

Selectmen's Department Head Meeting & Work Session
Monday, October 16, 2017

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, Robert Freeman, and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Also present were Karen Anthony, Craig Brady, Steve McConarty, Maria Moulton, Harry Merrow, Bill Eldridge, Brad Harriman, and Kellie Skehan.

Department Head Meeting:

Morgan announced the Special Town Meeting has been approved by the Court. He also stated the Union negotiations are still underway but to plan on figuring a 2% increase in salaries for the upcoming budget.

Morgan stated the Budget Committee membership is primarily the same with one new member and one vacancy.

Morgan asked for any large planned expenditures being planned. Skehan responded that she is seeking vault improvements estimated at \$10,000-15,000. Harriman stated that a new mower is needed. Discussion took place on highway vehicle replacement. Harriman estimates Truck #10 and the loader will need to be replaced in the next three years or so.

Eldridge stated that Granite Road has been shimmed and the guardrails on the water side are left to install. Further quotes are incoming to complete the patching on Ossipee Mountain Road and OCC parking lot paving. The Highway Department is repainting the plow frames in preparation for the winter season.

Harriman is compiling a list of expected bills for the end of the year to help with determining cash flow with the delay in the setting of the tax rate. \$800,000 has been borrowed from the Tax Anticipation Note and discretionary spending only has been advised.

Martin questioned if the convex mirror has been ordered for the Freight House. Harriman responded that he will get it on order.

Budget worksheets are requested to be turned in to Karen by the end of the week prior to the Selectmen's Meeting review. Budget changes include a short-term disability policy to be paid by the town and the elimination of the medical deductibles. Wages should be figured using a 53-week pay period.

Anthony requested itemized receipts be turned in for boot and clothing allowance reimbursements.

Skehan reported she will be short staffed from late October through the end of December but will have support available from other towns as needed.

Moulton questioned if the employee contribution of the health insurance has changed. Morgan responded that the contribution will be increased for new hires only; all other percentages remain the same.

McConarty is working on updates that are needed in the Zoning Ordinance as well as compliance issues with FEMA at Westward Shores Camping Area & Resort. Morgan requested advance notice on zoning changes so the Selectmen can offer their vote of support.

Brady reported that Ossipee is hosting the field hockey jamboree this coming weekend and although the Main Street Program is responsible for the Zombie Fest at Constitution Park, the Recreation Department will be offering hay rides.

Discussion took place on the tables and chairs in the gymnasium. Morgan asked Brady to order the rubber protectors for the chairs that are missing any to protect the new gym floor. White stated that Ernie Hayford is scheduled to seal and wax the new floor this weekend. Brady stated that he has ordered tape for a pickle ball court layout on the gym floor.

Brady advised of issues with the portable toilet company and stated he will be seeking bids for next year. Morgan stated that one of the fallacies stated on the Town Beach purchase was that the Town could not afford to put out portable toilets at Duncan Lake Beach this year, when in fact it was misplaced on an abutting property by the company and then removed.

Discussion took place on converting the Recreation Department to a Parks & Recreation Department. Brady stated that additional help may be needed for the Summer Recreation Program if the focus of the Department is to change.

White requested employee performance evaluations be completed by the end of the year.

Additional discussion took place on the beach, tax rate impact and the projects the town has been able to complete over the past 3-4 years.

All Department Heads were dismissed at 2:45 PM.

Non-Public Session:

Morgan polled the Board for a non-public session pursuant to RSA 91-A:3, II (a) for a personnel matter at 2:45 PM. Roll call was taken. Morgan answered yes, Freeman answered yes, and Martin answered yes. Morgan made a motion to adjourn the non-public session at 3:00 PM. Freeman seconded. A unanimous vote was taken.

Work Session - Sumner Brook Fish Hatchery:

The work session reconvened at 3:00 PM. Justin Prunier, Richard Prunier and Steve McConarty entered for discussion on the Sumner Brook property.

The roofing and siding request for proposals will be going out as soon as the specifications are done. J. Prunier confirmed there are no current issues with the roof; all problem areas have been patched. Discussion took place on the extent of the siding, adding insulation and what type of roofing on which buildings.

The list of other safety items noted in McConarty's inspection have also been completed. J. Prunier reported that the chimney is also now all set; the flue has been lined and sealed, and the interior painting has been done.

The lease agreement was discussed. White confirmed its expiration date of March 2019. R. Prunier provided a history on property, its use, and the rent. J. Prunier discussed the current need to pump water into the wells due to a change in the aquifer from excavation completed by Ossipee Aggregates. Morgan stated that the wording in the lease needs to be looked at. Martin stated the property tax must also be paid as required per Statute. Further discussion took place on the requirement of the lease

agreement terminating every three years. This will be reviewed by the Town Attorney to see if it is a requirement.

The next joint meeting will be scheduled after the first of the year to begin working on the updated lease agreement.

J. Prunier and R. Prunier were dismissed at 3:25 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Morgan discussed feedback he has been receiving on the town beach; most of which includes concern with the town running a campground. He also discussed ideas that have been presented making the property more like White Lake State Park with a proposed playground, pavilion, picnic tables, and bath house/changing facility.

McConarty presented some ideas for updates to the Zoning Ordinance including how to handle campers and tents being used as a temporary basis on unimproved parcels. McConarty also discussed changes to the building permit fees.

Brief discussion took place on the Outdoor Event Ordinance and whether levels of classification for the type of event should be determined.

Being no further input, the work session was adjourned.

Adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Sandra P. Martin

To be approved 10/30/2017

