

**Selectmen's Department Head Meeting & Work Session**  
**Monday, April 24, 2017**

Chairman Morgan called the Department Head Meeting to order at 3:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Also present were Steve McConarty, Craig Brady, Brad Harriman, Maria Moulton, Harry Merrow, Bill Eldridge, and Kellie Skehan.

Government Buildings – McConarty will be seeking quotes to replace the propane heater in the office at the Transfer Station. Gym floor specifications will be revisited for updated quotes. Discussion took place on adding the front entrance way into the area of flooring to be replaced. The Police Department is in need of additional outlets in their gym to run the exercise equipment.

Recreation Department – Brady visited the Newman Drew Road property which needs some attention. He and Harriman will be working together to get the property cleaned up. Brady reported low program attendance numbers and had to cancel the school vacation camp as a result. Discussion took place on further development of Constitution Park. Brady and Harriman will be looking into the status of the existing well and see what can be done to irrigate the fields and improve their quality. Brady stated that next year's summer program will be different.

Public Works – Harriman reported that the road bans have been lifted. The Highway crew is beginning roadside cleanup today. Harriman stated that the Valley Road Bridge replacement is awaiting tree removal and the power company to remove the power lines and then work will commence. The Paddy Acre culvert repair was noted as complete. Eldridge reported that the retainer wall repair at the intersection of Moultonville Road and Ossipee Mountain Road is in the works. They have obtained permission to remove some trees but the landowner of the property with the retainer wall will not allow the wall to be pushed further back on the property. Morgan questioned whether exercising the Town's right-of-way would be beneficial to increase the site distance. White reported that Josh Arnold from Ossipee Listens will be in during the Selectmen's Meeting to discuss a roadside cleanup they are hosting on 5/6/2017. Harriman reported that Earth Day was very busy at the Transfer Station and the roadside cleanup has not been as bad as in the past. Harriman stated that he will be requesting bids for the paving projects soon. Discussion took place on a basketball hoop that has been placed on the road at 101 Ridge Road.

Library – Moulton stated that there is crack repair needed on the sidewalks at the Library. Harriman will incorporate this repair into the front sidewalk repair at Town Hall.

Merrow reported that the Tax Anticipation Note is available as needed. The General Fund balance is approximately \$300,000 at the moment.

Highway Department - Eldridge informed the Board that the Highway crew completed the engine rebuild on the spare truck and estimated a savings of over \$10,000 by doing the repair in-house.

Town Clerk/Tax Collector - Skehan reported that she will begin the liening process today. The Tax Warrant will be submitted for signatures on 5/1/2017 and tax bills are going out on 5/9/2017 with a due date of 7/3/2017. Dog licensing reminders will be sent on 5/2/2017. Skehan presented an idea for a permanent announcement board for the front lawn at Town Hall that can be used for important announcements. Discussion ensued. Eldridge will research some signs and come up with a plan for the Highway Department to build one. Skehan discussed the air conditioning solution for the Town Hall. McConarty will seek revised quotes for mini-split units.

Transfer Station – Electrical upgrades are needed. It was noted that there is a Solid Waste Improvement Capital Reserve Fund that can be used if needed.

Discussion took place on the computer maintenance. White reported that she has a conference call with RMON Networks this Wednesday to discuss solutions and software updates.

Morgan announced that White will be processing payroll and accounts payable in the interim while they are trying to fill the position of Finance & Benefits Administrator.

Department Heads were dismissed at 2:47 PM.

The Board completed a review of the red folder, Water & Sewer folder, and accounts payable.

White reviewed some correspondence that she will be sending out this week on various matters.

Martin provided a brief welfare update.

Discussion took place on campers that are in violation of the Town's Zoning Ordinance that McConarty is working on.

Discussion took place on the duties of the Conservation Commission including timber operations, easement monitoring and the rental property at Sumner Brook. Discussion also took place on establishing a policy on the use of Conservation funds. White provided a file on the Sumner Brook property for review. Being no further input, the work session was adjourned.

Adjourned at 3:25 PM.

---

Richard H. Morgan, Chairman

---

Robert C. Freeman

---

Sandra P. Martin

To be approved 5/1/2017