

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Highway Department Working Meeting
August 26, 2013

Present: Randy Morrison, Steve Davis, Francis Muzzey and Jeff Cantara

Also Present: Kenyon Karl (recording the meeting)

Selectmen opened the meeting at 5 pm. The Board and Road Agent discussed a variety of issues:

2013 budgetary costs – Steve stated that the Highway Department is under budget of where they usually are at this time of year due to changes that occurred this year, and stated that the Board strives to return unused monies to the tax payers to reduce the tax rate.

Plow routes – Board and Jeff discussed obtaining the bus routes to assist in creating a plow route for the Highway Department.

Grading procedures – the Board and Jeff discussed crowning roads, that it is best to crown in the summer and less or no crown in the winter.

Purchasing of products – discussion regarding the purchase of shop supplies. Steve suggested using a company that would supply the Department with clean rags and pick up the soiled one perhaps monthly. Jeff will look into this.

Mobilization of equipment for jobs – Francis inquired what was meant by mobilization, and Jeff explained the procedure. Francis stated that he could, if available, assist in driving the workers to the area of work if available.

Plowing – Francis spoke of Pond Brook road and noted the desire in the past to not have the plow on this road.

Posting of Roads in Winter – Jeff inquired how the Board posts roads such as East Side Road, Buffalo Road. Randy said they don't post. Randy stated the Town does post Atwell Hill Road, Ellsworth, Beech Hill and East Side Road, Steve said the Town has a gentlemen's agreement with loggers regarding the passing on roads that if they try to past at 4 am in the morning and its froze down to 30 below, that they will have a problem, but that if its up to 47 degrees, they probably don't have a problem. Francis stated they will probably rely on Jeff to advise the Board. Steve stated that when Jeff comes to them and suggests a road be posted, that's when they do it.

Grader maintenance – Jeff discussed the need to replace/repair shims which are badly worn. Filter replacement; in the past has been done every 250 hours, the manual suggests every 500 hours, and Jeff stated he would propose every 350 hours. Jeff stated he has hung up 2 white boards at the garage; one of which is seen when entering the garage to track when equipment needs routine maintenance.

Schedule/2 week reports – Francis requested that when Jeff updates the Board with a new 2 week schedule, that he run down the past 2 weeks and confirm that scheduled events did/did not occur. Jeff agreed that he would.

Beech Hill Road – would like to have this as a priority for 2014.

Warrants – Jeff asked if a warrant is needed for such items as the Town Common –Francis said someone had spoken to him from the Church about purchasing the small triangle down past the dollhouse. The Board stated that they will need to address a list of items to during the budget process.

Uniforms – discuss steel toe boots, printed t-shirts, and sweatshirts. Board discussed and agreed for the Town to pay \$150.00 per employee towards steel toe boots, the remainder of the line item to be used for uniforms – shirts.

2-way Radio issues – Highway Department having some noise issues on their radio channel. Discuss who the Town has used in the past for service. Jeff stated they plan to use the radio from the old truck in the new truck.

Binder products for the gravel roads (dust control and binder) – Innovative – Product Lignin mix it 50/50 with magnesium instead of calcium , much more environmentally friendly, and the company is having very good results with it. Jeff stated Cape Moonshine, Atwell Hill, Beech Hill roads could take the first application. No decision was made.

Overtime concerns – Jeff asked for clarification regarding the 40 hours. Discuss the Highway department if they work over one day, the ability to come in later the next day or leave early another day within the week to prevent overtime. Francis stated he is not in favor of a 4 day work week.

Unpaid time off- discuss taking off time, unpaid. The Board approves.

Winter support/Fill-in support for emergencies – discuss requirements, board stated we require a drug and alcohol testing, and Jeff is speaking with some local people that have stated they would be available if needed. Jeff asked about pay, the Board stated \$13 - \$14 per hour.

Francis motioned to adjourn, seconded by Randy.

Respectfully submitted,
Catherine Stover

Minutes accepted by
