

Selectmen's Department Head Meeting & Work Session
Monday, December 18, 2017

Chairman Morgan called the Work Session to order at 3:00 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.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Department Head Meeting:

Also in attendance was Craig Brady, Recreation Director, and Brad Harriman, Public Works Director. Brady presented a job description for a Part-Time, Seasonal Camp Director position and requested permission to begin advertising the position in mid-February. Morgan stated the position should be posted in-house for 5-days then to coordinate the advertising with White.

Brady also presented an Inclement Weather Policy which mirrors the Library's policy to cancel all recreation programs when school is cancelled. Discussion ensued. Changes were noted.

Brady discussed replacing 100' of snow fencing at the YMCA Ballfield with 4' chain link. The fencing at the Chickville Cemetery was suggested as being repurposed if the Town proceeds with replacing it with the granite posts and chains as discussed in the past. Discussion took place on the warrant article for improvements to Recreation Facilities. White commented that the warrant article was eliminated in 2016 and has not been presented since.

Brady and Harriman discussed improvements needed at Duncan Lake Beach including the removal of low brush. Discussion took place on removing vegetation and whether State permitting would be required. Further discussion took place on the trash removal required and consistency of it. Additional discussion took place on the access challenges and signs of neglect that have accumulated over several years.

Discussion took place on transitioning to a Parks & Recreation Department. The responsibilities of the Laborer position were also discussed.

Morgan requested Brady begin working on establishing goals for the next 5 years.

Brady and Harriman reviewed repairs needed to the soccer field at Constitution Park. Harriman estimates \$90,000 to bring it up to par. The water issue at Constitution Park was also discussed including possible remedies such as re-drilling the well, installing a cistern, or installing a direct line to pump from the lake.

Brady confirmed he reviewed the old plans prepared for Constitution Park and reviewed ideas that he will be working on obtaining grant funding for including the installation of a pavilion to provide shelter in the event of inclement weather and also to provide a shaded area for tables, etc.

The Newman Drew Road property needs were reviewed. Morgan requested that a list of needs be prepared for each Town facility. The Board was in favor of creating a Capital Reserve Fund for parks and recreation improvements with the caveat being further development on the Town Beach on Ossipee Lake. Morgan stated that if the opportunity to hold a re-vote is granted, certain funding areas may need to be removed.

Brady was dismissed at 3:50 PM.

Budget Review – Revenues & Warrant Articles:

Harriman presented a list of proposed warrant articles for 2018. White added that Skehan will be seeking a warrant article for \$10,000 for vault storage solutions and the Police Department will be looking to replace two police cruisers.

Harriman discussed eliminating the funds raised in a Warrant Article in 2013 for the purpose of purchasing a compactor at the Transfer Station as that need no longer presents itself. He would like to repurpose those funds toward a baler and pole barn for corrugated cardboard storage.

Harriman also discussed warrant articles for water and sewer improvements and the purchase of a backhoe for the department. Discussion ensued.

Freeman discussed the shared responsibility of the Laborer position between Highway and Recreation, what is required of the position, and what should be prioritized.

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 1/8/2018

