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**December 14, 2010**  
**Staff Meeting**

Present: A. Richards, R. P. McGinnity, & A.A. Milkovits (C. Guiry DMD Ch. was absent due to attendance at a CPR recertification class.)

Meeting opened at 6:30 PM.

**Departments:**

1. Building Inspection/Health: Building Inspector Kenneth Wilson:
  - Budget: Okay
  - Personnel: Okay
  - Two new house permits
  - 2011 Preliminary Budget – decreased. Selectman McGinnity suggests adding budget line for miscellaneous expenses. This line is already in BI budget. No final decision on budget.
2. Police Department: Police Chief Barry Hutchins:
  - Budget: Okay
  - Personnel: Two officers could be retiring with a year. The Officers are not happy with changes to benefits to retirees. This will be discussed later at the Selectmen's meeting. NH Retirement System has also changed their retirement criteria to 25 years of service and at least 50 years of age.
  - Equipment: 2006 cruiser has over 95,000 miles. Town is paying for two more years on 2009 cruiser. Chief has not decided at this time whether he will request a new cruiser at Town Meeting.
  - 2011 Preliminary Budget- increased due to increases in office line and equipment. Any salary increases will be set by the Board of Selectmen at a later date. No final decision on budget. Selectmen emphasized that budgets must be realistic.
3. Library: Librarian Susanne Wolpert:
  - Budget: Okay
  - Personnel: Mrs. Wolpert is back from her medical leave so other Library employees' hours have been adjusted.
  - Equipment: problem with lock on exterior Library door freezing. Buildings Manager will check on that.
  - 2011 Preliminary Budget: increased to reflect 32 hours for new full time employee requirement. No final decision on budget.
4. Buildings, Parks, Cemeteries: Manager Wallace Brown:
  - Budget: Okay
  - Personnel: Okay
  - Equipment: Safety harnesses were bought. Burner at Mann House needs to be replaced. This could cost about \$6,000 and will be part of Town Buildings Budget line. Selectmen suggest an annual water test be done on Mann House and Police Station. Also suggest installing a water filtration system at the Police Station.
  - 2011 Preliminary Budge – no increases
5. Highway Department: Road Agent Mark Brackett:
  - Budget: Okay

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- Personnel: Assistant Road Agent David Morrison just finished grading throughout the Town. Highway Department has received many applications for advertised position. Mr. Brackett will review all applications and start interviews after the holidays. Selectman McGinnity emphasized that all employees must feel safe and work under safe conditions.
  - Equipment: New furnace is running well in Highway barn, keeps temperatures at 50 degrees. Venting changes have made a difference in distribution of heat. The long range plan is to replace the Highway barn.
  - 2011 Preliminary Budget- increases in many areas: calcium chloride, signs, equipment rental, aggregate, patching, etc. Highway Department will be putting in a warrant article for a new vehicle. They will use the \$8,300 from the sale of the used vehicles and equipment towards the first payment. Also Mr. Brackett will be submitting an article for sealing, \$50,000. ARA Morrison will be working on installing a solar passive system for the Highway Office building. Questions arose on the maintenance of Highway buildings and Fire Station and whether these two buildings should fall under the Town Building budget line. Selectmen will review this at a later date. No final decision on budget.
6. Fire Department: Fire Chief David Baker:
- Budget: Okay
  - Personnel: Now have 24 Firefighters, including 10 First Responders. Since the EMD is on medical leave, Mr. Baker suggested appointing Richard Currier, Merriam Hill Road for a Deputy EMD. Selectmen advise the Chief to pursue this matter.
  - Equipment: Chief will be ordering more gear for new members. Communications is still a problem. This will be discussed at a later meeting.
  - Other: Inspection was done on Library. Corrections were completed on items on checklist.
  - 2011 Preliminary Budget – Slight increase for stipends for firefighters and Chief. Hillsborough County budget should be less than \$12,000 for 2011. There was a 5% increase for Brookline ambulance. No final decision on budget.
7. Town Clerk/Tax Collector: TC/TX Susan Wagoner:
- Budget: Okay
  - Personnel: Okay
  - Equipment: Need new system for deputy clerk/collector. Also recommends purchase of server for TC/TX Office and Selectmen's Office. This will be discussed later at the Selectmen's meeting. Mrs. Wagoner suggests that there should be a budget line for office equipment for all departments to expend from. This was disputed by Police Chief and AA as it would give false information to voters on what departments spend for their office. No decision was made at this time
  - 2011 Preliminary Budget: no increases No final decision on budget.

Meeting adjourned at 7:20 PM.

*Barbara L. McKinnis*  
*Admin. Assistant*