

Town Administrator's Action Items Report

September 8, 2015

1. **Highway Safety Subcommittee**-Foot Traffic Study Committee-First meeting scheduled for September 8th.

Committee had organizational meeting and discussion of assignments were given out.

Grant application sent to DOT on Friday, Sept. 26th.

Next meeting is on Tuesday, October 28th at 4:00pm. Overview of plan if grant does not come through. Discussed the possibility of using the 'used' bridge.

Also discussed a Canadian purchase.

Next meeting scheduled for after the holidays TBA

Warrant Article written according to agreement.

Minutes of meeting attached.

Next Meeting on April 22th at 4:00 PM

Chief Brace and Road Agent Dick Perusse to attend and discuss other pedestrian related issues with the committee.

Dick Perusse attended meeting on April 22 and Dick laid out the construction plans for the bottom of Old Coach Road. Peter will follow through on the State DOT painting crosswalks.

Committee met on June 30th to discuss fundraising.

Update as of August 7th, 2015- Board of Selectmen approve contracting with Bob Todd Land Use Consulting for an estimated \$8,000 to \$10,000 and also E.D. Swett Com for preliminary design and engineering for \$15,000.

Complete run down of estimated costs and promotional flyer. (See Attached)

2. **Town Hall Basement** Bid Package created and also advertised and put the web page... Bids are due on May 29th.

Peter to place out for rebid.

George St. John is putting together a proposal to do a partial renovation which is going to include a new furnace, windows and stairway.

George St. John Preparing recommendations and proposal for partial completion of the project.

SJT Construction bid brought to Board for approval at Selectmen's meeting on August 17th.

Peter Completing Building permit application. Preliminary work starting on September 8th.

3. **Peter to investigate the most practical method of code enforcement re: Winslow's property on River Road.**
Request for Town Counsel may be required
See Peter's Memo for Item 4 of July 20th Agenda
Peter to make appointment with Bart Mayer to work on Junk Yard ordinance.
4. **Stair Chair Lift-**
Bids requests to go out on week of June 15th. Bids received and Peter has recommendation for approval re: Item 8 on July 20th Agenda. Installation will take place in the near future.
5. **Riverdale Road Bridge** progressing-Steel was installed this past week. Bridge is pretty much complete and as of August 14th we are awaiting the guard rails. A ribbon cutting ceremony is in the plan. Grand opening Ribbon cutting g ceremony on September 10th. (see attached notice and invitation)
6. **School Generator Issue-** Peter, Dick Perusse, and Dan MacDonald meeting on July 21 to wrap up discussions and prepare a solution for Town's involvement in payment of 'in kind' services. Peter to discuss past history of present generator including, date of purchase and number of hours, along with maintenance program if any etc. Project modified to include only the cost of the service for Emergency Management purposes.
7. **Employee Recognition-** Recommended date and other details need to be agreed. (see attached) Christine not available on original date and check with her about a date change. New date set for September 23, 2015. (See attached notice)
8. **Solid Waste Contract** – Request for proposal re: Waste materials disposal future agreement/contract. (see attached) Awaiting proposals.
9. **Town Administrator to prepare C.I.P. requests on behalf of the Selectmen's office.** Due in September. Peter Completed form and presented to the Planning Office.
10. **New Boston Internet Service proposal-** Action from Selectmen is requested. No new information is available or submitted. Selectmen signed letter stating their position) (See Attached)
11. **Tree Cut vs. Flagpole removal:** Meeting of the interested minds on Friday, September 11, 2015 at the Common with Mrs. Lombard and an arborist. All invited. Removal of flag pole delayed until final decision is made at the September 21 Selectmen's meeting.