

Selectmen's Meeting Monday, August 3, 2020

These minutes were recorded by Angela Rizzitano, Secretary. Town Administrator, Matt Sawyer Jr. was also in attendance. The meeting was held in the Bub Avery Memorial Gymnasium at Town Hall.

The Selectmen's Meeting reconvened from recess at 4:16 PM.

Call to Order/Roll Call: Completed in the Work Session.

M. Eldridge opened the meeting with the Pledge of Allegiance.

Department Head Reporting:

Town Clerk/Tax Collector, Kellie Skehan, advised that her office has received approximately \$1.4 million in revenue with \$400,000.00 of that being paid via ACH. Auto revenue was approximately \$137,000.00 which includes boats, dogs and marriage licenses. Skehan advised that Absentee Ballots have arrived and the public can come get them at the Town Clerk's Office or they can be mailed to individuals if needed. She advised that there is \$1.2 million left to be collected.

Highway Department, T.J. Eldridge, Public Works Director, read the weekly report. They graded and put out ledge pack on Pine Hill Road. They put out 1600 gallons of calcium all over town. They cleaned drains on Hanson Road and Old Route 28. They chipped brush on Newman Drew Road. He also advised that they cleaned up the YMCA Field, including dragging in the infield and repainting the baselines.

Transfer Station, T.J. Eldridge, Public Works Director, read the Transfer Station work log. They shipped compactors, monitored daily activities and shipped metal to Rickers Salvage. They also cleaned and replaced containers.

Police Department – Anthony Castaldo, Lieutenant, advised that it was a busy weekend. He advised that there was an opening at the Police Station and Will French will be coming on full time starting Sunday. Officer Jason Baker has been promoted to Sergeant. Castaldo also advised that Ocean State Job Lot has donated PPE supplies to the Town and residents can pick up a mask at the Police Department. He also left some supplies with Town Clerk/Tax Collector, Kellie Skehan.

Government Buildings, T.J. Eldridge, Public Works Director, advised that continued work was done at the Freight House as well as the Library. A new lock is being installed at the Town Hall and should be finished this week. Selectman Smith inquired about the portable toilets and trash receptacles throughout the Town. T.J. Eldridge advised that they pick up a full load every Monday and that the portable toilets have been getting used.

Selectmen's Office, Matt Sawyer Jr., Town Administrator, advised that he has been working on updating the Purchasing Policy and the Unassigned Funds Balance Policy. He is also investigating some zoning complaints as well as health issues. He advised that the Effingham Planning Board has a meeting on August 13, 2020 at 6:15 PM to discuss Dows Pit.

Public Input:

Daymond Steer of the Conway Daily Sun asked if the Board has made any decisions on requiring masks at the Town Hall. Selectman Smith advised that he will not be at the next meeting but advised that he will not be voting to make masks mandatory. Chairman M. Eldridge advised that maybe putting a sign on the door recommending mask would be appropriate and Selectman Simpson agreed. They will have further discussion at the next meeting.

Steer also asked if the Board knows what Dows Pit will be used for. Smith advised that he believes it will be used as a gravel and extraction pit.

Karen Barron thanked the Board for appointing her to the Cemetery Trustees.

Meeting Minutes:

Chairman M. Eldridge made a motion to approve the Work Session and the non-public meeting held July 27, 2020. Simpson seconded. A unanimous vote was taken.

Chairman M. Eldridge made a motion to approve the minutes from the Selectmen's Meeting held on 7/27/2020. Simpson seconded. A unanimous vote was taken.

Accounts Payable & Payroll Manifests:

The Payroll Check Voucher total was submitted for the week ending 8/1/2020 with a pay date of 8/4/2020 in the amount of \$183,551.42. Accounts Payable for the week ending 8/3/2020 is \$1,163,015.26. Water & Sewer Accounts Payable is \$6,386.86. M. Eldridge made a motion to approve. Smith seconded. A unanimous vote was taken.

A Payroll Reimbursement Request issued to the Water & Sewer Department for the payroll week ending 8/01/2020 with a pay date of 8/04/2020 was submitted in the amount of \$3,719.38. M. Eldridge made a motion to sign the request. Simpson seconded. A unanimous vote was taken.

Review of Red Folder:

The Board received a letter of resignation from Police Officer Justin Swift. He thanked the Town of Ossipee for allowing him to serve the community.

The Board received a letter from DES regarding Land Resources Management File #2017-01205, South Shore Road, Ossipee, Tax Map 45/Lot 4. It will be on file in the Selectmen's Office.

The Board received an updated and rewritten Purchasing Policy. M. Eldridge made a motion to sign the request. Simpson seconded. A unanimous vote was taken.

The Board received a Contract for Use of Facilities from Roland Millette of Ossipee Concerned Citizens to use the Freight House on August 12, 2020 from 10AM -3PM. Simpson made a motion to approve. Smith seconded. A unanimous vote was taken.

The Board received a Cemetery Deed for Todd and Lynette Nason for a Lot at Chickville Cemetery. Simpson made a motion to approve. Smith seconded. A unanimous vote was taken. A Request for a Clerical Abatement was received for the property located at 67 Beaver Hollow for property owner Gina Silva (Map 130, Lot 012, Sub 067). The request is in the amount of \$51.00. The camper was

removed from the Campground in October 2019 and shouldn't have received a tax bill for 2020. The Assessing Clerk recommends to grant this request. Simpson made a motion to approve this abatement. Smith seconded. A unanimous vote was taken.

The Board received a letter from NHDOT regarding the Highway Block Grant Aid. Selectman Smith read the letter. The anticipated amount to be available is as follows:

July 2020 Actual Payment: \$52,796.91
October 2020 Actual Payment: \$52,796.91
January 2021 Actual Payment: \$35,197.94
April 2021 Estimated Payment: \$35,197.92

The Board received a General Provision Homeland Security Grant. The Select Board, in a majority vote, accepted the terms of the Pre-Disaster Mitigation Grant Program as presented in the amount of \$7,500.00 to update the Town of Ossipee Local Hazard Mitigation Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$10,000.00, in which the Town will be responsible for 25% match \$2,500.00. Smith made a motion to approve. Simpson seconded. A unanimous vote was taken.

The Board received a draft of the Unassigned Fund Balance Policy. Selectman Smith read it. The purpose of this policy is to improve the Town of Ossipee's financial stability by ensuring it retains appropriate cash availability for uninterrupted financial operations, and to establish resources for financial emergencies.

The Board received a Water System Connection Fees update. It is recommended by the Water & Sewer Department. Smith made a motion to approve. Simpson seconded. A unanimous vote was taken.

Old Business:

None Presented

New Business:

None Presented

Second Public Input:

Daymond Steer asked how people could express an opinion on the mask decision. He was advised that they could send an email to townadmin@ossipee.org or they could come to the next Selectmen's Meeting.

Frank Burke asked for an update on the Whittier Covered Bridge. Matt Sawyer Jr. advised that the Town is still waiting to hear about the funding from the State of NH.

Non-Public Session:

None

The next meeting will take place on Monday, August 10, 2020.

Adjournment:

Being no further input, M. Eldridge made a motion to adjourn. Simpson seconded. A unanimous vote was taken.

Adjourned at 4:40 PM.

Martha B. Eldridge, Chairman

Susan J. Simpson

Jonathan H. Smith

To be approved 8/10/2020