

Selectmen's Work Session & Department Head Meeting
Monday, January 28, 2019

Chairman Morgan called the Work Session to order at 1:00 PM. The following 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. Also present were Wayne "Bo" Eldridge, Water & Sewer Supervisor, Kellie Skehan, Town Clerk/Tax Collector, and Scott Clague, Granite State Rural Water Association.

Water System Update:

Clague presented findings related to the financial analysis he completed. Currently, the financials show the system is operating at a -6% deficit. Discussion took place on how to sustain the system as an Enterprise Fund should without significant impact to the users. Clague provided a few comparisons to similar sized systems in New Hampshire including Marlboro, Carroll, and Milton Village District. Discussion took place on ways to reduce the electric supply costs through alternative energy options and the disadvantages of privatizing the system. Moving forward, a water audit will be completed, the leak detection program will continue, and comparison of billable charges will be completed for 2017-2018 to verify the impact of the new metering system.

Clague, Skehan, and Eldridge were dismissed at 1:53 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Department Head Meeting:

Also present were Brad Harriman, Kellie Skehan, Maria Moulton, Joe Duchesne, Brewster Vittum, Craig Brady, Karen Anthony, Wayne "Bo" Eldridge, and Steve McConarty.

White distributed the updated Employee Manuals and reviewed the changes made since the last revision in 2015.

Brady discussed forestry management at the Town's Newman Drew Road property. Plans for a playground at Constitution Park and discussion on the boat launch policy will be reviewed during the work session.

Vittum reported that all is well at the Transfer Station. Martin asked if unseparated garbage is accepted. Vittum confirmed stating that it is weighed at the scale and charged out at \$125/ton. The facility is mandatory recycling by policy.

McConarty stated that he is in receipt of paperwork that should wrap up the FEMA requirements at Westward Shores Campground. He also reported that Camp Sokokis has provided all documentation to fulfill their FEMA requirements. The building permits issued and revenues received are up from years past.

Duchesne informed the Board that the prescription drug drop box is in at the Police Department and is being utilized. Lt. King is looking into hosting a firearms safety course in the near future. The new hire has completed his fourth week at the Police Academy and is doing very well. An additional candidate for the full-time opening just accepted a position in the Town of Moultonboro so the pursuit for another full-time patrolman will continue. Other area agencies are also noting staff deficiencies.

Moulton is looking forward to sidewalk/curb repairs at the Library this spring.

Skehan will be presenting two warrant articles for town records preservation. She reported that she will be issuing delinquency notices very soon.

Harriman stated the Highway Department has been busy over the past few weeks keeping up with the winter storms but the sand and salt supply is doing well. He reported that one truck is at the garage for transmission issues but should be returned this week. Harriman also reviewed an issue with the key system at the fuel pumps and informed everyone that they should be recording the dates and quantity of fills. Harriman also discussed ice dam issues at the Tanner Brook which may be the result of an issue upstream in the Dan Hole River. This will be investigated in the spring.

Morgan announced the deadline for warrant articles is next Tuesday, 2/5/2019. White stated that Ossipee Concerned Citizens will be submitting a substantial request for building repairs/improvements to the Senior Center.

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

Morgan made a motion to recess the work session. Martin seconded. A unanimous vote was taken.

Non-Public Session:

Not applicable.

Budget Review – Warrant Articles and Revenues:

Morgan made a motion reconvene the work session at 3:00 PM. Martin seconded. A unanimous vote was taken.

Also present were Craig Brady, Recreation Director, and Brad Harriman, Public Works Director. Brady stated that Forest Pump & Filter will not be present as they are scheduled for a presentation on 2/4/2019.

The quote provided to install a new well at Constitution Park was reviewed as well as the status of the existing well. Martin suggested contacting other well companies for solutions and offered to contact Hartley Well. Discussion took place on the water output needed to sufficiently supply an irrigation system or traveling sprinkler system like the one proposed. The budgeting allocation was discussed.

Harriman was dismissed at 3:25 PM.

Brady reviewed the current programs that are offered by the Recreation Department as well as those that are coming up in the next trimester. Brady was asked to refer back to the community brochures that were published by the former Recreation Director for program ideas. Martin suggested utilizing the Town's website for better advertising.

The Board reviewed three proposals received for playground equipment to be installed at Constitution Park. Following a review, the Board chose option 2 (revised) in the amount of \$31,195 as the option to move forward with for warrant article purposes.

Discussion took place on the lifeguard position and swim instruction at Duncan Lake. Brady stated that he has a candidate that is interested in the position which will be advertised for 25 hours per week to include swim instruction during the week and lifeguard on duty on Saturdays.

The proposed boat launch regulations were presented for review. Morgan suggested removing any no fishing or swimming regulations from the proposed signage and to proceed with posting the four Town-owned boat launches.

Brady provided the Board with photos taken of the Newman Drew Road property and discussed possible clean up including some tree removal and addition of a parking area at the entrance to the property. Morgan suggested a walk through take place in the spring. Brady discussed a few potential options for the property including access for tubing or kayaking the river, picnic area, etc.

Brady was dismissed at 3:55 PM.

White provided the Board with correspondence received from the Town Attorney regarding the Sumner Brook Fish Hatchery.

Martin discussed a recent action taken by the Zoning Board of Adjustment on an Administrative Appeal.

Discussion took place on the oversight of the government buildings including staff and maintenance or Town buildings. White stated that when the Zoning Enforcement Officer was hired, the government buildings responsibility was to be shared with the Public Works Director until he was ready to take on the additional tasks. McConarty is now ready to take on the responsibilities fully. The Board agreed that he should now take over government buildings.

Being no further input, the work session was adjourned. Adjourned at 4:07 PM.

Richard H. Morgan, Chairman

Sandra P. Martin

Martha B. Eldridge

To be approved 2/4/2019