

Selectmen's Work Session, Joint Meeting & Non-Public Session
Monday, March 18, 2019

Selectman Martin called the Work Session to order at 2:15 PM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes.

Eldridge made a motion to appoint Martin to Chairman of the Board. Simpson seconded. Martin abstained. Majority vote carried.

Review of Red Folders, Accounts Payable and Payroll Manifests:

The Accounts Payable Manifest, Red Folder, and Water & Sewer Red Folder were reviewed. Martin stated that she would like to divvy up the red folder contents so each Selectman has a few items to speak on.

Discussion:

Martin presented a list of topics to review and discuss. Eldridge requested the time sheets be made available for review. Discussion took place on time clock options. White informed the Board that Karen Anthony, Finance & Benefits Administrator, is researching options that can tie into the payroll system and will be following up on those options to present at a later date.

White presented a draft copy of the updated job description for the Secretary position for review. White was asked to post the job opening in-house for five days as per the Union Contract.

Martin suggested Eldridge and Simpson participate in a ride-along with the Police Department. Eldridge also suggested each Selectmen visit each department in Town to better understand the operation.

Martin discussed her request to have all Department Heads in attendance at the Selectmen's Meeting for 4:30 PM. White confirmed that she shared this request with all at the Department Head Meeting held earlier. Discussion took place on the reporting requirements that have been requested from all Department Heads.

White provided the Board with information related to rules of procedure for meeting decorum for review.

Joint Meeting – Zoning Enforcement Officer & Public Works Director:

Discussion took place on the general maintenance of all Town-owned buildings including the snow removal at the Main Street building and Ossipee Concerned Citizens (OCC). White stated that the lease agreement acknowledges the snow removal is the responsibility of OCC, but there is no lease agreement for the Main Street building. Discussion took place on the liability in regard to shoveling. White was asked to verify coverage with the Town's insurance provider. Other Town buildings were discussed including the Police Department, Library, Transfer Station, and Water & Sewer Department. A trailer at the Transfer Station that has collapsed due to snow load was also discussed.

Discussion took place on setting up a section of the Recreation garage for the Laborer to store shovels, tools, rakes, etc.

Simpson expressed concern with the buildup of icicles on the side of the building by the handicap ramp access to the gymnasium. A heave in the concrete in the handicap ramp section of the front walkway was also discussed as a safety concern.

McConarty was dismissed at 3:30 PM.

Martin reviewed the updates made to the Road Closure Exception Request from which is now accessible on the Town's website. Martin also reviewed the reporting requirements that will be expected from the various Public Works Departments.

Discussion took place on the irrigation system and well at Constitution Park. Harriman stated that he has been in contact with Larchmont Company which specializes in determining flow rates and pump systems to supply an irrigation system. Martin requested that Harriman also involve McConarty in the research process. Harriman stated that even though the current well is supplying 30 GPM, a storage tank will still be needed to supply an irrigation system. Brief discussion took place on the traveling sprinkler system which has been determined to not be a viable option.

Discussion took place on making preparations with Craig Brady, Recreation Director, for the new playground at Constitution Park, and the Dog Park.

Martin questioned the bidding process on the new trucks to be purchased for the Highway Department. Harriman responded that the F-550 will be purchased using the State bid pricing. White confirmed that the Purchasing Policy requires competitive bidding for major purchases except when State bids have been utilized. Harriman reviewed the reasons behind why the Town has been purchasing Peterbilt's for their 6-wheeler dump/plow trucks stating their longevity is increased from 10-12 years to 20 years. Harriman confirmed that he will provide bids for the 6-wheeler dump/plow trucks for the Boards' review.

Harriman was dismissed at 3:47 PM.

Non-Public Session:

Martin polled the Board for a non-public session under RSA 91-A:3, II (a) for a personnel matter at 3:48 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 4:03 PM. Eldridge seconded. A unanimous vote was taken.

Being no further input, the work session was adjourned. Adjourned at 4:05 PM.

Sandra P. Martin, Chairman

Martha B. Eldridge

Susan J. Simpson

To be approved 3/25/2019