

**August 23, 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 – still showing savings
  - Personnel: Will be hiring part-time help for the winter – still looking for flexibility.
  - Equipment: 078 – repairs – tires. 074 – repairs – king pins.
  - Safety: Working on repairs to items found by Inspector, D.O.L. for safety list.
  - Other: All personnel will be available this weekend. Trucks and equipment will be moved to higher ground in anticipation of the hurricane. Trucks will be equipped with chainsaws to clear roads.
  - Roads: Paving planned first week in September.
2. Building Inspection/Health: Building Inspector Kenneth Wilson:
  - Budget: Okay
  - Personnel: Okay
3. Other: 3 Permits issued and 1 Oil Burner Permit. Questions on house permit – need address change to reflect correct road. AED's have been installed by the Highway Department. Will be meeting with Road Agent to review E-9-1-1 map for corrections. Answered questions from residents as requested.
4. Police Department: Police Chief Barry Hutchins
  - Budget: Okay
  - Personnel: Okay – still have 2 officers ready to retire.
  - Equipment: New cruiser is ready for PD use. Cameras installed.
5. Library: Librarian Susanne Wolpert
  - Budget: Okay
  - Personnel: Have another Junior Volunteer for the summer.
  - Equipment: Computer glitch was fixed. Chairman advises that public computer should be “partitioned” from Library information.
  - Other: Will be applying to the CLIF program for free children's books. Working on cleaning out storage room as recommended by D.O.L. Inspector.
6. Fire Department: Fire Chief David Baker:
  - Budget: Okay
  - Personnel: Okay
  - Equipment: Applying for FEMA grant for gear – replace personal protective gear. Had PSNH electrical assessment done – could buy fixtures, bulbs for payback in 5.5 years. No decision on this.
  - Other: No news on antenna move. Met owner of 1001 Greenville Road and discussed driveway concern. Chief will try to drive fire truck up the driveway.

**August 23, 2011**  
**Staff Meeting**

Discussed doing generator inspections. Selectmen approved only electrical installation permit for generator. Installer needs to adhere to NFPA 101 standards for installation of propane generator. No need for town to do inspections. Chief discussed fundraising event at Driving Range on September 3, 2011. He has issued an Assembly Permit. No other permits are necessary from the town.

7. Town Clerk/Tax Collector: TC/TX Susan Wagoner

- Budget: Okay
- Personnel: Okay – She has 4 to 5 people interested in the Town Clerk/Tax Collector position. Will make her decision after Labor Day. She would like to be able to pay the new person while he/she is in training and also to send to TC/TxC conference in October. Person would need to be elected in March.
- Equipment: Need a UPC for server, cost about \$50.
- Other: Will be reviewing the petitioned article for voter's signatures with Supervisors of the Checklist on Thursday. October 1, 2011 will be the Special Town Meeting date.

Wants to be involved in security updates for the Town Office. Mrs. Wagoner cited her concerns for keeping good customer service and is not happy about using a counter with glass on the top as recommended. No decision was made at this time. More decisions will be made until the final written report is received from the D.O.L. Inspector.

8. Selectmen's Office: Admin. Assistant Barbara Milkovits

- Budget: Okay
- Personnel: Okay
- Equipment: Some issues with email but they have been corrected by the IT person.
- Other: Physical Activity campaign will be starting; registration by September 1, 2011 for all full and part-time employees. There will be programs, special walking challenges, prizes and more.

Meeting adjourned at 7:25 PM.