

Selectmen's Department Head & Joint Meeting
Monday, April 18, 2016

Chairman Riley called the meeting to order at 1:30 PM. Present were Selectmen Franklin Riley, Robert Freeman, and Richard Morgan, and Ellen White, Town Administrator, who recorded the minutes. Also present was Brad Harriman, Public Works Director.

Several items from the Action Item List were reviewed:

Air Conditioning in Town Clerk's Office – Following a review of the quotes received for a mini split system for all town offices and the required electrical upgrade for the system to work, it was determined that the cost exceeds what was budgeted for government building upgrades this year. Discussion took place on the importance of cooling the office for the staff and for the computers and server. Harriman was asked to order an additional 14-15,000 BTU standalone unit that can be placed at the back end of the office to assist with the cooling.

Capital Assets – Harriman reported that he has all roads compiled into a spreadsheet and he is now working on the cost per foot. The Board requested this be completed by the beginning of May.

Private to Public Roads – Discussion took place on setting the standards and criteria and having the taxpayer's approval. Harriman reviewed the current subdivision regulations which require roads to be made to a certain specification for public safety reasons.

Highway Garage Addition – Harriman reported that he sent the AIA documents to Attorney Sager's office for review and several comments were returned. He will be forwarding the comments to Bauen Corporation for them to incorporate into an addendum of the Contract.

Floor Mats – Harriman reported that he will be meeting with Cintas on Friday to see what kind of rug options they have available. Discussion took place on the present trip hazards in the Town Clerk's Office due to the rugs not being suitable to be placed on carpet. A decision was made to remove the rugs from the office until proper ones are found, or the carpet can be removed and tile be installed in its place.

Sidewalks – White reported that an invoice was received from the State of NH – DOT for the engineering that was completed for the project. The Board requested the invoice be held for processing.

New Compactor at the Transfer Station – Harriman stated that updated quotes are still needed. The Board suggested that the task be assigned to Transfer Station Supervisor Brewster Vittum.

Whittier Covered Bridge – Harriman reported that he is still waiting for the go-ahead with the Federal funds allocation to move into Phase III.

At 2:00 PM, Brewster Vittum, Harry Merrow, Wayne Eldridge, Maria Moulton, Jim Eldridge, Bill Eldridge, Peter Waugh, and Elaine Sherman entered for the Department Head Meeting. Kellie Skehan entered at 2:15 PM.

Riley thanked all for their attendance at the monthly Department Head Meetings. The following topics were discussed:

Purchasing Policy – Sherman reminded all to turn in original invoices with original signatures for processing. All original copies should be maintained in the accounting office.

Buildings & Grounds – Riley announced that the grounds at the Chickville Church/Meeting House will need to be added to the summer grounds maintenance list. Sherman reported that the electric was transferred to the Town last week. Wayne Eldridge confirmed that the cemeteries are not on the Town's water system. Bill Eldridge discussed adding a fence system to deter cars from turning around and tearing up the grass around the Church/Meeting House. He was asked to pursue some options to present to the Board. Waugh questioned if the use of the Church/Meeting House would be handled through the Contract for Use of Facilities process. The Board confirmed. White was asked to contact Janice Tully for keys to the building and a list of any annual gatherings at the Church/Meeting House they would like to continue.

A Roadside Cleanup Day was discussed. Harriman reported that we have several cases of bags available but the Main Street program has been hosting this for several years. Waugh will contact Gail at Main Street to see if a day has been scheduled.

Budget – Riley stated that the TAN note has been approved and funds are available to borrow as needed. The Board requested that all large purchases be held off until mid-May or early June if possible. Harriman stated that the steel building will be invoiced in June. Riley responded that a request for the release of Capital Reserve Funds for the addition project will be signed tonight.

Capital Assets – An inventory of roads and bridges is still needed and in the process of being compiled.

Waugh reported that the tennis courts will be receiving crack repair around mid-June.

Gymnasium Floor – Quotes are incoming and will determine whether the replacement can be completed this year or next.

Website – Nothing new presented.

Sherman reported an electrical outlet issue that happens only when the Supervisors of the Checklist have their computers and printers on in the Conference Room.

Performance Evaluations – Draft copies were handed out at the last Department Head Meeting for review and comments. Comments received included there not being enough room to write responses, too many questions requiring written response, suggestions for adding a number scale rather than written response.

