



Selectmen Staff Meeting 5/20/2019  
Approved Minutes

**Present:** Selectmen Louise Lavoie, Charles Moser, Pete McGinnity; Kathy Wile, Dave Morrison.

**Called to Order:** The meeting was called to order at 4:00 PM by Chair Louise Lavoie.

**New Business:**

Dave began by saying the reclaiming had been completed on Abbott Hill Rd and Mitchell Hill Rd today, with some final grading to be done there tomorrow. Paving tentatively planned for Friday. The reclaimer was being moved to Greenville Rd, and that work should be done tomorrow (Tuesday). Next steps there are to install the drain and get the ledge worked on, both to be scheduled but on call.

Mower piston has been repaired and is ready to go. It works off the loader, and is ready for use at any time.

Dave reported he had gone to the miner training, was a small group of 8 people. It was all about safety, and all from the small manual he was given. Much of the information was regarding big pit safety and machinery and not applicable to the sand pit in Mason. Dave will be getting more copies of the manuals, have each employee sign off on having read it, as well as doing a training time to share the information he had received. All training times will be documented in personnel files, including the equipment operator trainings that have been attended. Dave will also be looking into replacing hard hats.

Dave had 2 bids for the eye wash station/plumbing work to be done. Discussion about FD using Masi Plumbing to hook up their building to the well, Dave will see if he can get a better price from them if they do both jobs at the same time.

Adding a new defibrillator to the HD building was discussed. Louise suggested Dave check in with Fred Greenwood, as she had heard a resident talking to him about possibly getting a good price for the town on new units.

Traffic counters should all be picked up by NRPC by the end of the day.

Looking at the budget, noted that OT wages are looking close to being ahead of schedule, and perhaps adjusting hours during paving projects may help? Dave said the pavers work long days anyway, so crew need to be available, but he does try to balance extra time off and use of part time people to avoid overtime.

Further budget discussion – tire line will be over, as the new truck needed 4 tires, backhoe needed the 2 rear tires replaced and will be needing the front tires as well.

Need for new plow blade before winter for truck 071. The frame was still good, Dave could get a blade that may fit for \$100, will see if they are compatible.

Truck 076 will likely not pass inspection with its dump body – will look at running that as a flat bed, or replace it? General discussion about age, mileage and life expectancy for all the vehicles. Spreadsheet with repair information that was created is helpful, getting specific nature of repairs as needed to track certain vehicles is critical to the planning process as well. Dave will work at re-organizing files by vehicle rather than vendor. Will start looking at replacement options as well.

Backhoe was discussed – running well now, new tires on rear and will be needing new tires in front. A lot of road miles on it, as it travels back and forth to the pit. Discussed cost of basic locking garage to be at the pit as an option. Further discussion about renewing a warranty for the machine – original warranty will expire soon, and there would be a \$200 deductible/repair. Conclusion reached to not renew the warranty, and somehow roll that cost either into repair line or start a reserve fund for repairs.

Dave said the ventilation system has been running a lot. He thinks it needs to be adjusted, selectmen agreed it should be checked. Possible it is causing humid air to be sucked into the building as it runs.

Dave reported that as trucks go to A-1 for repairs, he is having Nate update or install a kill switch in each vehicle. This disengages the battery and is a fire preventative measure, as recommended by our insurance company.

The DPW Mutual Aid Agreement that we have requested the contact person be authorized to send as well as receive aid to/from other towns. Selectmen agreed that Dave should be the contact person.

In other business, letters were ready for approval regarding overdue timber cut reports. Reviewed, and accepted by selectmen, with a recommendation for formatting changes.

The ZBA meeting for the evening was briefly discussed as well, with 2 hearing requests on their agenda. Charlie will attend to offer BOS perspectives.

**Adjourned:** There being no further business, Louise motioned to adjourn, second from Charlie. Three votes to adjourn the meeting at 5:09 PM.

Next regularly scheduled meeting will be Tuesday May 28, 2019 at the Mann House at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant