

April 24, 2012
Staff Meeting/Approved Minutes

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

Meeting opened at 6:30 PM.

Departments:

1. Building Inspection/Health: Building Inspector Kenneth Wilson:
 - Budget: Okay
 - Personnel: Okay
 - Other: 3 Permits issued. Inspection requested by Selectmen has been delayed due to property owner on vacation. Miscellaneous inspections have been done and questions answered from property owners.
 - Received notice of requirements for regulated underground storage tank facility owners from NH DES, to train and declare their Class A, B and C operators. Mr. Wilson discussed this with the Fire Chief and suggested one or both of them should go to Concord for the training even though there are no A, B or C operators for the town underground tanks.
2. Police Department: Police Chief Barry Hutchins
 - Budget: Okay
 - Personnel: Working on background investigation of possible new hire. First officer will be back from medical leave by mid May.
 - Equipment: Rifle ordered had shipping issues but are now resolved. Cruisers are okay, 2009 cruiser has less than 50,000 miles.
 - Safety: Okay
 - Other: Criminal complaints and drug arrests are increasing.
3. Library: Librarian Susanne Wolpert
 - Budget: Okay
 - Personnel: Okay
 - Equipment: Okay
 - Safety: Light fixture has been fixed. All Library personnel will attend May 7th Safety Meeting on bio-hazard training.
 - Other: On May 30, 2012 CLIF grant will be received and planned special acceptance of new books during the day with school children and others invited.
 - Website questions – Selectmen are looking into other professional website designers. All departments will be updated as information is available.
4. Fire Department: Fire Chief David Baker:
 - Budget: Okay
 - Personnel: Adding a new fire fighter, Lee Lemoine, 466 Townsend Road.
 - Equipment: Will be receiving Forestry Grant for \$1200 to purchase shirts, helmets, eye protection.
Antenna site: power has been installed underground. Highway Department has done the site work. A local licensed electrician is doing all electrical work.

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- Safety: Attended GPS Class, Fire Chief's conference in Concord. Conference also discussed Fire Chief/EMD. There may be grant money available under that heading.
 - Other: Issue with pipe at fire pond at 24 Townsend Road. Property has been sold and an easement for the fire pond was officially deeded to the town. Unfortunately the pipe and pump to the pond may be too expensive to repair. Chief Baker will check with other pond owners in area for permission to possibly use their ponds as fire ponds. Questions on whether Fire Station was ever formally deeded from MVFD, Inc. to the Town of Mason. Selectman Moser stressed that this should be done. Chief Baker will research any paperwork from Fire Department. Chief Baker also emphasized the need to have a working town website. He referred Selectmen to view the Williams and Hussey website for an example of a local professional web designer. The Chief will forward the designer's contact information to the Board.
5. Town Clerk/Tax Collector: TC/TxC Morrison
- Budget: Okay
 - Personnel: Okay – training Deputy Suzanne Kelly.
 - Equipment: Okay
 - Other: Applying for Conservation Moose Plate Grant for \$10,000 to preserve tax records dating from 1834-1914. Presented tax lien list. Have three potential property owners that may be tax deeded. Mrs. Morrison will be sending out courteous letters to the owners to remind of liens. Mrs. Morrison presented information on Tax Collect Internet Kiosk from Avitar. This would allow owners, realtors, banks, title companies, etc. to view tax information any time of day without contacting the Tax Collector's Office. This could also be set up as a limited kiosk so payments would not be received, certain individuals' (such as Police Chief, etc.) tax information could be blocked and the assessing information would also be blocked. The cost of the software is a one-time cost of \$95. Selectmen will review this material before making a decision.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay
 - Personnel: Okay
 - Equipment: 075 truck has been retired; sander body is totally rusted out. Currently looking for new used truck. Found a 2004 Kenworth truck that may be more than suitable for town's needs. Mr. Greenwood will keep Selectmen updated on the truck search and stated he is not rushing to find a truck but will research all carefully.
 - Safety: All trucks passed inspection. Re: issue on Jeds Lane – after reviewing the erosion area, the Highway Department built up the surrounding area with granite blocks that have significantly narrowed the hole. Mr. Greenwood displayed photos of the area before and after the repair. He also stated that there are other eroded

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areas in town; some involve personal property and driveways. Drainage is a big concern for the repair of the roads.

- Other: The Highway Department has been spreading dry calcium and finding that the calcium stays on the surface of the road better. The HD may be purchasing a commercial spreader (pulled by truck) for spreading the dry calcium as this appears to be a better method.

All States Asphalt took some core samples from Brookline Road and Wilton Road. Parts of Wilton Road appear to be built on yellow clay. Mr. Greenwood will be contacting All States for their recommendations on types of maintenance of these roads.

A.A. Milkovits reminded all present of the Safety Training meeting on bio-hazards scheduled for Monday, May 7th at 10 AM at the Town Hall.

Meeting adjourned at 7:20 PM.