

August 28, 2012
Staff Meeting/Approved Minutes

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

Meeting opened at 6:30 PM.

Departments:

1. Building Inspection/Health: Building Inspector Kenneth Wilson:
 - Budget: Okay
 - Personnel: Okay
 - Other: Six permits issued: shed, redo house, addition, garage, deck, roof over deck.
 - No issues
2. Police Department: Police Chief Barry Hutchins
 - Budget: anticipate exceeding overtime line – bottom line will be okay.
 - Personnel: in process of hiring 2 part- time personnel – one is already fully certified; the other will go through the PT Academy. Officer Willette will be entering the Full-Time Academy the first week in September.
 - Equipment: \$10,000 loss due to lightning strike. Equipment affected: radios, computers, alarm system
 - Other: Have received \$4000 in grants for radios, other radios for state
 - National Guard re-enlistment
 - Six felony drug arrests: heroin, crack, powder cocaine, prescription valiums. Activity seems to be centered around Route 31 – none were Mason residents. In the area of Brookline Road there has been some activity in marijuana and heroin. Some homes are issues on that road. Three has been found some spent hypodermic needles.
 - Activity at Rock quarry – Judge told criminals not to come back to Mason to the quarry.
 - Garage doors will be taken care of by Highway Department.
 - Issue – individual, level 3 sex offender has been frequenting the Mason School. School will send strict no trespass order to this individual. Since our Mason Public Library is the school library, the Library Trustees and Librarian also need to send a no trespass order to this individual. Chairman recommends the Librarian draft the letter to send to Selectmen for review.
3. Library: Librarian Susanne Wolpert
 - Budget: Okay
 - Personnel: Okay
 - Equipment: Okay
 - Safety: Okay – beeping fire alarm system in cellar. Apparently there may be a problem with the phone line not recognizing the alarm line. FairPoint has been contacted about this problem.
 - School opens tomorrow – classes will come over, Storytime starts September 12th. Not sure of timing of classes. Book group meets 3rd Tuesday at noon. Seth Connolly last program

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4. Other: Fire Department: Fire Chief David Baker, absent
5. Town Clerk/Tax Collector: TC/TxC Morrison
 - Budget: Okay, mileage budget line over due to two new people traveling to classes. TC/TxC Morrison and Deputy TC/TxC Kelly have signed up for Tax Collector and Town Clerk conferences. Both have attended election net training.
 - Personnel: Okay
 - Equipment: Okay –Down 2 weeks without state connection; state router was not working. Loss of income to the town with no M.A. fees collected and inconvenience for people. TC/TxC had to pick up router and had FairPoint changed cable.
 - Other: Executed 2011 tax liens.
 - Agreement for tax payments –TC/TxC Morrison presented a sample arrangement that has been used for taxpayers. Chairman McGinnity questioned whether Selectmen should be involved in the setting of a payment plan. Tx/TC agreed that the Board should be involved. Responsibility should go to the Board. The document should list consequences if payments are not made because the taxpayer is essentially entering into a loan agreement with the town. What the property owner signs should list all consequences. The agreement should have all information listed, with full amount owed and payment history. Selectmen are only the ones authorized to enter into an agreement which will be subject to the Board's approval. Mrs. Morrison will inquire about using a tax payer agreement form when she attends the Tax Collectors' conference. Chairman emphasized the need to develop a clear procedure for this agreement. Selectmen and Town Clerk/Tax Collector as a group should all agree on it.
6. Highway Department: Road Agent Fred Greenwood
 - Budget: Okay – will be under spending some lines to afford more paving. Road Agent met with Brox, paving company and they will be paving another section of Brookline Road in two weeks.
Vehicle fuel line still has enough for 3 loads of diesel; heating fuel line is under too.
 - Personnel: Roy Lundstedt is back to work. HD will be advertising to hire part-time help for winter.
 - Equipment: Big trucks headed for inspection.
Stop signs erected on Starch Mill Road and at top of Depot Road. There has been only one complaint.
Traffic control – there is no line of sight going from Valley to Depot Roads. Also, drivers cut into the other lane when turning into Depot Road. This is a state highway issue not town. Road Agent may address this issue with the State Highway Department.
Drainage work continues; fourteen culverts have been replaced. The HD has five miles application of calcium chloride left. The application of the calcium chloride is done on a group of roads at one time.

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- Safety: Street signs at Fireman's Bend – The stolen street signs have cost \$500. Now the HD has placed huge rocks at either end of the road and RA had the rocks painted with road name. Hopefully that will deter any more stolen signs. He will add pile of dirt near the sign on lower side to keep people safe in winter.
 - Other: Town Buildings are in good shape. The Highway Department will be changing size of the garage doors on the PD. There is no room to square off on opening. RA believes he can open up the door another foot – 10 foot doors.
 - Roof at Town Hall is 22 years old and the issue is moss. It probably could cause more damage in removing moss. The roof is not leaking at this point.
 - Budget for Town Hall could finish lots of other projects. Bathrooms are done and all fully handicapped accessible.
 - Pipes clogged at Police Station – cell toilets. PC recommends calling Arthur Aster to check on toilets as he does maintenance at Hillsborough County facility.
 - Tank on new truck may be sold for \$6,000 to Madigan. RA will be listing other scrap trucks on EBay. RA has a guaranteed price on stainless steel sander and the company will still honor bid from February.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
- Safety:
 - Other:
 - Wellness Campaign: Campaign is very successful. Next event is Game Night scheduled for Wednesday, August 29th at 4:30 PM on the Town Common behind the Mann House. All employees are encouraged to come for a fun time.

Meeting adjourned at 7:21 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant