

September 25, 2012
Staff Meeting/Approved Minutes

Present: Chairman R.P. McGinnity, A. Richards, C. Moser & A.A. Milkovits

Meeting opened at 6:30 PM.

Departments:

1. Building Inspection/Health: Building Inspector Kenneth Wilson:
 - Budget: Okay
 - Personnel: Okay
 - Other: One Building Permit issued for electrical service.
 - BI met with Michael McGuire and his architect and Fire Chief Baker to review safety requirements as required for proposed Bed & Breakfast. Note was taken that Selectman Moser recused himself from any future Board decisions for Mr. McGuire's B& B as he had represented Mr. McGuire for his application before the Board of Adjustment and Planning Board.
2. Police Department: Police Chief Barry Hutchins
 - Budget: Fuel line is already over spent. This line had been decreased when the 2012 budget was set in anticipation of lower fuel costs which has not happened.
 - Personnel: Another full-time certified officer has applied for one of the PD's part-time positions. Background is still to be done.
 - Equipment: Final tally of replacement equipment costs has been sent to LGC-PLIT for the insurance claim.
 - Other: Drug felony arrests have increased phenomenally. Latest drug arrest was for a person from NY using heroin on Abbott Hill Road.
 - Librarian Wolpert made the suggestion that "Drug Free Zone" signs may decrease some of the drugs coming into town. Unfortunately the signs would not make any difference to the drug buyers and sellers.
3. Library: Librarian Susanne Wolpert
 - Budget: Okay – fee was returned by NH Downloadable Books as the 2012 membership fee of \$350 had been paid last year. The 2013 fee will remain the same but will rise in 2014.
 - Personnel: Okay
 - Equipment: Okay
 - Other: Library has placed "class visiting" signs on the doors in the gathering room. This will allow the public the option to either walk through the Library when the school children are there or use the other door.
 - Mrs. Wolpert discussed the issue of the Level 3 Sex Offender visiting the library during the school classes. A letter from Mrs. Wolpert and the Trustees has been sent to the Superintendent informing him that the library will abide by the school rules when the classes are visiting. No Level 3 Sex Offenders are allowed to visit the library while school children are in attendance at the library.

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- Mrs. Wolpert informed all that they need a Santa Claus for the Town and Library Holiday Greening as Andy Ruoff; formerly “Santa” will not be doing it anymore. Chairman McGinnity may take up the role.
4. Safety: Fire Department: Fire Chief David Baker
- Budget: Okay
 - Personnel: One in Level II class.
 - Equipment: Finally received forestry equipment from Grant.
 - The FD still needs to update equipment and may seek a private donation for gear. Otherwise, the Chief will be asking the town for \$60,000 for gear.
 - Other: Greenville is changing their Fire Chief, effective October 1st. hopefully this will not affect the mutual aid.
 - The Fire Department has been offered several houses in town for burn training. No decisions have been made.
 - Hillsborough County came into town to show areas and train their employees. The PD, FD, and Highway Departments are not happy with the service from County due to the lack of quality and consistency. There does not seem to be any discipline for County employees for errors made. Chairman McGinnity stated that now may be the time to research other dispatch services. He requested a formal presentation from the three departments for another dispatching service. Hollis and Mac Base were suggested. Chief Hutchins stated that Hollis Communication is very professional. Even though they may be more expensive, the service may be worth more. A new communications service will be considered for the 2013 budget.
5. Town Clerk/Tax Collector: TC/TxC Morrison & Deputy Kelly
- Budget: Okay – Mileage is over due to the two traveling to conferences and training. They will both be attending Town Clerk training in October but only staying one night and sharing a room. Chairman McGinnity praised the Clerk for monitoring the costs of conference. A suggestion was made that for the future; only the Town Clerk/Tax Collector should attend the conferences and bring back the information for the Deputy. Otherwise there is too much disruption to the office hours and the public is not happy with the office closings. Mrs. Morrison explained that since she and Mrs. Kelly are relatively new to these positions (even though Mrs. Morrison has worked in the TC office for over 2 years, only as Deputy), they both needed to go to the conferences.
 - Personnel: Okay
 - Equipment: Okay
 - Other: Mrs. Morrison and Mrs. Kelly related some of the issues covered at the Tax Collector’s conference, such as new law authorizing the tax collector to issue taxes electronically with approval of the Selectmen, liens, etc. They also brought back some information for the Selectmen’s office concerning current use penalties, pro-rating assessments for fire damaged property. Both recommended that, in the future, it would be

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useful for a member of the Board or the A.A. to attend one of the Tax Collector's conferences to better understand their issues.

- Mrs. Morrison also obtained a handbook for Tax Collectors that one of the members of the TxC Association had compiled that will aid her in her job.
 - Mrs. Morrison presented the list of unpaid liens and warrants, totaling \$342, 976.32 including interest. There are two property owners in danger of deeding. According to Mrs. Morrison, deeding can be done at any time. She will discuss this at a later date.
 - The office is also sending out absentee ballots on request.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay
 - Personnel: Okay – will be hiring some part-time help for winter work.
 - Equipment: All trucks passed inspected. Other equipment is being readied for winter use.
 - Safety: Despite signs and flaggers, people are not paying attention to Highway workers doing road maintenance. Chairman recommended that the Road Agent decide when to have PD detail during Highway roadwork.
 - Other: Chairman presented Road Agent Greenwood with a letter commending him for his efforts in disposing of surplus used Highway equipment and getting top prices for the items. Recently RA Greenwood sold the Dresser loader for \$10,100 on EBay. Good work!
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
- Safety: Picture of Selectmen's Office door was in the recent *Prime Times* news magazine from Primex. The town is recognized for having the "Best Practice" against workplace violence with the retrofit office doors.
 - Other:
 - Wellness Campaign: The grand finale for the Campaign is on Wednesday, October 3rd at 4:30 PM at the Town Hall. There will be a pot luck supper with trivia and prizes for all participants.
 - Joint Loss Committee: the Committee has become top-heavy with too many department heads and not enough labor. Also some members do not seem to understand the difference between safety and maintenance issues. Phil St. Cyr, Primex Risk Consultant, will be contacted about this matter to meet with the present committee and make recommendations.

Meeting adjourned at 7:29 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant