

LYNDEBOROUGH HIGHWAY ADVISORY COMMITTEE
MEETING MINUTES
May 8, 2017

I. Call to Order:

Chairman Mayhew called the meeting to order at 7:00pm.

II. Introduction of Members Present:

Chairman Lee Mayhew, Selectman Fred Douglas, Town Administrator Russ Boland, Mark Chamberlain, Clayton Brown, Scott Brown and Kent Perry.

Public Present: None

III. Appointments: None

IV. Community Forum and Public Comment: None

V. Decision Making Actions:

A. Old/Tabled Business:

B. New Business:

Chairman Mayhew thanked the members in attendance for their interest in serving on the Highway Department Advisory Committee.

Clayton Brown provided a history of how the State Block Grant has assisted the town in road maintenance over the years. Mr. Brown requested an updated formula for how the State distributes the Block Grant currently. T/A Boland advised he would conduct research and provide a report at the next meeting.

Chairman Mayhew reviewed the draft charge for the committee provided to members during their interview process for the committee.

HIGHWAY DEPARTMENT ADVISORY COMMITTEE

DRAFT

PURPOSE: To advise the Board of Selectmen and Town Administrator on all matters relating to the care, maintenance, and rehabilitation of all roads, asphalt or gravel, and all allied activities that impact said town road structure. They shall also advise on the care and selection of all rolling stock of the highway department and have current knowledge of new and innovative techniques that affect the longevity of roads.

COMMITTEE STRUCTURE: The committee shall consist of the Town Administrator, a Selectman, and at least three, but not more than five residents of the Town of Lyndeborough, chosen for their career experience and or educational/professional training. The appointed Road Agent shall serve as an ex officio member of the Advisory Committee.

SUGGESTED COMMITTEE AREAS of ANALYSIS:

- Inventory and analysis of suitability and utilization of small/light equipment.
- Inventory and analysis of suitability and utilization of heavy equipment.
- Adequacy of formal and informal maintenance practices and procedures.
- Adequacy of garage space.
- Adequacy of stockpiling areas and practices.
- Appropriateness of summer and winter work schedules.
- Appropriateness of current staffing and skill sets.
- Other areas that the Advisory Committee deems appropriate for an ongoing analysis of the department.

MEETINGS: The Committee shall have an organizational meeting and then meet at least quarterly.

Vote: Motion by Clayton Brown seconded by Mark Chamberlain to accept the charge of the committee as written. Passed 6-0

Road Agent Perry advised the committee the 1989 sanding unit has failed to the point that repairing the sander is not possible without spending more money than the sander is worth. The three options Road Agent Perry presented to resolve the problem were:

1. Purchase a new sander at a cost of \$12,500
2. Replace the dump body on the Volvo dump truck with a sanding unit contained within the body similar to the unit in the new Freightliner at a cost of \$35,000
3. Moving the 1993 spare sander from reserve status to front line status.

The committee agreed with moving the spare sander to front line use. In the future, the committee believes purchasing new equipment, such as sanding units and plows, when a new truck is purchased is important for reliability and for developing an accurate replacement cycle for equipment.

T/A Boland provided the committee with the April 30, 2017, trustee's report showing a balance of \$166,855.50 in the Capital Reserve Fund for Bridge Replacement. It was anticipated funding for the replacement of a large culvert located on Johnson's Corner Road would be needed in 2018. Evaluations of the culvert by both Road Agent Perry and North Point Engineering are currently being conducted to determine if replacement is necessary in 2018, or if the replacement can be deferred to a later date. The evaluation of the culvert should be completed in time for 2018 town meeting.

The current plowing plan was reviewed by Road Agent Perry. The committee discussed the number of routes and the staffing required. It was agreed to revisit the plan at a later meeting.

T/A Boland advised the committee pricing requests for the aggregates used by the Highway Department have been mailed out to seven local companies with a due date of May 15, 2017.

T/A Boland advised there is a tentative date to meet with North Point Engineering of May 19, 2017, at 9 am at Citizens Hall to discuss the plan to complete the Mountain Road Project. ~~Chairman Mayhew and Selectman Douglas directed Road Agent Perry to develop a detailed plan for the work required on the town's part to complete the Mountain Road~~

Chairman Mayhew and Selectman Douglas directed Road Agent Perry to develop a detailed plan of the tasks the town needed to complete for their aspects of the Mountain Road project to include: a timeline to complete each section, personnel needed to complete the work, equipment including rental equipment and materials needed to complete the work.

Both Chairman Mayhew and Selectman Douglas along with the entire Highway Advisory Committee stressed the importance of developing and executing a plan to finish the town's work on Mountain Road in order to provide Continental Paving a solid date for their arrival to apply the finish coat of asphalt.

Road Agent Perry discussed the restriction of removing trees on scenic roads. R/A Perry would like the committee to assist in developing a plan to address how we can most efficiently work within the scenic road requirements but also remove trees that present a hazard.

C. Items not on Agenda: None

VI. Member's Report:

VII. Information Items Requiring No Discussion

None

VOTE: Selectman Douglas made a motion, Chairman Mayhew seconded adjourn at 8:29pm. Motion passed 6-0

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:29pm.

Next regular meeting: June 5, 2017 at Citizens' Hall at 7:00 p.m.

Russ Boland, Transcriber