Personnel Policy – Nothing new presented. White stated that amendments can be presented at any time if anyone finds anything that does not seem correct or needs clarification.

Air Condition in Town Clerk's Office – Riley stated that the Board met just prior with Harriman and they will be adding a second standing A/C unit to the office. Skehan expressed concern for the noise. Discussion took place on a potential awning to block the afternoon sunlight coming into the office's side window.

Rugs in the Town Clerk's Office – Harriman announced he will be meeting with a new uniform & rug service company on Friday to discuss what options they have available. Skehan was asked to remove the existing rugs to eliminate the present trip hazard. Riley stated that if there is not a rug solution, the carpet in front of the counter will be removed and replaced with tile.

Cleaning of Town Hall – Riley reported that the Board is in the process of pursuing a part-time position for the cleaning of all Town buildings as the building is not being cleaned sufficiently.

Sherman questioned whether the Summer Camp will have access to a refrigerator at the school this summer. Waugh responded that they will not, but all children pack their own lunch so they should not need one. Discussion took place on the replacement of the refrigerator. White stated that it leaks water and the linoleum under it is rotten and needs to be replaced. Discussion ensued. The flooring will be looked at with the replacement of the flooring in the restrooms upstairs and downstairs. A new refrigerator will be purchased.

Merrow discussed a potential bill to limit the liability on the Town for animal shelter costs. White reported the present shelter costs from the Sweet Paws Inn closure to total \$45,000.

Waugh reported that his summer Recreation staff is all set and all summer programs will be held at the school while the Highway Garage Addition is in progress. The Board reminded him that all background checks must be received prior to his staff working any programs.

Discussion took place on the closure of the boat launch at Pine River.

A testing of the alarm system panic buttons took place.

All Department Heads were dismissed at 2:50 PM.

Cemetery Trustees Roy Barron, Rick St. Jean and Perry Cole entered for a Joint Meeting at 3:00 PM. An agenda (attached) was presented for discussion.

The additional expenses for the cemetery maintenance at Chickville Cemetery were discussed. The Board responded that \$4,000 was added to the Cemetery budget to handle this. The Board also stated that the grounds and building maintenance of the Chickville Church/Meeting House would be handled through Government Buildings. The cemetery maintenance alone would be the responsibility of the Cemetery Trustees.

The Trustees requested use of the shed at the Chickville Cemetery for equipment storage. Riley requested the Cemetery Trustees pursue a conical box for storage for 6 months.

The Trustees discussed surveying that is needed at the Chickville Cemetery as there is a plan drawn, but no pins set and it needs monumentation. The Board requested the Trustees reach out to White Mountain Survey for a quote on the survey costs to complete this task.

Discussion took place on potential expansion of the cemetery. Morgan stated that he does want to pursue the lots across the street.

Discussion took place on removing the chain link fence in the new section and possibly replacing it with granite to mirror what is in place across the street. The grass in the cemetery also needs help. The Board stated that they are willing to invest, with a plan in place, to preserve the tremendous gift received.

Rick St. Jean will be meeting with Laurence Brownell to retrieve cemetery maps and lot records. It was noted that the records are much better maintained than the Town's cemetery records.

Lengthy discussion took place on the cemetery maintenance. Barron stated that he had already given the go ahead last week to Todd and Chris Nason to begin the cemetery maintenance. The Board stated that Todd Nason is no longer an employee of the Town. Discussion took place on the difference between an employee and subcontractor. The Trustees decided to hold an emergency meeting following this meeting to discuss how the cemetery maintenance would be handled.

Cole discussed the replacement of fencing along the roadway and questioned the setback requirements.

Barron confirmed that the mix-up in Grant Hill Cemetery has been corrected and the cremains were moved to the correct lot. No deed corrections were required.

The Cemetery Trustees were dismissed at 3:35 PM.

The Board questioned how payment will be made if the Trustees decide to subcontract the cemetery maintenance. White explained that they would submit an invoice and it would be processed like any other vendor invoice.

Discussion took place on creating a subcommittee for project planning and maintenance of the Chickville Church/Meeting House. Freeman expressed his interest in being Selectmen's Representative on the committee. White will reach out to Janice and Jim Tully to see if there are any other recommendations for people that would like to be involved.

Adjourned at 3:55 PM.

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 4/25/2016