

October 25, 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: Preliminary 2012:
Salaries unchanged, \$7,000 less.
Paved Road Restoration increased to \$115,000
Plowing decreased
Equipment Maintenance – need to put money into backhoe and grader.
Plan on keeping backhoe another 5 years and grader longer.
Total line \$554, 000
Possible warrant article for sweeper, \$19,000. After some discussion, Selectmen suggest renting sweeper for a year (\$910/day) before purchasing to see if it is cost effective to buy. This will be discussed at budget meetings.
 - Personnel: hired another part-time person. Ten in total for HD.
 - Equipment: Changing sanders.
 - Safety: All safety violations and recommendations have been done.
 - Other: Reminder to encumber warrant article for chip sealing. There are old telephone poles in pit and Road Agent would like to get rid of them. Wilton Snowmobile Club would like to have them to use on their various trail projects. Selectmen gave their approval for them to acquire the poles if the club puts their request in writing and understands the town has no liability for the poles or their use.
2. Building Inspection/Health: Building Inspector Kenneth Wilson:
 - Budget: Submitted 2 preliminary 2012 budgets, one with 3% salary increase.
 - Personnel: Okay
 - Other: 2 Permits issued. E-9-1-1 maps are completed and will be approved and signed off on by the Selectmen. Did walk through with Fire Chief and Deputy BI for Bed and Breakfast. Answered questions from residents as requested. Will be out on medical for undetermined time and Deputy Building Inspector Eric Anderson will fill in as needed.
3. Police Department: Police Chief Barry Hutchins
 - Budget: Preliminary 2012 submitted – increased 2nd Patrolman to \$40,000. This is not a raise but a salary adjustment to be competitive with other PDs in state. Also increased retirement line as town's contribution percent has increased. Increased office line.
 - Personnel: Okay – has one officer out on WC. Request to consider the town making up the difference between workers' comp wages and regular pay. Selectmen will consider this at a later date.
 - Equipment: Batteries need to be replaced in tasers.
 - Safety: will be working on safety violations – plumber will be installing a new sink with eye was station in the next two weeks.

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4. Library: Librarian Susanne Wolpert
 - Budget: Submitted 2012 preliminary budgets, one level funded the other increased to 3%/
 - Personnel: Okay
 - Equipment: Okay
 - Other: Will begin training of Library personnel in next 2 weeks on the NH Downloadable Books Program. Has been working on cleaning out Library storage area.
5. Fire Department: Fire Chief David Baker:
 - Budget: Submitted 2012 budget with increases for Fire Chief and FD stipends. Also increased the Emergency Management line to \$5,000. FC will delegate the EMD position. Selectman McGinnity was pleased to see the increase in the line as it is a more realistic figure.
 - Personnel: Okay
 - Equipment: Engine 3 will need work as it has developed leaks. Still waiting for decision on \$55,000 FEMA grant for gear.
 - Other: Will pursue the change sin bulbs and lights in the fire station. It will cost the town \$2,184. Selectmen agree to the replacement program.
6. Town Clerk/Tax Collector: TC/TX Susan Wagoner & Deputy TC/TxC Morrison
 - Budget: Presented 2012 budget with increases.
 - Personnel: Okay
 - Equipment: Okay
 - Other: One more person owing small amount on 2008 taxes.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
 - Budget: Requested adding a new budget line of \$500 for Health and Safety for Employees. After finishing successful Physical Activity Campaign, A.A. would like to continue having events for employees. Selectmen approved the request.
 - Personnel: Okay
 - Equipment: Okay
 - Other: Department of Labor will be re-inspecting for all violations to be corrected, next week. The town received an extension until June 2012 to retro-fit the two town offices for safety.

Meeting adjourned at 7:25 PM.