**

Chair Cook provided the new Policy Review Committee charge from the BOS that TA Scott Kinmond drew up. TA Scott Kinmond stated that when they (BOS) looked there hadn't been a formal charge done similar to other committee's in town. Only what the BOS had discussed at their meetings. Most committees have a note book with all charges, meeting minutes and reference documents on file for the committee. So now there is one for the policy review committee.

Chair Cook felt it was timely to have the new formal charge as we have had a number of references whether what we were doing was actually advancing our charge. With our new BOS representative it is a good idea as well to have this review and periodically through this process. To ensure that we are focused on the things we are suppose to be. TA Kinmond stated the formal charge will ensure we are reviewing our dates and what we need to do with the information once we obtain it. Keeping us all on track. He mentioned once our data is collected and handed over to him he will then prepare some sort of report to the BOS for review and possible usage for them or him.

Chair Cook also asked on a side note about the change in leadership at the Public Works department. TA Kinmond stated that the BOS had let the Public Works director Mike Gingras go and that the lead supervisor is now Don Vachon and Matt Ingham as assistant, they are co- leading the department as of now. The prior director was working on policies and Chair Cook asked what was happening with those now? TA Kinmond said they were a work in progress. TA Kinmond stated he had given the ones from when he was public works director in Moultonborough to him and had asked that he structure it for New Durham. He did not finish so now he (Kinmond) will be reviewing and working on the policies. Corie asked if the BOS plans to replace him? TA Kinmond said they (BOS) haven't made a decision yet on what route they are planning on taking with that position.

Chair Cook spoke of the timeline written within the charge, by June 30th a report to be done and then conclusion of the work of the committee on August 31, 2017. He believes this suggests we should have a report where the BOS can review and act on any potential recommendations by those dates, stating its not a court order but an agreement. TA Kinmond gave a plan for how he thought the committee should review the policies of the fire, public works and the police departments. All members felt that they had done so already and were impressed with the content of the policies that were already in place for the Police and Fire. Neil stated they were all mainly dictated by RSA so we are unable to change them anyway. Neil voiced that our biggest concern should be for an operating policy manual for the Public Works department. With no policies there is a liability for all involved.

Corie asked what our previous Road Agent, Mike Clarke, used for policies and TA Kinmond stated that they really only used a Snow and Ice Policy. They just took the new employees under their wings and trained them. Although they have taken great initiatives for training by going to the T2 Technology Transfer Center at UNH, the Road Scholar program, many have received training from there.

Rod noted when he was looking through the past meeting minutes and after speaking with Ron he was a bit confused as to whether the committee was creating or critiquing the policies. After hearing today's meeting he had a clearer picture that what we are doing is checking the policies, critiquing and making suggestions/recommendations on the policies. He then asked if those then go to TA Kinmond who then creates a report that goes to the department heads, and then wondered if the BOS then got involved and say whether or not this recommendation would be added? TA Kinmond said yes. For example the need for an operating policy for the public works. Rod then asked will this help to ensure policies are followed? TA Kinmond said he thought that was the main focus through the mediation that the policies are being followed. Both the Fire and Police are reviewing their policies on a regular basis. Neil stated once a year for the Fire. Most often the updates come from new updates to national, state and local law changes.

Chair Cook asked TA Kinmond if he had a timeline for the public works operation manual to be completed. He said it can be done fairly quickly, he will just have to do some changes to our specific town needs.

Chair Cook summarized the policies we were reviewing stating public works will be an easy one since nothing exists, police is already easy because they are doing what they are mandated to do. Fire also has a lot of standard guidelines as well. He wanted some clarification on what process a department goes through when they need to make changes to the SOG. Neil said for the fire department it was a small informal committee, they review together then ultimately the Chief makes the changes, approves and adopts them. The BOS does review them as well. Corie asked about personnel/employee issues and Neil stated they are handled through the town. The fire fighters have employee status even though they are volunteer. The chiefs of both departments do their state requirements for hiring and appointing employees.

Rod mentioned having Fire Department regulations dated from 2010, however Neil assured him that they had been updated within the last year or two, Neil provided the updated one. Rod, asked if we are a call department or a volunteer because in some of the guidelines it refers to both. Neil said we are technically a call department bc they get paid to come to calls.

Neil asked what we do next at this point. Chair Cook asked if the timeline of June 30 is acceptable? He suggested us taking some time to read through the policies at hand i.e. fire and police and making the recommendation that the public works need to create a policy manual. We all felt the police department policies were all set and we as a committee didn't have any recommendations. We will review the fire's new set of guidelines we received today and plan to meet in three weeks.

Neil motioned to adjourn at 4:55, Sue second, motion passed

**Next meeting** tentative June 5th at 4pm Community Room

Respectively submitted by Corie Waldron

