

October 23, 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: Two permits issued for shed and one permit for a propane tank installation.
2. Police Department: Police Chief Barry Hutchins, absent due to Police call
3. Library: Librarian Susanne Wolpert
 - Budget: Okay
 - Personnel: Okay
 - Equipment: There is still a problem with one of the computers and printers. There needs to be an IT person that is more available than the present one. Both the Selectmen's office and the Town Clerk/Tax Collector's office need some IT help. Chairman McGinnity will check with other surrounding towns for which IT companies they use and RFPs will be sent out this week for an IT company. Availability, remote backup and assistance will be some of the requirements for the IT company, as well as recommendations for equipment replacements.
 - Other: There will be a change in the holiday program this year. Lighting of the tree may not occur until 5 PM rather than at noon. The Library will adapt their holiday program to the schedule. No firm date or times have been set. Any town events will be posted on the calendar on the official town website.
 - Wi-Fi for the public was discussed again. The Library would like to offer this service for the public. Selectmen stated that would have to be a separate DSL line so none of the Town Clerk/Tax Collector's office or Selectmen's office data would be compromised.
4. Safety: Fire Department: Fire Chief David Baker
 - Budget: Okay
 - Personnel: Okay
 - Equipment: There is an issue with the FD side of the new tower. Some pagers are not going off for calls. Fire Chief will contact tower company.
 - Grant applications have not been successful. Chief will be placing an article on the warrant for equipment.
 - Other: There has been an unusual increase in EMS calls this year.
 - There was an unsafe propane tank install; this was immediately resolved.
 - Re: Pricing for new dispatch service: Chief spoke to Hollis Communications. They want to review 3 years of Mason's call history before submitting a bid for the dispatch service.

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- Chief discussed the \$15 fee charged for fire reports. He feels the fee is too low for the work involved. Chairman suggested calling other towns for the standard fees charged for fire reports.
5. Town Clerk/Tax Collector: TC/TxC Morrison
- Budget: Okay
 - Personnel: Okay
 - Equipment: Computer issues- Clerk needs to replace one of the office computers. She had the present IT person do a repair but there is no guarantee that the computer will last until the end of the year. Mrs. Morrison would also like to have Microsoft Office installed on the new computer. At present she is using “Open Office”, installed by the former Town Clerk, which unfortunately is not compatible with anyone. Selectmen approved her request.
 - Other: The State was informed of the new polling place, multi-function room at the Mason Elementary School, for the general election on November 6th. The State will install a fax line for the voting.
 - Deputy TC/TxC Suzanne Kelly was awarded the State Conservation “Moose” Plate Grant for \$6,046.00 for the Town of Mason to preserve two volumes of tax records. Selectmen commended Mrs. Kelly for her efforts to secure this grant.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay
 - Personnel: Another part-time person was hired. Mr. Greenwood suggested using Monster.com for any other help wanted ads as the response to the *Telegraph* ad was so poor.
 - Equipment: New sander was tested and is working well. All trucks have been maintained: oil changed, etc. to be ready for winter work.
 - Safety: Road Agent will be ordering new t-shirts, sweatshirts and jackets to help the Highway employees become more visible.
 - Other: Winter salt has been delivered and the “last pass” grading has been done on gravel roads.
 - The Highway and Fire Departments need to install a new well. Because of the gas pumps, pond, vehicles and equipment in the yard, the location of the new well will be difficult to plan. This would be on the March warrant.
7. Selectmen’s Office: Admin. Assistant Barbara Milkovits
- Equipment: The second computer is failing and needs to be replaced. Once a new IT company is hired, all computer replacements will be done.
 - Other: Website is in process and hopefully will be live for November 6, 2012. Some departments still have not responded with a mission statement or information.

Selectmen requested preliminary 2013 budgets with warrant articles for the November Staff Meeting. Chairman McGinnity requested a “zero cost based” budget. He advised that all departments check their budget history for the last 3 years. He also advised the Highway, Fire and Police Departments figure their fuel budgets on \$4/ per gallon. At this point, there may be two warrant articles: Paved roads and Fire Department gear.

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Chairman McGinnity also stressed the importance of building up the capital reserve accounts as it makes capital purchases easier on the taxpayers.

Meeting adjourned at 7:30 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant