

**April 23, 2013**  
**Staff Meeting/Approved Minutes**

Present: Chairman R.P. McGinnity, C. Moser, B. O'Grady & A.A. Milkovits

Meeting opened at 6:35PM.

**Departments:**

1. Building Inspection/Health: Building Inspector Kenneth Wilson & Deputy Building Inspector Eric Anderson:
  - Budget: Okay
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: 4 Building Permits issued, 2 renewals. Reviewed permits with A.A. Milkovits for pick up work for new assessor. Will do 2 inspections (Blair's for court compliance and Brackett's for setback violation) as requested by Selectmen. Will have his Deputy do property bounds inspection. Planning his retirement on or about May 23<sup>rd</sup>. Deputy Anderson is concerned about taking over the extra duties as Building Inspector. He will come to a separate meeting with the Board to discuss duties, etc.
2. Police Department: Police Chief Barry Hutchins, absent, Sgt. Kevin Maxwell gave report:
  - Budget: On track
  - Personnel: Part-time officer will finish at Police Academy in May and will be out on patrol by June.
  - Equipment: Waiting on delivery of new handguns. After receipt of handguns, all officers will be trained on using new firearms.
  - Safety: No significant concerns
3. Library: Librarian Susanne Wolpert
  - Budget: Okay
  - Personnel: Okay
  - Equipment: Working with Microtime on computer problems at circulation desk. The used computers were donated to the Library several years ago from BAE. Mrs. Wolpert is suggesting that Microtime exchange the upper desk tower for another one in the Library's storage. Since the towers are so old, it would be better to replace the systems altogether. Microtime is seeking some inexpensive computers for the Library.
  - Safety: Okay
  - Other: Storytime Program has finished for the spring and will start up again for the summer. She will request that the Highway Department set up picnic tables behind the Mann House for July. Mrs. Wolpert also mentioned that parents have complained of dog waste on the Town Common. Chairman McGinnity explained that this has already been addressed.
  - Library state report was submitted.
4. Fire Department: Fire Chief David Baker

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- Budget: Okay
  - Personnel: Okay
  - Equipment: The FD will need to replace a radiator in one of the fire engines soon. It will probably cost close to \$3000. New gear is here and the Department members deem it very successful, especially the boots!
  - Safety: Okay
  - Other: Hollis Communication may not work out as well as hoped. There doesn't seem to be a good plan for police radios. Chief Baker and Police Chief Hutchins will meet with the Sheriff at Hillsborough County Dispatch to discuss their concerns. Some personnel at County Dispatch seem to be part of the problems. Chairman McGinnity stated that it is the departments' call to change dispatch services. The Selectmen will support their decision. At this time, the Board will not sign the contract with Hollis Communications. Chief Baker will return to update the Board on this issue next month.
  - Fire Department will be putting on a pancake breakfast in early June.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
- Budget: Okay
  - Personnel: Okay
  - Equipment: Okay - still waiting for server to be fully installed.
  - Safety: Okay
  - Other: Presented list of unpaid receivables. Total uncollected is \$345,896.01. At the next meeting Mrs. Morrison will give a status on the property owners that are on a tax payment plan.
  - Recent email received from Avitar discussed a boat module which would allow towns to register boats. There is an upfront cost of \$400 and also a slight increase to software maintenance cost. Also it will require one day of training with the DRA and at Avitar. There would be \$15 per registration, revenue to the town. Selectmen will consider this option at a later date.
  - Tax seminar: Both Tax Collector and Deputy attended the recent seminar. Another tax collector attendee explained that RSA 261:153 VI a: Fees for Registration Permits - enables a town to increase motor vehicle registration fees up to \$5 for the purpose of creating a road improvement capital reserve fund. This fund may be used for funding engineering, right-of-way acquisitions, and construction costs for road repairs. This requires a town meeting vote to establish the fund. Selectmen were definitely interested in this and will work on the warrant article for March 2014 meeting.
  - Town Clerk has licensed 287 dogs with 158 still unlicensed.
  - 2013 Property Taxes: Mrs. Morrison will be away from May 26<sup>th</sup> –June 3<sup>rd</sup>. Selectmen need to have the property tax warrant ready by May 23<sup>rd</sup>. Deputy Suzanne Kelly will have the bills be ready for mailing by May 30<sup>th</sup> and tax due date of July 11<sup>th</sup>. A. A. Milkovits will let the assessor know the deadline for the pickups. and assessment changes to be ready for the tax warrant.

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6. Highway Department: Road Agent Fred Greenwood
  - Budget: Has settled down now that the snow is done.
  - Personnel: Okay
  - Equipment: Okay – “Big Dog” truck’s transmission is getting very rough, so the Road Agent may be looking for a replacement vehicle in the future.
  - Safety: The HD recently purchased signs – “road work ahead” and “curb your dog”. Dog signs will be installed around the town common to hopefully prevent the dog waste on the lawn.
  - Other: Road Agent presented report on the Highway barn/garage that was done by HD employee Bob Hemmer, in December 2011, with an addendum for the recent inspection. It was determined that the building may last 2 years. A new building will cost more due to new regulations. Road Agent would like to see the barn/garage constructed at the sandpit. This would allow the Fire Department to double their space at the present address. The fuel (gas pumps) will be left at the Highway site on Depot Road. The new building project will require a bond for funding, site evaluation at the gravel pit as well as finding the cost for the building itself. Selectmen wish to start working on these items in preparation for voting at Town Meeting. The Road Agent will update the Selectmen at the next meeting on his findings for the site review of the gravel pit.
  - Proposal from Brox received for road maintenance on Wilton Road from Sand Pit to Russell Road. Allstate Asphalt's bid was much higher. The maintenance will consist of grinding, grading, rolling and paving at a cost of \$84,895. There are also plans for paving and other maintenance (culvert replacement) on Old County Road to Brookline Road. The intersection will be redone as a "T". Reclaiming pavement is down in price by \$.23 per yard. Road Agent feels that there will still be enough funds to pave another portion of Brookline Road to waterhole above Parker's and also a section of Townsend Road by Dube's property. The section of roads scheduled for improvement is determined by the traffic on those roads. According to Brox, some of the Mason roads are in better condition and could wait five years before the final paved topping.
7. Selectmen’s Office: Admin. Assistant Barbara Milkovits
  - Other: The following was done in the past month: successful settlement for the 2013 TAN for \$700,000; Property-Liability insurance renewal; 941 first quarter returns; FEMA application for the Nemo disaster; organized pick up lists, abatement applications, map changes for the new assessor.
  - Drug turn in date.

Meeting adjourned at 7:18 PM.

Respectfully submitted,  
Barbara L. Milkovits, Admin. Assistant