

# Town Administrator's Action Item Report

## August 17, 2020

### 1. **Estimate for Recreation Commission Bus Shelter** –

Update:

Visited Christine Quirk and she is looking into the 'installation' situation. Status referred to the Parks and Recreation Commissioners meeting this week.

Update:

Mike Sindoni to appear at August 17<sup>th</sup> meeting to discuss installation proposal and possible recommendation to place at new location.

### 2. **Highway Superintendent Position**- for discussion on April 20

Advertisements to go to Newspaper(s) by May 8, 2020 (Union Leader), again on May 30<sup>th</sup> and 31<sup>st</sup> in 1 weekly newspaper and 1 monthly paper.

Board agrees to initially appoint five members to the search committee. Karen to call for Road Committee meeting by the end of June to ask for three interested parties to volunteer for committee.

Tom Miller has offered to serve on Search Committee.

Rodney Towne is recommending potential road committee member to serve on the search committee. See Correspondence.

Job advertised as open for applications until July 10<sup>th</sup>.  
As of today, no applications received.

Update:

Received two applications thus far.  
Discussion with possible interim Road Agent too place.

Karen suggests that we interview all original candidates.  
No decision made thus far,

### 3. **Organizational Chart**- Task completed. Placed on the agenda for July 6<sup>th</sup> approval. **Recommended corrections made for presentation on August 17<sup>th</sup>.**

### 4. **Disposal of Smaller Dump Truck**--Recommendation of using a private method such as Ebay would work well. Gerry Cornett is willing to help get this posted for sale

- 5. Continued Road Paving Plans**-Keven Leonard is meeting with Tom Miller this week to go over suggested contracts for road projects. Kevin met with Tom Miller, Peter and Joe on the 24<sup>th</sup> of June to catch up on previous engineering plans re: Lyndeborough Road and other proposed projects. Continued discussions took place relative to paving and road construction in 2020 and beyond.

See Joe's updates from the last month.

- 6. Highway Safety Committee to review traffic** speed sign proposal. Chief Brace advised.
- 7. Notice of Town Clerk 'walk up window'** prepared and posted.

Window has proven to be a huge success with the Clerk's office personnel and the public

- 8. Updated Year to Date Expenses and Revenues**-See attached
- 9. Building Department Clerk Position**: - About 7 applications received. Dan, Peter and Laura are in process of reviewing and will have the process narrowed down to about three before interviews.
- 10. Broadband update on expansion to remote areas**: No new information other than no specific answers from the State authorities in getting answers for additional service to New Boston. Peter will give more detail at meeting.
- 11. Future Location of Selectmen's Meetings**-Peter working out arrangements with Library Director
- 12. Slope Drainage Easement on South Hill Road**-Peter working with Bart Mayer in providing legal documents for easement process.
- 13. Mowing project for 2020 (Highway Department)**-No vendors are available due to being all booked up for the year. Peter called two past vendors.