

March 26, 2013
Staff Meeting/Approved Minutes

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

Meeting opened at 6:35 PM.

Departments:

1. Building Inspection/Health: Building Inspector Kenneth Wilson:
 - Budget: Okay
 - Personnel: Okay - Presented the Selectmen with his letter of retirement in February. He will continue working until the end of May and will be updating his Deputy on the job procedures. Mr. Wilson has named his Deputy Eric Anderson as his replacement but Selectmen will review his qualifications before making the final appointment. There were many questions concerning the qualifications of a Building Inspector. The Selectmen will be researching this issue.
 - Equipment: Okay
 - Safety: Okay
 - Other: No permits issued since February; reviewed D.O.T. road maps with the Road Agent; waiting for response from Attorney Drescher, reference: Jones Crossing. The town has been maintaining the road for over seven years but never formally accepted it. It may need more work before the road is classified to Class V and accepted. Adding this road as a town road also affects the amount the town receives from the Highway Block Grant for the maintenance of its roads.
2. Police Department: Police Chief Barry Hutchins
 - Budget: Concerns for Part-time Officers budget line and training line. The PD will have expended \$3,600 by the end of May due to the costs of the part-time officer in training. The Office budget line may also be overspent due to the new contract with MicroTime for \$245/month for IT services. Previously one of the PD's full time officers had been the IT person for the PD. Chairman McGinnity emphasized the need for having a professional IT service which will make the PD consistent with the rest of the town's IT service.
 - Personnel: John LeBlanc resigned as part time officer, a position he held for over 20 years. Christopher Follomon also resigned because he felt there were not enough available shifts for him to cover. Chief Hutchins currently has two other applicants for part time positions who will be going through the background check process before hiring.
 - Equipment: New firearms have been ordered and should be delivered by the end of April.
 - Safety: Training is planned in April for school shooting scenario.
3. Library: Librarian Susanne Wolpert
 - Budget: okay
 - Personnel: Okay
 - Equipment: Okay
 - Safety: Okay

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- Other: Library is looking for donations of CDs and DVDs as there is not enough in the budget to purchase new audios. The Trustees may hold a book sale in September in conjunction with Old Home Day.
4. Fire Department: Fire Chief David Baker
- Budget: Okay
 - Personnel: Okay
 - Equipment: New gear is coming next month. New boots were purchased from a large donation. Donor wishes to remain anonymous.
 - Safety: Okay
 - Other: FD held a very successful training session burning the house at 111 Emerson Lane. Some firefighters from Greenville Fire Department also participated in the training.
 - Re: Hollis Communications – Chief had a good meeting with the dispatch. They will be working out what frequencies to use for the best fit. Start date of June 3rd for the dispatch service, is planned. The dispatch service wants to map roads to be able to give better descriptions to responders. FC gave them electronic copies of Mason's house listing and will also give them an electronic version for the road maps for Mason. The new Building Inspector will issue new house numbers and pass the information to A.A. Milkovits for processing changes in the house listing database. This will then be given to the dispatch service. In discussing the issuance of house numbers, Police Chief Hutchins strongly recommended that a house number be issued to the barn on Fitchburg Road, owned by Charles Griffin, that has equipment for Mr. Griffin's logging business. Chief Hutchins cited the possible emergency situations that could arise there with the equipment entering and leaving the barn and the piles of logs stored on site. It would be very difficult to respond to an emergency to an area without an address. Chief Baker and the Selectmen agreed with Chief Hutchins on this matter. Normally the Building Inspector issues a house number when a foundation is installed on a property. Since there is not a house yet built on the lot on Fitchburg Road, only the barn which is used for machinery and other storage, Mr. Wilson did not issue a number. After this meeting, he will issue a house number for the barn for identification purposes. Selectmen will review the matter of the issuance of house numbers at a later time.
 - Re: Liability for firefighter's responding per RSA 508:12-b It appears according to the RSA that if a "call" or "part-paid" firefighter is paid less than \$5,000, he is protected while in the performance of "emergency duties". Fire Chief Baker currently receives an annual stipend of \$7,000, more than the stipend specified in RSA 508:12-b and is concerned that he is not protected and would be liable in some situations. After more discussion, the Selectmen advised the FC to contact LGC-PLIT about his concerns.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison, absent due to illness
- Budget:
 - Personnel:

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- Equipment:
 - Safety:
 - Other: Mrs. Morrison forwarded copies of year-to-date receivables and a copy of the payment agreement with Victor Tweedy. Mr. Tweedy has been making tax payments per agreement.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Plowing budget has about 6 hours left for coverage; salt budget has enough for 2 ½ loads for the rest of the year; fuel line has almost been 50% used but now that snow is done, the fuel use should decrease.
 - Personnel: All are catching up on rest after intense work during snowstorms.
 - Equipment: The HD is expecting a \$4840 return from E.E. Cummings for engine problem. 078 has a transmission problem to be checked by A-1 Services. Plow frames have been removed from large trucks. This will save the wear and tear on the trucks' front ends. The Highway Department is shifting to "mud" and spring operations now.
 - Safety: All vehicles are okay and inspected.
 - Other: Road Agent Greenwood will attend FEMA Applicant briefing meeting for the disaster NEMO on April 2nd in Goffstown. A.A. Milkovits will accompany him to gather information on submitting forms. FEMA may reimburse for regular time not just overtime.
 - At the last Safety Committee meeting, HD representative noted that there is a safety hazard in the HD garage/barn for ceiling lights coming down due to rotting strapping. Mr. Greenwood explained the situation: the building is over 32 years old, water comes from the roof and condensation forms and drips onto the wood strapping, which the ceiling lights are attached to. It was at night when the lights fell, so no one was hurt but the danger remains that it could happen again at any time. There is also black mold that has formed. Selectmen recommend that Mr. Greenwood does an assessment on the building and light fixtures and report back to the Board with his findings. All agreed that the building should probably be replaced in 2014. Chairman McGinnity recommended that any repairs to the Highway garage/barn will be posted against the Town Building maintenance budget line as well as the HD Building Maintenance line.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
- Other: Re: Town Website - Mrs. Griffith has resigned as webmaster so Selectmen will be advertising for a new part-time webmaster. Ads will be placed in the *Ledger-Transcript*, Mason Grapevine and on website. Selectmen will emphasize to all departments, boards and committees to send information for the town website. The website will not be successful if there is not updated content.
 - Re: HSA - reminder to full-time employees with Town's health insurance to do their Health Assessments online. The employee will receive \$75 and the Health Coordinator will receive an extra \$100 for the Wellness campaign if the town beats its last year's record of HSA returns.

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- Re: Safety Committee Meeting - Plans will be made to hold a fire drill in the Town office - employees will use the flagpole for the meeting place in case of a fire. Also planned is a fire extinguisher training class for the town office employees.

Meeting adjourned at 7:30 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant