

Selectmen's Department Head Meeting & Workshop
Monday, July 18, 2016

Chairman Riley called the workshop to order at 2:00 PM. Present were Selectmen Franklin Riley, Robert Freeman, and Richard Morgan, and Ellen White, Town Administrator, who recorded the minutes. Also present were Brad Harriman, Bill Eldridge, Steve McConarty, Jim Eldridge, Peter Waugh, Kellie Skehan, Wayne Eldridge, and Maria Moulton.

Announcements: Riley stated that a part-time position for a Custodian has been advertised. He also stated that the past Boston Post Cane recipient, Leda Knapp, has passed away so they are seeking nominations for the next eldest resident of Ossipee. The date for the 2015 Employee of the Year Luncheon has been set for Monday, August 1, 2016 at 12:00 PM in the Bub Avery Memorial Gymnasium. White stated that invitations will be sent out to all departments and there will be a sign-up sheet in the Selectmen's Office for those able to attend.

Purchasing Policy & Procedures, Group Purchasing: White stated that invoices and statements are being presented for payment and reminded all that the invoices should be reconciled to the monthly statements and then turned in for processing to eliminate duplicate payment processing.

Building/Grounds Repair & Maintenance, Needs, etc.: Moulton stated that the heat tape was repaired at the Library but it was not done neatly and sections are hanging off the roof. McConarty will look into having this corrected.

B. Eldridge reported that he has a quote of \$1,000 to install a picket-style fence at the Chickville Meeting House. The Board requested photos of the product to review. Discussion took place on installing granite posts and chain similar to what is in place at the Chickville Cemetery.

J. Eldridge stated concern with bad roof rafters reported at the Police Station by the pest control company. McConarty will follow up on this. Discussion took place on a new Public Safety Building in the future.

Harriman stated that the gym flooring quotes included prices to replace the flooring in the upstairs bathroom and downstairs bathrooms. Discussion took place on replacing the flooring in the entryway of Town Hall.

Discussion took place on the repairs noted at the Water & Sewer Department. B. Eldridge confirmed that the roof repair was completed. The vinyl siding repair due to snow damage and electrical upgrades will be addressed.

White stated that she has a draft evacuation plan started for the Town Hall but all buildings should have one. She will follow up with Chief Brownell for assistance.

Budget Status & Planned Purchasing: Morgan stated that any planned expenditures should be brought to the Boards' attention prior to November. Waugh discussed the cost to resurface the tennis courts at Constitution Park in addition to replacing the net posts. Riley reminded all that the budget process will begin in six weeks.

Capital Assets: White stated that she and Elaine Sherman will be working on inputting the rest of the inventory in the computer system in August.

Time & Leave Reporting: White stated that changes to the overtime rules and white collar exemptions will be reviewed to determine what changes need to be made to current time reporting.

Website & IT Update: White reminded all to check out the website periodically for any updates that are needed. She stated that Sam Martin is working on getting the forms and applications updated to ensure they are the most updated copies. McConarty noted that the rural setbacks in the Zoning Ordinance on the website need to be corrected.

Performance Evaluations & Personnel Matters: White reported that she has been working on a revised self-evaluation form and hopes to have it ready prior to the next Department Head Meeting.

Open Discussion: Skehan stated that she will need a new vault or storage solution to be considered in the 5-year plan. Quotes received in the past for a storage system were approximately \$15,000.

Harriman reported on the status of the Highway Garage Addition stating it to be on schedule and under budget.

Moulton reported that she is working with McConarty and Harriman on a few items at the Library including plaster repair from the water damage from the roof. B. Eldridge stated that the handrail on the front steps was repaired. Discussion took place on needed improvements to the parking area, front steps and curbing at the Library.

Harriman discussed a future pole storage building for the Transfer Station that he has started adding funds to the Capital Reserve Account for.

Additional discussion took place on future options for a Public Safety Complex.

Waugh discussed needs of Constitution Park including an irrigation system, water source, refurbishment of the walking trails, additional fields, playground and possible building. He noted the area where recent fill was brought in to be an ideal spot for playground equipment. Discussion took place on grant fund availability to fund such a project. Additional discussion took place on a water storage tank option for watering the fields.

W. Eldridge stated that there will be some requests for bids for water line repair in the area of the Mill Pond as well as for the leach bed replacement.

Skehan noted crack repairs that are needed in the front sidewalk to comply with election safety inspections.

Discussion took place on waxing the entryway during the quarterly gym floor waxing. White will discuss this with Ernie Hayford.

Morgan discussed the purchase of land to have a Town Beach on Ossipee Lake and the possible establishment of a Capital Reserve Account to do so in the future.

Waugh reported that Summer Rec Camp reached full enrollment with an average of 40-75 children attending per day.

All Department Heads were dismissed at 2:50 PM.

Guests Ash Fischbein and Matt Trahan were present for the work session. Discussion took place on establishing protocols and procedures to assist staff with handling emergency situations.

The Board reviewed the applications for Religious, Charitable and Educational Exemption. Following brief discussion, the Board requested that all applications that require a change in status be pulled out for further review. Discussion took place on ways to assist organizations that do not meet the exemption requirements.

White informed the Board that Kim Hatch has been gathering the information and answers to the questions formulated to assist with the Water & Sewer transition. White stated that the Water & Sewer Commissioners are beginning to work on the 2017 budget. Additional discussion took place on the funds in the custody of the department, Capital Reserve accounts and water testing.

Ash Fischbein commented that the Board should attend the last quarter of meetings so they can become informed of the political and financial issues that are going on. Riley responded that Public Works Director Brad Harriman is already attending the meetings and he is reporting to the Board on a monthly basis.

Discussion took place on the requirement of Town Meeting vote to bring the Water and Sewer budget under the Town's operating budget. Additional discussion took place on commitments being made by the present Commission as well as auditing requirements. White was asked to contact Plodzick and Sanderson to see if a transition audit should be performed. White reviewed the balance due on the water bond in addition to a revolving fund that is budgeted for annually by the Water & Sewer Department.

White stated that she has the building permit fee schedules for surrounding towns and will be inputting them into a spreadsheet for comparison. White noted last year's building permit revenue totaled \$13,600, with a large portion being for the Hannaford expansion and Circle K. Discussion took place on permitting requirements and whether a fee should be assessed.

Being no further input, the meeting was adjourned.

Adjourned at 4:07 PM.

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 7/25/2016