

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

The following meeting was held at 2:05 PM 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 2:10 PM.

Department Head Meeting:

Also in attendance were Karen Anthony, Joe Duchesne, Steve McConarty, Wayne Eldridge, Craig Brady, Maria Moulton, Brad Harriman, Kellie Skehan, and Bill Eldridge. White announced that Selectman Martin would be arriving a few minutes late. She then stated that the quarterly Department Head meetings with the Selectmen will continue to take place even though the Department Heads have been requested to attend and report during the weekly Selectmen's Meetings.

Anthony reported she will be attending a class on Wednesday at HealthTrust and will have more information to share about biometric screenings which enable participants to receive a \$75.00 check for completing the screening.

Duchesne stated that he has two new part-time police officers: Matt Martino and Eric Diaz. Ethan Recco will also be finishing up at the Police Academy at the end of the month which will put the department at full staff by summer.

McConarty reviewed the cleaning schedule. Brady requested the Recreation office be vacuumed bi-weekly. Highway Department, Transfer Station and Water & Sewer Department confirmed once per week is sufficient. Duchesne requested the cleaning take place during the day when someone is in the office. McConarty stated that vinyl siding repairs on the Town Hall building will be taking place this week.

Brady reported that he will be advertising for summer staff and a lifeguard/swim instructor next week. The goal is to have the lifeguard/swim instructor go to White Lake with the summer camp and offer swim lessons at Duncan Lake during the other days of the week. Brady stated he will be looking for 10-12 volunteers on Friday, 5/31 and 15-20 volunteers on Saturday, 6/1 to help with the community build of the playground at Constitution Park. ABC Lawn Care will be donating a mini-excavator and workers to assist. Martin requested a blurb to be advertised on the website for next week. Brady stated that the fields are drying out but there are a lot of dog feces at Constitution Park.

Moulton questioned if the library sidewalks are still on queue to be repaired when the sidewalks are installed. Harriman confirmed. Discussion took place on trees to be removed in front of the Library. B. Eldridge stated that the dead maple tree and leaning birch trees will be removed and replaced with new maple trees.

Harriman reported that the Route 28 & 171 roundabout project will be going out to bid tomorrow. He also stated that the Mill Hill Road Bridge deck is being built and is scheduled to be set later this month or in early May. The Highway Department has been busy repairing pot holes and completing road repairs.

Skehan reported tax bills will be going out on 5/7/2019, liening will take place on 4/23/2019, and dog licensing is due on 4/30/2019. She will be requesting non-public sessions with the Board to review tax payment agreements shortly. Skehan also stated she will need to have some printers networked when RMON comes out to do the firewall upgrade.

B. Eldridge stated the Highway Department has been busy chasing potholes. Discussion took place on roadside cleanup.

Martin reported that the Town website is being updated and will be live in about a month. Any changes to department pages should be forwarded to Martin to be included on the new site. She will be sharing the prototype before the site goes live.

Simpson questioned the status of the Whittier Covered Bridge. Harriman responded that it is supposed to go out to bid anytime this month for June construction. He then reviewed the work to be done which requires the abutments to be rebuilt, realignment of the river, restoration of the embankments, and putting the bridge back over the river. Harriman stated the bulk of the work should be completed this year but the bridge will likely not be ready for traffic until 2020 with the additional roadwork needed.

Martin requested a comparison of the recycling center costs versus revenue. Harriman responded that he has been working on that information and provided the Board with a commodities cost sheet provided by the NRRA. The comparison shows that the Town is receiving very competitive pricing and is being paid higher for its recyclables than the average.

White announced that the next Department Head meeting will take place on 5/20/2019 at 2:00 PM.

Department Heads were dismissed at 2:37 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Non-Public Session:

Martin polled the Board for a non-public session under RSA 91-A:3, II (b) for personnel and RSA 91-A:3, II (d) for acquisition at 3:20 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Simpson answered yes. Martin made a motion to adjourn the non-public session at 4:06 PM. Eldridge seconded. A unanimous vote was taken.

Being no further input, the work session was adjourned. Adjourned at 4:06 PM.

Sandra P. Martin, Chairman

Martha B. Eldridge

Susan J. Simpson

To be approved 4/22/2019