



Selectmen Work Meeting

9/19/2017

Approved Minutes

**Present:** Selectmen Louise Lavoie, Bernie O'Grady, Charles Moser; Kathy Wile, Brenda Wiley, Dave Morrison, Bob Bergeron.

**Called to Order:** The meeting was called to order by Louise at 7:05 PM.

**Approvals:**

- Noted that Check Manifest was signed for a HD building expense.
- Auditor letter for representation approved, signed by Chairperson Lavoie on behalf of BOS.
- Contract for heating oil and Propane with Rymes discussed, approved by selectmen.

**New Business:**

- Road Agent Dave Morrison had a few general HD questions before beginning building conversation. Approval for \$831 for mower repairs was requested – decision to wait for general HD work meeting to be scheduled with budget numbers to approve that repair, and a request from Louise to start tracking repair costs for each piece of equipment so BOS can plan replacement schedule.

Dave asked for 4 extra hours for his part time employee to help with the Briggs Road project underway, permission granted.

Dave also presented some information on an engineering proposal for Greenville Rd; Selectmen agreed it looked like a worthwhile project that could be covered under the SB38 funds still available.

- Louise focused on creating a spreadsheet for tracking expenses anticipated/paid for the building project which created a view of each aspect of the project, contractor's name, amount contracted and payment status. She entered all information as it was discussed, and will send the spreadsheet out. Brenda Wiley will then enter that information in the QuickBooks version she keeps. Discussion arose about the well and site survey costs coming from the capitol reserve fund vs the building budget, and it was decided to look at the Town Meeting minutes to see if a vote had been taken either way. There was also discussion about electric service, and if a new (upgraded) electric panel would be needed to service the line for the well pump. Dave and Bob both said the electrician had said it would need to be upgraded, but that the current panel could be saved and put into the new part of the building. Hooking up the well is still to be done by Contoocook as part of the well contract.

Conversation turned to a timetable for the project, beginning with the Wetlands Permit Application. It was agreed we cannot expect a response from DES before 10/11/17, and that to begin excavation and then construction at that time would put the project at risk due to potential weather complications. It was acknowledged that revising the schedule has cost STJ Construction significant scheduling problems, and that therefore creating a firm timeline was necessary. The schedule of work was discussed and agreed upon as follows:

Roof on the HD office building will be replaced and covered over the next week or two. He will be asked to quote for sill work on that building as well.

Drainage work will be done in October.

Electric panel can be upgraded now, connection to other building re-established for winter.

Propane tank for office building will be moved back to building by Rymes, trench to be done by HD.

Connection between office building and new well to be trenched, conduit laid this fall.

Building parts and steel for foundation are onsite, and will need to be secured/covered for the winter. Dave's crew will get that done.

Mid-April target to start excavation, then foundation done. One week needed in between foundation being poured and building commences, so looking at mid-May to early June for the building to be put up. Bob will relay the timeframe to George St John, and then Charlie will modify contracts as needed.

It was also suggested that a copy of the building plan be made, and indicate all underground conduit, pipes, etc locations.

**Adjourned:**

Louise motioned to adjourn at 9:07 PM, second from Charlie, unanimous vote to adjourn.

Next regularly scheduled meeting will be Sept 26, 2017 at 7:30 PM at the Mann House.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant