

June 26, 2012
Staff Meeting/Approved Minutes

Present: A. Richards, C. Moser & A.A. Milkovits (Chairman R.P. McGinnity absent due to vacation.)

Meeting opened at 6:30 PM.

Departments:

1. Building Inspection/Health: Building Inspector Kenneth Wilson:
 - Budget: Okay
 - Personnel: Okay
 - Other: 4 Permits issued.
2. Police Department: Police Chief Barry Hutchins absent
3. Library: Librarian Susanne Wolpert
 - Budget: Okay
 - Personnel: Okay
 - Equipment: Admin. computer is “down and out”. Expressed need for air conditioner in upper area. Since window was replaced, air conditioner does not fit opening. No decision.
New shelving to arrive late July. Old shelves will be stored in upper Town Hall.
 - Safety: all 3 Library employees will attend CPR/AED course on July 21st.
 - Other: Started Summer Reading Program with finale on Wednesday, July 25th at Town Hall with a performance open to the public.
Thank you to CLIF for donation of \$2,000 worth of Children’s books. CLIF also donated 2 books for each pre-school student and 15 books for the pre-school classroom.
4. Fire Department: Fire Chief David Baker:
 - Budget: Okay
 - Personnel: Ernie Sullivan passed Level I Firefighter and will take Level II in the fall. Two thirds of this course will be paid by the State.
 - Equipment: Received official notice of Forestry Grant award of \$1,250. Will be purchasing forestry shirts, helmets and safety glasses.
Spoke about need for utility vehicle (4-wheeler) that could be used by all the safety departments.
Spoke about need for new gear. A member of FD is applying for grants but may end up putting in a warrant article for gear, about \$60,000.
 - Safety: Okay
 - Other: Antenna is working well for PD but when PD is on, it knocks off FD. Clarity and coverage is much better but still need to work on low and high ban receptions. Next job at antenna site is to pull out old poles.
5. Town Clerk/Tax Collector: TC/TxC Morrison
 - Budget: Okay
 - Personnel: Okay –Deputy Suzanne Kelly has completed training and can work on her own. Mrs. Kelly will be calling dog owners on the penalty list for a last chance to license before civil forfeiture.
 - Equipment: Okay

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- Other: Property taxes are coming in well. Tax Kiosk on Avitar site has been successful. Mortgage companies and banks have utilized the site which cuts down on number of calls to Collector's office. People have also printed out bills and brought in their payments. Positive reception. Selectmen want to know if there is an access counter on the site.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay – still watching fuel line.
 - Personnel: full-time employee out on workers' comp. Hired a seasonal part-time laborer.
 - Equipment: New truck should be finished this week.
 - Safety: Worker on workers' comp. Truck check sheets are being used daily.
 - Other: Paving should start on July 2nd and 3rd on Depot, Starch Mill, Old County and Brookline Roads. New stop signs will be installed at intersections of Old County and Starch Mill Roads, Brookline/Townsend and Depot Roads.
HD to begin work on Town Hall bathrooms third week of July for ADA compliance. Will be reconfiguring the bathrooms, moving toilets, plumbing etc. The bathroom remodel project comes courtesy of the generous donation from the Wolf Rockers Square Dance Club.
Salt contracts – price same as last year \$61.07/ton.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
- Other: Website is in process. Still need input from some departments and boards. A.A. will be working with Jonn Kutyla and Garth Fletcher on Thursday on the website.
 - Request from PRIMEX Risk Consultant Phil St. Cyr for photos of the retrofit Selectmen's Office door. PRIMEX has heard from many other towns concerning the Department of Labor's inspections for Workplace Violence. These inspections have resulted in fines for non-compliance in some of the towns. Mr. St. Cyr felt that Mason's response to the D.O.L. was efficient and economical and wanted to share this with other towns. Kenneth Wilson took the photos which were emailed to Mr. St. Cyr who will be using them in the PRIMEX program on Workplace Violence in the next several weeks throughout the State. He referred this to Mason-Best Practice.
 - Reminder for Back Injury Prevention Program to be held in September. This program is open to all employees.
 - Proposed Selectmen's Office changes and renovations: walls and woodwork will be painted, counters and new filing cabinets will be installed and a bookshelf. Floor plan will be changed to accommodate the new furniture and allow for more space. The work should be done by the fall.
 - Selectmen's Office will be closed Wednesday, July 4th and Thursday, July 5th for the holiday.

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Meeting adjourned at 7:18 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant