

**Selectmen's Department Head Meeting & Workshop**  
**Monday, September 21, 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.

Transfer Station - Harriman reviewed the work that has been completed on the scales at the Transfer Station as well as ways to prevent future lightning strikes by way of installing lightning rods. Discussion ensued. Harriman stated that he has not investigated recycling shingles yet.

Compactor - Harriman stated that he will be retrieving updated quotes for the compactor and he will also need to get electricity to the site. The concrete work has been scheduled for mid-October at which time the sidewalks at Town Hall will also be re-done.

Scheduling - Harriman reviewed the current scheduling at the Transfer Station. Discussion took place on part-time, on-call availability.

Sidewalks - Harriman reported that the sidewalks will not happen this year. Riley suggested pursuing the right of way easement for the Duco building which is currently under site plan review. He stated that the new owners are in favor of working with the Town.

Tree removal - Harriman stated that he will be pursuing another company to take down the tree at the intersection of Moultonville Road and Ossipee Mountain Road this fall.

Whittier Covered Bridge - Harriman stated that the most recent bill has been submitted for processing for the Whittier Covered Bridge. 3G Construction is back to work incorporating the items from Change Order #3. Harriman reported that the phase is 86% complete and on schedule. Harriman also stated that there is money incoming from L-CHIP once the paperwork has been processed.

Lower Beacham Hill drainage issue – Riley reported that the culvert is full of silt and needs to be cleaned out again. Harriman stated that Tammy Badge's property has recently sold.

Circuit Road drainage issue – Harriman reported that he will be responding to Dr. Abdu's most recent correspondence on how they will be handling the drainage issue.

Highway Garage – Harriman reviewed the proposal received from Bauen Corporation including the design and structural engineering. The Board requested that they expedite the services to have a proposal before the operating budget is finalized.

Capital Assets – Harriman stated that he and Foreman Eldridge will be compiling data for the roads and bridges. Discussion took place on how much in detail the data needed to be.

Road specifications – No movement has been made by Knox Mountain Association. Harriman stated that additional help and a truck would need to be considered to take on a development of that size. Harriman also stated that he hopes to have specifications in place this fall.

The Board and Harriman reviewed the list of outstanding items. Harriman requested one additional week to review the fuel bids received and provide his recommendation.

Harriman was dismissed at 3:58 PM.

White presented the Board with the past three years of expenditures from the Fire Warden's budget. She questioned how the Board would like to proceed with the reimbursement to the Deputy Warden's for the permits issued throughout the year. Morgan stated that he spoke with Elaine Sherman, Finance & Benefits Administrator, who will be reaching out to other towns to see how they handle the reimbursement. Discussion took place establishing a permit fee.

White informed the Board that she distributed the new Employee Manuals at the Department Head meeting today and she will issue them to all other employees tomorrow. She also informed the Board that Kellie Skehan, Town Clerk/Tax Collector, had comments on the Manual she would like to review. The Board requested that White set up a time with her to review her comments and report back to the Board with any changes that need to be made.

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 9/28/2015