

**Selectmen's Department Head Meeting, Work Session & Non-Public Session**  
**Monday, April 16, 2018**

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

**Department Head Meeting:**

Also present were Karen Anthony, Finance & Benefits Administrator; Craig Brady, Recreation Director; Steve McConarty, Zoning Enforcement Officer; Wayne "Bo" Eldridge, Water & Sewer Supervisor; Bill Eldridge, Highway Foreman; Brewster Vittum, Transfer Station Supervisor, and Kellie Skehan, Town Clerk/Tax Collector.

Morgan clarified on the transition from sick time to earned time stating that up to 160 hours of sick time was rolled into earned time, while any sick time remaining is held in a separate sick bank to be used only for purposes such as sickness or medical appointments, not for any other purpose, and should be used before earned time. He also stated that any absence in excess of three days still requires a doctor's note.

Morgan reported that Town Meeting went well and requested that any large purchases be communicated to Ellen for payment planning.

Martin reported that a link for the proposed playground at Constitution Park has been added to the Town website. Also on the website are three requests for proposals for painting the gymnasium walls, and replacement of siding, and roofing at the Sumner Brook house.

White informed all that Ossipee is hosting a Basic Laws of Budgeting training through NH Municipal Association on Thursday, 5/10 from 6:00-8:00 PM. Surrounding towns have been invited to attend. Morgan suggested that all Department Heads attend this training.

White stated that requests for nominations for the 2017 Employee of the Year will be distributed today.

Brady stated that he is almost ready to submit the grant application for the playground equipment. He also reported that the porta-potties will be supplied by Pottie Patrol this year.

McConarty reported that construction is busy and he anticipates it to be a very busy year. Westward Shores has submitted a plan for new foundations to be implemented under the structures at the campground while FEMA is keeping pressure on the issue.

W. Eldridge stated that applications are now available for new construction to hook onto the water and sewer system. He also reported that the meter replacement is going well and the Department has repaired a few leaks.

Skehan stated that the Property Tax Warrant is due to be signed on 4/30/2018 and the tax bills will be sent out on 5/7/2018, due on 7/2/2018.

Bill Eldridge stated that the road bans have been lifted and the plows are back on the trucks today. He also spoke of a beaver trapping issue in Granite.

Vittum reported that the Earth Day cleanup is this Saturday. He also discussed a propane cannon utilizing a 20 pound propane tank that will bang every 20-30 minutes as a remedy to the bird and turkey vulture issue at the Transfer Station. The 2-way radios have been ordered and should be in this week. He also stated that the check received from Casella last week was for cardboard recycling.

Being no further input, all Department Heads were dismissed at 2:25 PM.

**Review of Red Folders, Accounts Payable and Payroll Manifests:**

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

**Review of Policies & Procedures:**

White reviewed the updates being made to the Employee Manual to include guidance on the earned leave policy. Discussion took place on earned time, retroactive pay, and the health insurance opt-out.

White reviewed the schedule for next week. The Board agreed to schedule a work session for 3:30 on Monday.

The work session was recessed at 3:00 PM and reconvened at 3:30 PM.

**Non-Public Session:**

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) for a tax matter and RSA 91-A:3, II (e) for a legal matter at 3:30 PM. Roll call vote was taken. Eldridge answered yes, Martin answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 3:55 PM. Martin seconded. A unanimous vote was taken.

The work session reconvened at 3:55 PM.

Being no further input, the work session was adjourned.

Adjourned at 3:55 PM.

---

Richard H. Morgan, Chairman

---

Sandra P. Martin

---

Martha B. Eldridge

To be approved 4/23/2018