

Town Administrator's Action Items Report

November 12, 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)

Update:

Meeting held on Sept. 17th with bridge engineer.

Grant Application sent to Fields Pond Foundation.

No new activity

Committee met on October 26th and made decision on which bridge to choose.

Vote to get the Algonquin Bridge at a cost estimate of \$62,000.

Public hearing on November 11, 2015 for acceptance of donations over \$5,000.

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.

Carter Sprinkler Company made modifications to work around the Boiler Room while construction is in the works. Front stairway is temporarily blocked.

Modification of the Boiler room floor taking place.

Continued work being done-Concrete work done in Boiler Room and under stairs. Enclosing boiler room.

Furnace is being installed on October 30th along with the necessary electrical work.

Furnace is now completed and operating well with several new thermostats also installed.

3. 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 began on November 6th and will be finished on November 17th.

4. Tree Cut vs. Flagpole removal: Board instructs Town Administrator to budget for next year for tree pruning. Bartlett Tree meeting Peter on October 14th to estimate some tree grooming and brush projects for next year's budget prep. Bartlett gives estimate for service program in 2016. Peter Placed in budget for Finance Committee to review.

Peter met with Mark from Resaissance Acres (Arborists) on November 11th and discussed the tree situation in the Common. He will work up an estimate and plan.

5. Fire Wards Ambulance RFO-Bid request form completed and sent out to various companies. (See attached)

Bids were due on Friday, Nov. 6th and will be reviewed by the Fire Wards.

6. Fire Station-Land Survey follow-up- Bid package and results attached-Bob Todd to do Surveying work for the Fire Wards.

Fire Wards submitted a warrant article request to be included on the 2016 Warrant. The request is for design work to estimating the cost of a fire station.

7. **Budget schedule for November 12th**-Whipple Free Library, Cemetery, Assessing, Landfill Closure, Selectmen, Executive, Town Meeting Expenses, Trustees of the Trust Funds, Property Liability, Health Officer and Welfare, Legal and Patriotic Purposes. Also, Government Buildings, Street Lighting and Financial Administration.

8. **2015 Warrant article 31.** - In discussing the request from petitioners with Jamie Dow, our representative from the Department of Revenue, I was emphatically told that any such warrant is not legal and therefore should now be placed on the tax bills as requested. (see attached document)