

**Selectmen's Department Head Meeting & Workshop**  
**Monday, August 17, 2015**

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

Harriman reviewed the status of several open items. Harriman reported that he is in the process of scheduling the concrete work at the Transfer Station and for the front sidewalks with Gray & Thompson. He also stated that the Library roof is now complete although the copper work is still in progress by Jay Hounsell.

Discussion took place on the purchase of a compactor at the Transfer Station. Harriman reviewed the potential savings that the Town will see once the compactor is in place. The Board requested updated figures.

Morgan questioned if removal of the scale had been considered recently. Discussion followed. Riley questioned if the cost to maintain the scales is exceeding the revenue generated by having it in place. Morgan questioned exactly how much it cost to collect the \$75,000 in revenue each year.

Riley questioned if Harriman had ever considered recycling the shingles. Harriman will investigate this further.

Harriman reported that Jim Rines from White Mountain Survey is fine-tuning the details for the sidewalks to move forward with the project.

Discussion took place on Change Order #3 for the Whittier Covered Bridge. The Board requested that Harriman stay in contact with the NH DOT on the status of the funding. Harriman stated that the last week in August will be 30-days since the conditional approval was given by the Town.

Harriman stated that Dan Libby will be out to look at the two trees to be removed at Depot Square and the intersection of Ossipee Mountain Road and Moultonville Road. He anticipates he will report back to the Board with a schedule and cost to remove the trees next week.

Harriman reviewed a few potential dates for the fall cleanup day at the Transfer Station. The Board agreed that the Saturday of Columbus Day would be best. Morgan questioned whether a town-wide yard sale could be considered this year. Following discussion, it was decided not to pursue it for this year.

Harriman informed the Board of a complaint received from a property owner on Lower Beacham Hill Road who has blamed culvert issues and poor drainage to be the result of her property being wet and diminishing its value. Harriman and Riley visited the property last year and determined that the culvert was not the issue; the property has been historically wet due to natural springs creating ground water. Harriman stated that the Highway crew cleaned the culvert but it did not correct the situation. A letter from the Board of Selectmen will be drafted and sent to the property owner.

Harriman stated that he and Highway Foreman Bill Eldridge will be working on inventorying the roads for the capital assets recording. Harriman stated that the Lakes Region Planning Commission compiled a list approximately three years ago that they will be working with. Harriman discussed utilizing UNH's T2 program for software support and training in capital asset management. The Board agreed that it would be a good idea to look into.

Morgan questioned the status of the plans for the new Highway Garage. Harriman answered that he met with Bowen Corp. three weeks ago and they are working on the plans. Morgan stated that the budget process is starting next month and requested that Harriman obtain some figures as soon as possible.

The Board reminded Harriman that any government building repairs or improvements should be tasked off to Dave Senecal for him to handle.

Discussion took place on the Laborer position. White, Freeman and Harriman conducted interviews with 10 applicants out of the 34 who applied. Morgan made a motion to present a conditional offer to Chris Vittum pending a satisfactory background check. Freeman seconded. A unanimous vote was taken.

Harriman informed the Board of an issue with the EGM cooler on the 2010 Peterbilt which is no longer under warranty. Harriman stated that it was repaired just over a year ago and the truck is at the garage. Once an estimate is received to complete the repair, Harriman will inform the Board.

Brief discussion took place on next year's budget needs.

Harriman stated that there are a few bridge projects upcoming but none are State mandated through the red list.

Harriman was dismissed at 3:55 PM.

White stated that she has not received any comment back from Attorney Sager on the draft employee manual.

White distributed an updated draft copy of the audit and reviewed the corrections made, giving credit for the Capital Assets Policy adoption and the implementation of the new Purchasing Policy and following its procedures at the mid-point of the year.

Being no further input, the workshop adjourned at 4:05 PM.

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Richard H. Morgan, Chairman

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Franklin R. Riley

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Robert C. Freeman

To be approved 8/24/2015