

**Selectmen's Department Head Meeting, Work Session & Non-Public Session**  
**Monday, July 17, 2017**

Chairman Morgan called the Work Session to order at 2:00 PM. 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, Brad Harriman, Maria Moulton, Jim Eldridge, Kellie Skehan, Brewster Vittum, Bill Eldridge, Steve McConarty, and Bo Eldridge.

The following topics were discussed as part of the Department Head Meeting:

- New Announcement Sign has been installed on the front lawn, hinged Plexiglas will be added
- The budget is in good shape, no large unanticipated expenditures are expected
- Capital Assets are still noted as a deficiency on the audit
- Morgan discussed the potential of a Town beach on Ossipee Lake
- The lawsuit filed by the Town of Freedom regarding the expansion of Westward Shores Campground is being dropped, a joint statement is forthcoming
- Karen reviewed the updated timesheets and the NH Department of Labor requirement of showing lunch periods taken. Meal breaks must be taken for all shifts of 5-1/2 hours or more.
- Craig reported on the Summer Recreation Program: Enrollment averages 75-80 children with about 50-60 per day average attendance
- Summer concerts are being held at the Main Street Gazebo Sunday evenings
- Brad reported on road and drainage improvements in progress on Circuit Road and tree work completed on Granite Road
- Discussion took place on paving needed at the Ossipee Concerned Citizens building
- Maria reported a lot of new patrons at the Library this summer
- Jim announced the computer system for the police cruisers are all set and they are just awaiting an uplink from the Sheriff's Office.
- The new police cruiser ordered in January is lost in transit and Jim is trying to locate a leftover to purchase instead
- Kellie reported that tax payments are coming in
- Help was requested to swap out desks in the Tax Office
- Brewster requested an updated charge list for the Transfer Station. Discussion took place on the requirements to be able to open a charge account. White will review the list to see who can be removed.
- Discussion took place on the garbage that was dumped at the Transfer Station gate on 7/3/2017. Contact information was forwarded to Jim for police action.
- Bill thanked Craig for moving the Recreation Program to the school and noted it to be a safety concern when it is hosted at the Town Hall with equipment and trucks entering and exiting the Highway Garage throughout the day.
- Stump grinding will take place on Granite Road
- Steve is currently receiving bids to upgrade the electrical service at Town Hall as part of the air conditioning upgrade
- Bo reported that he has ordered the new water system meters
- The hours and days of week for the part-time Water & Sewer Clerk position were requested. Further discussion to take place during the work session.

All Department Heads were dismissed at 2:40 PM. Kellie, Karen, Brad and Bo stayed for the work session.

Karen has downloaded QuickBooks and the Water & Sewer company file and will begin entering payables tomorrow. Discussion took place on who will be handling the billing, collection and bookkeeping for the Water & Sewer Department. Kellie reported on how the billing works in the

Town of Wolfeboro. A transition to monthly billing rather than quarterly will likely take place. Discussion took place on whether a clerk is needed at the Water & Sewer Office or if calls can be forwarded to Town Hall. Ellen distributed a list of duties the Clerk was responsible for. Further discussion took place on setting up a voicemail/answering machine and emergency service phone line.

Discussion took place on staffing at the Transfer Station and whether a part-time position is needed to cover for absences. Leave time needs to be communicated to Brad for the scheduling of help as needed at the Transfer Station. Further discussion took place on the floating Laborer position and where his time is currently being utilized. Morgan discussed transitioning the Recreation Department to a Parks & Recreation Department.

Brad, Karen, and Bo were dismissed at 3:20 PM.

**Non-Public Session:**

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) for a tax matter at 3:20 PM. Roll call vote was taken. Martin answered yes, Freeman answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 3:22 PM. Martin seconded. A unanimous vote was taken.

Morgan made a motion to return to the work session at 3:22 PM. Martin seconded. A unanimous vote was taken.

Further discussion took place on staffing at the Transfer Station and fill-in coverage for the Water & Sewer Department.

White reviewed a conversation held with Cemetery Trustee Roy Barron regarding improvements to the Town cemetery on Route 28. She explained that the new owner of 9 Route 28 is looking to restore the granite posts and fencing surrounding the Town Cemetery while the property is being improved for the new storage units. Barron requested permission to purchase timber that he can mill to replace the red oak fencing. Morgan referred the improvements to be approved by the Board of Cemetery Trustees.

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

Being no further input, the work session was adjourned.

Adjourned at 4:05 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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Sandra P. Martin

To be approved 7/24/2017