

**Selectmen's Department Head Meeting & Workshop**  
**Monday, November 23, 2015**

Selectman Riley called the meeting to order at 3:00 PM. Present were Selectmen Franklin Riley and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Chairman Richard Morgan arrived late. Also present was Brad Harriman, Public Works Director.

Harriman reviewed the most recent outstanding items list as follows:

- Capital Assets – road lengths have been inventoried and they just need to be input into a spreadsheet.
- Concrete Slab at Transfer Station – work has been completed
- Police Department Door – mold has been cleaned from the door and the A/C unit will be re-plumbed in the spring.
- Heat Tape – Town Hall has been repaired and Library is in progress
- Floor Mats – investigating the option of purchase versus rental. Concerns raised with how they will be cleaned.
- Highway Garage Expansion – Meeting last week went well. Soil testing by Geo Tech will take place on Tuesday at 9 AM.
- Municipal Parking Signage – No further signage is required; this will be removed from the item list.
- Compactor – Harriman will seek updated pricing next year.
- Odor in TC Office – No further action will be taken; this will be removed from the item list.
- Town Roads – Harriman will be working on an outline of standards required to be met in order for the Town to accept a road. Riley expressed concern for the lack of communication between the Town and Knox Mountain Association in response to their 2015 petition Warrant Article. White was asked to reach out to Sonny Bernardo for an update as to whether they are still interested in pursuing the Town taking over the association roads.
- Sidewalks – White questioned whether the Board wants a letter generated from them requesting reconsideration of the project closure. The Board agreed.
- Whittier Covered Bridge – Harriman stated that a construction meeting was held last week and the work on the Bridge has been progressing. A lot of discussion took place on the recent Change Order #4 submitted which included work that has already been completed without prior approval. There is approximately \$4,700.00 in engineering costs built in for the changes presented in the other change orders. Harriman reported that Phase II of the Bridge is done other than the floor joists. Harriman also reported that there are two reimbursements incoming; \$43,000.00 and \$59,000.00, as well as the L-Chip grant reimbursement for another \$50,000.00.
- Water & Sewer Buildings – The Board requested that Harriman review the roofs on both buildings and see if they need repair or replacement. Further discussion will take place once Harriman is able to evaluate both buildings.
- Intersection of Routes 28 & 171 – Harriman reported that he received a response from the NH DOT which is in the red folder. No work is scheduled to be completed until 2017.
- Highway Garage – Riley stated that Morgan made a presentation to the Budget Committee at last week's meeting. Members seemed receptive to the idea especially with the status of the proposed budget.

Discussion took place on recent automobile accidents that have occurred. The future of the Dodge Durango was also discussed. Harriman stated that he would prefer to keep the Chevy Impala that was turned in by the Police Department rather than the Durango. Riley stated that a lot of money was invested into the Durango this year to inspect it.

Riley polled the Board for a non-public session under RSA 91-A:3, II (a) at 3:35 PM. Roll call vote was taken. Riley answered yes, and Freeman answered yes. Morgan entered the meeting at 3:53 PM. Riley made a motion to adjourn the non-public session at 4:05 PM. Morgan seconded. A unanimous vote was taken.

The Department Head Meeting & Workshop reconvened at 4:05 PM.

Being no further input, the workshop was adjourned.

Adjourned at 4:05 PM.

ABSENT

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 11/30/2015