

Selectmen's Joint Meeting & Work Session
Monday, October 21, 2019

Chairman Martin called the meeting to order at 2:00 PM. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes. The meeting was held in the upstairs conference room at Town Hall.

Department Head Meeting:

Also present were Wayne Eldridge, Kellie Skehan, Craig Brady, Joe Duchesne, Steve McConarty, Tim Eldridge, Bill Eldridge, Steve Parkinson, Maria Moulton, and Karen Anthony.

W. Eldridge reported that he is working with Wright & Pierce on engineering for work to be completed at Camp David. This work will be completed through Capital Reserve funds. Skehan reported collections of \$20,000 last week and is expecting a \$40,000 payment next week from the sale of properties that were in tax lien. She is waiting for the setting of the tax rate.

Brady informed the Board that the walkway into the soccer field at Constitution Park has been blocked off until they can install a safer solution. Discussion took place on ways to direct playground visitors to use the freight house side for access instead of the Police Department side. Brady reported improper use of the portable toilet that was placed at the playground which prompted its removal. He stated that it will be moved to the opposite side of the playground but if misuse continues it will have to be removed.

Duchesne stated the department has been busy with call volume and preparing the 2020 budget.

McConarty reported that new construction is still busy and the campground/FEMA compliance project has been very extensive.

T. Eldridge and B. Eldridge reported on the sidewalk project stating they should be done next week.

The Highway Department will have a demo loader delivered on Wednesday to try out for consideration.

Moulton reported the Library traffic has been busy even with the sidewalk project in process. She has received a lot of compliments on the new front staircase. Moulton questioned if the new health insurance rates have been received. Anthony confirmed and will forward the information to her.

Anthony reported a vacation absence and reminded all that payroll will be due on the Friday prior to Veteran's Day.

White reports on the new phone system to be installed tomorrow with a "go live" date of Wednesday. A few of the new features were reviewed. White announced her last day will be Friday, 11/1/2019 and stated how much she has enjoyed working with everyone.

Department Heads were dismissed at 2:18 PM.

Joint Meeting:

Present were Wayne Eldridge, Tim Eldridge, Bill Eldridge and Steve Parkinson.

Martin stated that the Board would like input on which direction they should go when filling the Public Works Director's position. Two options have been presented including a Highway Superintendent and a true Public Works Director. W. Eldridge states that Water & Sewer is fine as an independent department and he is not afraid to ask for help from other departments if necessary.

Parkinson further reviewed the two options he presented to the Board last week. Discussion took place on the qualifications that are needed for those working at the Transfer Station and Water & Sewer Department as well as the knowledge and experience in grant writing that would be important to have in a supervisory role.

B. Eldridge stated the importance of having someone that would be responsible for the oversight of the budget and other administrative duties. T. Eldridge confirmed stating that he was not sure a Public Works Director is necessary. Martin stated that she wants what is right for the Town of Ossipee.

White stated that it is important for the Foreman and Assistant Foreman to be part of the budget process since they have the knowledge of what the roads are in need of. Discussion took place on project requests such as one received by Joyce White requesting the widening of Ossipee Mountain Road closer to the Conner Pond end. Both T. Eldridge and B. Eldridge stated that it is almost impossible due to the amount of ledge that would have to be removed.

Martin requested that all of the employees feel free to come to the Board of Selectmen with ideas or concerns.

W. Eldridge questioned what will happen when White leaves. Martin responded that they will be bringing someone in from MRI in the interim.

All were dismissed.

Review of Red Folders, Accounts Payable and Payroll Manifests:

The Accounts Payable & Payroll Manifest, Red Folder, and Water & Sewer Red Folder were reviewed.

Discussion:

Martin stated that she has coordinated with Mariette to act as Deputy Welfare Officer for when Martin is not available.

A request for a refund of a vehicle registration fee was presented for review. Kellie Skehan, Town Clerk/Tax Collector, requested the Board hold off on the request until the registrant is able to seek reimbursement from the State of NH DMV as the first step.

White reviewed the price received from Harriman Sign & Design to replace one of the Welcome to Ossipee signs. She was asked to have Sign One also quote it out.

Joe Haas entered to discuss the letter to be submitted to the NH Department of Revenue regarding the local education tax. Haas offered to draft the letter to be submitted by the Board of Selectmen and proceeded to do so.

Discussion took place on the new assessments that have been finalized. White stated the increase in value is over \$119 million. This will impact the Town-portion of the tax rate.

White questioned if the Board would like to move forward with having Municipal Resources advertise the Town Administrator position as well as fill with an interim. The Board agreed.

White discussed the NHMA Conference and stated the importance of all employees attending. She presented the option of closing the Selectmen's Office on 11/13 and 11/14 so the employees can attend. The offerings at the conference are important to the various departments.

Steve McConarty, Zoning Enforcement Officer, entered at 3:41 PM to discuss the Sign Ordinance. Following discussion, letters will be sent out to all sign owners with a copy of the current Sign Ordinance to inform them that all signs must be in compliance. Work on the Sign Ordinance will commence for proposed changes to be voted on at Town Meeting.

Non-Public Session:

Not applicable.

Being no further input, the work session adjourned. Adjourned at 4:06 PM.

Sandra P. Martin, Chairman

Martha B. Eldridge

Susan J. Simpson

To be approved 10/28/2019