

Select Board Work Session
August 19, 2014
(Approved August 19, 2014)

Present: Chair Charlie Moser, Selectman Bernie O'Grady, Select Person Louise Lavoie

Two residents

I. Call to Order at 7:33 PM

II. Job Description for Administrative Assistant

Revised description accepted; to be posted on the Town website, NH Municipal Association and in the *Ledger Transcript*; deadline for receiving applications is September 7. Position to be filled by mid-September.

Decided on method to review applications in order to decide who should be interviewed.

III. Highway Plan

Select Person Lavoie had prepared a five year look back on roads which was reviewed and discussed. She based it on best practices from a three hour video and T-Squared from University of NH. Decomposed budgets were analyzed.

Complete listing of all Mason roads, length, surface, and who maintains is included.

Road Study Committee of people knowledgeable about roads will be formed.

Goals:

- **Review of five year look-back, five year look-ahead**
- **Assessment of paved road conditions, and sections thereof**
- **Prioritization of maintenance and reclamation**
- **Cost analysis and five year projection**
- **Completion date of October 31, 2014**
- **Final written report to be presented to Select Board**
- **New road agent needs to be involved as soon as hired**

There needs to be a commitment from the Select Board and new road agent to follow the five year plan. Involvement on the committee needs to be part of road agent's job evaluation.

Road Study Committee:

- **One selectman**

- **One highway department representative**
- **New road agent**
- **Three citizens who have knowledge of roads and a commitment to the Town**
- **No applicants for road agent job**

Roads recently repaved need to be sealed within a five year window. Sealing program for this year could not be implemented due to time frame.

III. Safety Committee

Signage of exits for Mann House and Town Hall needs to be completed and posted. To be on the agenda for next week's Staff Meeting.

IV. Town Asset Inventory

The goal is to know what is owned, not to micromanage. Knowing what is owned, age, maintenance and life expectancy; the point when replacement makes sense.

Inventory from 2012 captured items valued in excess of \$10,000.

V. Next Work Session Agenda

Updates for Personnel Manual

VI. In Need of Attention

Retention guidelines, internal control policy, welfare policy and land sale policy

(Vote of 1993 Town Meeting should be reviewed re: land sale.)

Written policy for Town Hall use and checklist need to be developed.

VII. Selectmen's Office

Hours staffed need to be reposted on Town website.

VIII. Next work session: tentatively scheduled for Tuesday, September 2 at 7:30 PM

Meeting adjourned at 9:12 PM.

**Respectfully submitted,
Barbara DeVore
Volunteer Minute Taker**