

September 27, 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 – still showing savings. Fuel line only has \$743 left and that will be overspent.
 - Personnel: Ad has been running for part-time seasonal drivers; two applicants so far.
 - Equipment: All vehicles have inspection stickers.
 - Safety: After attendance at Flagger certification Program, one employee is now a certified flagger and held a training class for other HD employees.
 - Other: Burner was installed in Mann House. Insulating windows and cracks in foundation in Mann House. Well pump replaced for well for PD.
 - Roads: Sealing finished.
2. Building Inspection/Health: Building Inspector Kenneth Wilson absent but submitted report:
 - Budget: Okay
 - Personnel: Okay
 - Other: 6 Permits issued. Questions on septic failure. Talked to owner and inspected area – no leakage visible. Took photos on cease and desist order for Selectmen. Mailed E-9-1-1 maps. Attended BOA hearing for Bed and Breakfast and will do follow up inspections with Fire Chief. Answered questions from residents as requested.
3. Police Department: Police Chief Barry Hutchins
 - Budget: Okay
 - Personnel: Okay – still have 2 officers ready to retire.
 - Equipment: Ready to list 2006 Pathfinder for bid. Bids to close by October 31, 2011.
 - Firearms: 15+ years old – need to start replacing.
 - Safety: Will be doing firearms, Taser and simunitions training with Brookline, Temple and Greenville.
 - Other: Shooting in town, resulted in 3 people injured and one suicide.
4. Library: Librarian Susanne Wolpert
 - Budget: Okay
 - Personnel: Okay
 - Equipment: Okay
 - Other: Will be purchasing NH Downloadable Books Program for \$350/year. 170 towns in NH are already members of this service. This will allow eBooks, audio books to use for two week period. Expect to be up and running by December.
5. Fire Department: Fire Chief David Baker:
 - Budget: Okay

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- Personnel: Okay – 3 in First Responder class (new Emergency Medical Responders)
 - Equipment: Applied for \$55,000 FEMA grant for gear – replace 22 sets of personal protective gear. Will be responsible for 5% of cost.
 - Purchased (2) NFPA manuals
 - Decide to put off the PSNH electrical assessment recommendations.
 - Other: Will present warrant article for \$24,000 to expand Fire Station.
6. Town Clerk/Tax Collector: TC/TX Susan Wagoner & Deputy TC/TxC Morrison
- Budget: Okay
 - Personnel: Okay
 - Equipment: Question on whether still need separate line in her budget for equipment. Selectmen recommended that each department should have their own equipment line.
 - Other: Stated that there is a lot of work at TC/TxC Conference. Mrs. Morrison will be attending the conference. Mrs. Wagoner will be away the first week in October.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
- Budget: Okay
 - Personnel: Okay
 - Equipment: Okay
 - Other: Safety Committee meeting – very productive. Most non-compliance issues have been resolved. Some ideas for retro-fitting town offices for safety: make one door for exit and entrance and other area for counter for public. Safety cameras and buzzer would be also used. No decision was made at this time.
 - Fifteen out of twenty-two town employees are enrolled in Physical Activity Campaign. Very successful so far.

Selectmen requested preliminary budgets to be submitted at the next Staff Meeting on October 25, 2011. Chief Hutchins asked whether Selectmen are recommending raises for employees. Chairman Guiry feels due to the economic times this would not be a good idea. However, Selectman McGinnity stated that the Board would consider raises but no firm decision was made on this issue. Department Heads were asked to submit two budgets: one with increases for salaries and one without.

Meeting adjourned at 7:25 PM.