

**Selectmen's Department Head Meeting & Workshop**  
**Monday, March 14, 2016**

Selectman Morgan called the meeting to order at 3:00 PM. Present were Selectmen Franklin Riley, Robert Freeman, and Richard Morgan, and Ellen White, Town Administrator, who recorded the minutes. Also present was Peter Waugh, Recreation Director.

The draft job description for the part-time Recreation Assistant was reviewed. Corrections were made to the supervisory roles and minimum experience requirements and school vacation weeks were added to the schedule requirements.

Riley reviewed several corrections that are needed in the Spring Recreation brochure. Boat launch areas and meeting times are noted to be incorrect in the current brochure.

The advertisement for the part-time Recreation Assistant was reviewed. The Board agreed to advertise the position for the next two weeks in the Carroll County Independent and Conway Daily Sun.

Waugh reported that he has distributed the background check forms to all seasonal staff with a request to return them by this Friday.

Brief discussion took place on the full-time lifeguard position. Waugh stated that he will be meeting with the lifeguard on Tuesday.

Discussion took place on moving the Summer Camp to the gymnasium at the school. Waugh will reach out to Principal Hertzfeld to see what is required to do this. Additional discussion took place on moving the Touch-A-Truck event and Bike Safety to the school grounds as well to ensure safety during the Highway Garage construction.

The resurfacing of the gymnasium floor was discussed. Riley stated that during the earlier meeting with Bauen Corporation it was briefly discussed. Bauen will be forwarding contractor contact information to Brad Harriman, Public Works Director, so he can obtain quotes. Riley requested that the gym floor be put on the Selectmen's Agenda for future discussion. A Request for Proposals will be requested soon.

Peter reported that home plate has been set at Constitution Park but he has requested that use of the ballfields be held off until 4/1/2016.

The Board requested a review of the plans for Constitution Park. Discussion took place on the existing well and needs of the facility.

Waugh stated that he has tentatively scheduled Vermont Tennis to fill the cracks in the tennis courts. The Highway Department will be trimming the low growth at Constitution Park to increase visibility. Waugh also informed the Board that the portable toilets have been ordered for the season. Discussion took place on locations of the portable toilets and trash cans. It was noted that all facilities are Carry-In, Carry-Out.

The condition of and use of Cleveland Beach at Duncan Lake was discussed.

Waugh will be attending the Flower Show in Boston on Thursday in conjunction with Tamworth Recreation.

Waugh was dismissed at 3:45 PM.

The applications for the Code Enforcement Officer position were reviewed and a list of interviewees was selected. Interviews are to take place on Thursday from 4:30 PM-6:30 PM and Friday from 4:30 PM – 6:00 PM. White will schedule the interviews with the applicants.

Being no further input, the meeting was adjourned.

Adjourned at 4:00 PM.

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Franklin R. Riley, Chairman

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Robert C. Freeman

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Richard H. Morgan

To be approved 3/14/2016