

**Selectmen's Department Head Meeting, Work Session & Non-Public Session**  
**Monday, July 15, 2019**

The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Martha Eldridge and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes. Selectman Sandra Martin arrived at 3:05 PM.

Selectman Eldridge called the meeting to order at 2:00 PM.

**Department Head Meeting:**

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

Anthony reported that the timeclock system setup will be commencing over the next week. She thanked all for their questions and stated that any others will be addressed as they come up. The fingerprint scanners can program up to five fingerprints per person, and any cuts on fingers will not prevent a scan. Employee badge numbers have been setup by birthdates.

Brady reported that the State will be inspecting the soccer field this week in accordance with the LWCF Grant that is being applied for to renovate the field. Summer camp attendance is strong and 8 teens participated in last week's paint ball field trip. This week, only 3 teens are signed up for Monkey Trunks and the last two trips may have to be canceled if there are not enough signed up.

W. Eldridge reported that Camp David has been very busy between the septic haulers and keeping up with the mowing.

McConarty informed the Board that he has invited FEMA to visit Westward Shores Campground so they can better understand the complexity of the campground and why it has been difficult to compile all the data and statistics FEMA is requiring from the Town.

Harriman reported that the base layer of paving has been put on Ossipee Mountain Road with the shim layer being applied this week. He also stated that one of three easements needed for the continuation of the sidewalk project has been received. The steps in front of the Library have been removed and will be replaced with a pre-cast concrete stair that looks similar to granite. The Highway Department has been busy with road grading and calcium application.

Simpson questioned when the section of Sawyer Road in Tuftonboro was paved. Harriman responded that it has been about 3 weeks and confirmed that Tuftonboro paid for it.

Simpson questioned the status of two missing Welcome to Ossipee signs from Sawyer Road and entering into Ossipee near Browns Ridge Road. Harriman responded that one is ready to be reinstalled while the other needs to be redone because the decals are peeling off.

B. Eldridge reported that they have been busy grading and reapplying calcium to the roads as the rainfall reduces its effectiveness. They have also been completing a lot of mowing.

Skehan reported that money is still trickling in from the tax bills that were due on 7/1/2019. She will be posting tax deed eligible properties with the Police Department this Wednesday/Thursday.

Vittum reported the Transfer Station has been busy catching up from the Independence Day holiday. He stated that the need for a repair to the platform at the scale house. Vittum also reported an employee vacation that will require coverage.

Moulton reported nothing new at the Library.

Duchesne stated it has been very busy and anyone interested in applying for the Patrolman position should send in a resume. Lt. Bob King's last day will be 8/3/2019.

Harriman reminded all that the Household Hazardous Waste Collection will be on Saturday, 8/3/2019 from 8:30-Noon.

White thanked all for the Employee of the Year nominations and announced that hopefully a recipient will be chosen for an award luncheon by the end of the month. She also reported that it has been a busy week answering questions and following up on complaints received.

Being no further input, Department Heads were dismissed at 2:20 PM.

White reviewed the Administrative Order received from NH DES on the White Pond Boat Ramp along with her consultation with Town Counsel on the matter.

White informed the Board that she will be scheduling an inspection of the Emergency Management trailer for next Monday at the Town Hall.

The work session recessed at 2:50 PM. Martin arrived at 3:05 PM. The work session resumed.

**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 requested that any minutes corrections be brought to the attention of the Secretary or Town Administrator prior to the meeting. She also requested that any noted errors on the website also be directed to her, but not in the public meeting.

Martin announced the new website should be live this week and will be a work in progress.

Simpson commented that cellphones should be silenced during all work sessions, non-public sessions, and during the Selectmen's Meeting. Martin stated that she is unable to turn off her work phone but it will be silenced. An announcement should be made at the start of the meeting to remind those in the audience to silence their phones.

Review and discussion took place on the nominations for the Employee of the Year. Eldridge suggested all Department Heads be reminded in the fall that they should be thinking of candidates as they are preparing for performance reviews.

Discussion took place on forming a subcommittee for the welcome baskets. White was asked to send a memo to Economic Development Council Chairman Ash Fischbein inviting members of the EDC to participate and provide suggestions.


White discussed reordering the agenda so that Department Head reports take place after roll call and before the first public input.

McConarty entered at 4:05 PM and reviewed the sign permit application submitted for 1805 Route 16. Sign owner Angel Montanez will not be attendance but he will have a representative at the meeting.

McConarty stated that he would like time to review the complaint received from Greg Howard on zoning violations at 2305 Route 16.

Being no further input, the work session adjourned. Adjourned at 4:10 PM.

  
Sandra P. Martin, Chairman

  
Martha B. Eldridge

  
Susan J. Simpson

To be approved 7/22/2019