

A

**May 24, 2011
Staff Meeting**

Present: C. Guiry DMD Ch., A. Richards, R. P. McGinnity & A.A. Milkovits

Meeting opened at 6:30 PM.

Departments:

1. **Highway Department: Road Agent Fred Greenwood**
 - **Budget:** Okay – concern for diesel fuel costs but should decrease as less use in the summer.
 - **Personnel:** Two new part time hires are becoming “patch masters” also recently trained in traffic control. Would like to hire a full time person in a month.
 - **Equipment:** Okay, not anticipating any major concerns. New used truck is now used as patching truck. New trucks should be in by the end of June.
 - **Safety:** Now have harness and tether which will be used when Wally Brown puts flags on telephone poles.
 - **Other:** Culvert evaluation study done by Eagle Scout candidate. 39 culverts are in poor condition. Will replace culverts in plastic as needed. Plans for change in culverts on Black Brook Road.
 - **Roads:** Planning on trip to Mont Vernon to inspect their reclaimed asphalt road. Plans to use reclaimed asphalt, 5” thick on Abbott Hill Road to Wilton line. This will cost about \$42,000. Will seal that section next year. Also plans to shim a mile on Wilton Road and chip seal next year. This will save the road. All States Asphalt came down and gave Road Agent a lesson in grading, very helpful.
2. **Building Inspection/Health: Building Inspector Kenneth Wilson:**
 - **Budget:** Okay
 - **Personnel:** Okay
 - **Other:** 6 Permits issued. Reviewed Building Permits with A.A. for updating assessments. Reviewed with A.A. NRPC Zoning Overlay map and 2011 Tax Map. Attended B.O.A. meeting, as requested, for Maillet’s ADU hearing. Working with Fire Chief to develop gas burner inspection ordinance.
3. **Police Department: Police Chief Barry Hutchins, absent due to attendance at training session.**
 - **Budget:** Okay
 - **Personnel:** No changes – anticipating retirement of one of officers but nothing formal has been submitted.
 - **Equipment:** New cruiser will arrive end of June. One cruiser laptop hard drive has failed and will be replaced with refurbished unit. Handguns will also start to be replaced as they are 15 plus years old.
 - **Other:** Speed and DWI grants are in effect. Currently starting to move K-9 equipment to town property lot K-52.
4. **Library: Librarian Susanne Wolpert:**
 - **Budget:** Okay
 - **Personnel:** Okay

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- **Equipment:** Computer access computer having problems. IT will be checking on the machine.
 - **Other:** Summer reading program will start in July. Mrs. Wolpert will request picnic tables to be set in the back of the Mann House.
5. **Fire Department:** Fire Chief David Baker:
- **Budget:** Used less than 20 % of budget.
 - **Personnel:** 3 out of 4 members have passed Level I Firefighter, EMT passed course, 3 passed CDL course.
 - **Other:** Working with Building Inspector on ADU/apartment. Will have State Fire Marshall inspect residence for the apartment on June 6th.
 - May have 105' antenna for free from Bradley Gaudet, Meetinghouse Hill Road. Working on where placement of antenna should be – possibly behind the Police Station. No decision at this time.
 - Had Life-Flight Training session, “live” burn in Greenville
 - Selectmen signed Mutual Aid Agreement with Townsend, MA.
6. **Town Clerk/Tax Collector:** TC/TX Susan Wagoner
- **Budget:** Okay
 - **Personnel:** Okay
 - **Equipment:** Okay
 - **Other:** Four properties to be deeded: Gaudet, lot H-36; Broden, lot G-76-5; Lam, lot K-49-3, Paquin, lot F-35. Two others: Tweedy and Robinson have made arrangements with the Tax Collector to pay the 2008 liens. Deeding will not happen until after the liens are recorded.
 - Civil forfeiture notices for dog licenses will be sent out.
 - Server needs to have Carbonite for remote backup.
 - Will use Permit per RSA 540:1-B Landlord’s agent required. Selectmen set permit at \$15.
 - Brought up questions on creating Commercial Zone – this needs to be discussed with Planning Board.

Meeting adjourned at 7:25 PM.

Barbara T. Miller
Admin. Assistant