

July 24, 2012
Staff Meeting/Approved Minutes

Present: Chairman R.P. McGinnity, 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: One Permit issued.
Contacted person building without a permit.
Met with landowner concerning proposed changes to his property involving moving well and septic.
Wolf Rockers Square Dance Club hosted CPR/AED training. Members from Planning Board, Town Clerk's office and Library attended as well as some club members. Another class will be held at a later date. Class taught by Wes Whittier, Brookline Ambulance Director with help from Cindy Tibbetts, Mason EMT.
2. Police Department: Police Chief Barry Hutchins
 - Budget: Okay – Selectmen caution Chief on overspending overtime line.
 - Personnel: New officer doing well – very pro-active. He will be entering Full-Time Academy in September. Other part-time candidate has been eliminated.
 - Equipment: Video cameras have been installed in both cruisers.
 - Other: The Chief informed the Board that Bill Berry, candidate for Hillsborough County Sheriff, will be attending Mason's Old Home Day. He wanted to make it clear that he did not invite Mr. Berry. Selectmen noted that many candidates attend Old Home Day if it is an election year, whether they are invited or not.
3. Library: Librarian Susanne Wolpert
 - Budget: Okay
 - Personnel: Okay
 - Equipment: Admin. computer is fixed.
Shelves have been installed and patrons have remarked that it looks like a "real library". Barbara Devore, resident, sent 2 helpers to move books onto new shelves.
 - Safety: S. Wolpert and D. Ginzler attended CPR/AED training.
 - Other: Tomorrow final day for Summer Reading Program. There will be an evening program at the Town Hall.
CLIF donation described again for Selectmen.
4. Fire Department: Fire Chief David Baker:
 - Budget: Okay
 - Personnel: New member – Brady Schulman
 - Equipment: Not eligible for federal grants – not enough personnel or fire calls.
 - Safety: Okay

July 24, 2012
Staff Meeting/Approved Minutes

- Other: Website: Working with Admin. Assistant on uploading. Need mission statements from other departments for their pages. A memo will be sent to any departments that have not responded.
5. Town Clerk/Tax Collector: TC/TxC Morrison
- Budget: Okay
 - Personnel: Okay –Deputy Suzanne Kelly attended CPR/AED training.
 - Equipment: Okay
 - Other: First billing collection going well.
Dog civil forfeitures have been mailed out, with help from PD Admin. who packaged the notices.
Twenty-eight 2011 tax lien notices will be sent out on Thursday.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay – still watching fuel line – will be close. Other budget lines were discussed.
 - Personnel: full-time employee out for 2 more weeks on workers’ comp. Good news that the injury does not appear to be permanent. Selectmen cautioned not to allow employee back to work until total released by Doctor. Road Agent agreed.
 - Equipment: New truck – dump body is set, sandblasting and paint next.
 - Safety: Work days are adjusted for temperature: “Noon or 90 degrees”
 - Other: Paving should start on Thursday, weather permitting.
Lines to be painted in Town Office parking lot – change to 4 spaces along the road to allow for larger cars to park.
Town Buildings: HD has been working on Town Hall bathrooms; one bathroom will be totally ready tomorrow. There has always been one bathroom “operational” during this project. Questions on toys, stuff upstairs in town hall. Selectmen will give a work order to HD to clean out area.
Shelving installed in the Library.
Bids for water filter system for the Police Station – still waiting for water test results.
Future projects: renovate the Selectmen’s Office and paint Town Clerk’s Office.
7. Selectmen’s Office: Admin. Assistant Barbara Milkovits
- Safety: Fire Chief recommended making the top locks on Selectmen’s Office door and Town Clerk’s Office door inoperable to allow easy exit for an emergency. A work order will be submitted to the HD for this job
Discussion on upcoming Archery Course offered by the Recreation Committee. The Selectmen have had no information on this event. Jen Messer, Recreation Committee will be contacted for specifics on this course such as location, insurance, etc. The Board does not want it to occur on the Mann House grounds.
 - Other: Website is in process. Still looking information from some departments and boards.

July 24, 2012
Staff Meeting/Approved Minutes

- Thank you to Highway Department for their work on Town Buildings: very prompt and efficient. Looking forward to the renovations to Selectmen's Office.
- Wellness Campaign, *Summer – Lazy Activities* for town employees will kick-off on August 7th at 12:30 PM at the Mann House. Employees are invited to rejuvenate, recharge and reset. Emphasis will be on lowering blood pressure, cholesterol and stress. Special events planned will include Foot Guru, Yoga, and nutrition.

Meeting adjourned at 7:25 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant