

**June 28, 2011**  
**Staff Meeting**

Present: C. Guiry DMD Ch., A. Richards, R. P. McGinnity & A.A. Milkovits

Meeting opened at 6:30 PM.

**Departments:**

1. Highway Department: Road Agent Fred Greenwood
  - Budget: Okay
  - Personnel: New full-time person and part-time person. Eq. Operator II attended garage safety course.
  - Equipment: Two new trucks – waiting for seals and lettering
  - Safety: Okay
  - Other: Looking to buy fuel at State bid. Will call Volta Oil, reference state tax charge
  - Roads: Continuing to ditch paved and gravel roads. Will be receiving ground pavement from Brox, at pit. This will be used to start sealing on Abbott Hill Road. Application of calcium has cost \$95 per road mile
2. Building Inspection/Health: Building Inspector Kenneth Wilson:
  - Budget: Okay
  - Personnel: Okay
  - Other: 2 Permits and LPG permit issued. Attended electrical seminar. Met with Fire Chief and State Fire Marshall on ADU apartment. Working on E-911 maps. Did not receive notice of upcoming BOA hearing which is for Special Exception for Bed and Breakfast. All departments should receive hearing notices. BOA will be contacted on this matter.
3. Police Department: Police Chief Barry Hutchins
  - Budget: Okay
  - Personnel: Okay
  - Equipment: New cruiser in transit. Using Brookline PD cruiser for now.
  - Other: Re: Background Check for employment – PD not allowed to do criminal background check or driving check only for PD employment. Need to have a form for employee to fill out and pay fee for MV and NCIC checks.
4. Library: Librarian Susanne Wolpert, absent for vacation, but sent form
  - Budget: Okay
  - Personnel: Have 2 Junior Volunteers for the summer.
  - Equipment: Public access computer was infected with virus but is repaired now.
  - Other: Summer reading program will start next week. Mrs. Wolpert is still requesting picnic tables to be set in the back of the Mann House. Also requested no lawn mowing on mornings of reading program. Also may be blocking parking lot at Town Hall for reading program on Wednesdays in July.
5. Fire Department: Fire Chief David Baker:
  - Budget: Used less than 20 % of budget.
  - Personnel: 4 graduated Level I Firefighter

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- Equipment: Groton, MA offered to donate air packs – Chief will inspect them before accepting. Engine 4 failed to start for a call – sensor in engine failed. Engine is 10 years old.
  - Other: Station floor is 1/3 done with painting and finish. 2-Way Radio Company may be able to move donated antenna to back of PD. Chief is waiting for an estimate of cost.
6. Town Clerk/Tax Collector: TC/TX Susan Wagoner
- Budget: Okay
  - Personnel: Okay
  - Equipment: Some computer issues.
  - Other: \$1.1 million collected in 2011 property taxes
  - Properties to be deeded: Gaudet, lot H-36; Broden, lot G-76-5; Lam, lot K-49-3, no response to Tax Collector. Paquin, lot F-35, Tweedy and Robinson have made arrangements with the Tax Collector to pay the 2008 liens. Notices will be going out next month.
  - State will be rescinding \$30 fee on registrations starting July 1, 2011.

Meeting adjourned at 7:25 PM.