

**January 22, 2013**  
**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 - reviewed 2012 final expenses.
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: issued 3 permits since last meeting: (2) for generators, (1) for redo house electrical and oil burner.
  - Bounds to inspect, census report, reviewed and made corrections to census map and NRPC GIS map.
2. Police Department: Police Chief Barry Hutchins
  - Budget: Reviewed final 2012 expenses. Actual 2012 budget was not overspent by \$40,000. There were offsetting credits received from an insurance settlement, grants, and details.
  - Equipment: Large expenses in 2012 for ammo, night vision, vests, etc. . Moving forward the equipment budget line should remain the same as larger items were already purchased in 2012.
  - Personnel: Changes – down one part-time officer. John Dube will be entering the Part-time Academy on February 9th and will graduate in May. Officer Dube will be ready to be "solo" in the Police cruiser by mid May to June.
  - Equipment: All radios have been programmed.
  - Safety: Okay
  - Other: Working with school on safety and intruder programs. They will be starting drills which parents may observe.
  - Warrant articles: Will have estimates for replacing all weapons with trade-in credits from Cam Four for budget night. Chairman McGinnity questioned whether the replacements should be staggered. Chief explained that would not work well in an emergency situation for the officers to have different weapons.
3. Library: Librarian Susanne Wolpert
  - Budget: okay –On the 2012 budget, the book line was not fully spent as some books were backordered and not available until 2013. The Technology line will increase for 2013 to cover the IT share.
  - Personnel:
  - Equipment:
  - Safety:
  - Other: Appreciates sending everything to Kerri Griffith for uploading to the website. Will be sending her links to put on the library website for patrons' use.
4. Fire Department: Fire Chief David Baker

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- Budget: 2012 budget under spent by \$1700. Brookline Ambulance line may increase. The Board had recently signed the 2013 contract that included a 5 % increase. It seems that the Brookline Selectmen do not have a problem with the budget but their Budget Committee does. Even though the Ambulance Director had outlined the costs evenly and set the fee for Mason, the Committee feels the town should be paying 20% of the Ambulance budget, approximately \$31,000 instead of \$11,591. The Chief will attend the Brookline Selectmen's Meeting on Wednesday to discuss this issue. Unfortunately there is no "fallback" ambulance service for Mason if Brookline decides to drop the town. The Board agrees that the Town of Mason wishes to continue with the Brookline Ambulance but asked Chief Baker to look into the Townsend Ambulance Service. There may be some licensing issues switching to a Massachusetts service. No decision will be made until the Chief reports his findings from the Brookline Selectmen's meeting.
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: Highway Department workers insulated the building at the antenna site which will hopefully make a difference with the electric bill. An estimate of \$1700 was given to changeover the heater to a propane burner. No decision was made at this time to change the heating unit.
  - Station pump is not working well.
  - Fire Department had a training session and partially burned one end of a house on Emerson Lane that had been donated to the Department. The training worked out well also included some Greenville firefighters. There will be two more training burns on the house.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
- Budget: 2012 budget was over on the mileage line due to increases in training sessions for the Town Clerk and Deputy. Other lines were under.
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: Presented list of unpaid receivables. Tax payments coming in well. MS-61 was done by January 11<sup>th</sup>; everything balanced with the A.A.'s accounts.
  - Information from Avitar concerning Tax Kiosk usage
  - Note was made that 2010 is now the potential deed year. The office has been giving out information for the Senior Citizens Law Project which lists RSAs for elderly deferrals, abatements, exemptions, etc.
  - Setting up rabies clinic for April.
  - Appointments: Some committee members and others have not been sworn in for their appointments. This is a frustrating situation for all. It is really the individual's responsibility to remember to get sworn in. After more

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discussion, it was decided that the Selectmen would work on an appointment follow through policy at their next meeting.

6. Highway Department: Road Agent Fred Greenwood
  - Budget: \$15,000 was turned back to the town from the Highway budget, even though there were many mechanical issues at the end of December.
  - Personnel: Okay
  - Equipment: Need to address replacing the backhoe for 2014. Recently the arms snapped off of the front bucket. Fortunately a Highway employee was able to weld it back together. The problem is that the machine has to do work beyond its capabilities which shortens the lifespan of the machine. Mr. Greenwood may add another warrant article for 2013 to put \$5,000 into the equipment capital reserve to start savings for the new equipment. Chairman McGinnity suggested looking at other types of equipment instead of a backhoe, possibly an excavator. He instructed Mr. Greenwood to look at all available to suit the town's needs.
  - Safety: Okay - Inspection on underground storage tank went well. Two minor paperwork items needed to be corrected and that has been done and approved.
  - HD purchased new bright green, reflective shirts and jackets for the employees. These apparel certainly will make the HD employees more visible when they're working on the roads.
  - Other: Heating unit – Given the configuration of the Highway barn and the sloped roof, installing an infrared unit may be too close to the fiberglass truck bodies. RA had another bid for a hot air unit, free-standing that uses outside air and may be less expensive. It seems to be a good alternative. Selectmen approved the purchase of the unit. RA will decrease the budget line for Highway Building Maintenance to \$7,000 from \$11,000.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits
  - Equipment: Okay - MicroTime has been changing computers in the Selectmen's Office.
  - A thank you letter will be sent to the company that donated the new server for the Town Office.
  - Other: Reminder for submission of all reports and dedications for the Town Report, due date: February 1, 2013.
  - New Health & Wellness campaign- At the HealthTrust Coordinators' meeting, the Mason campaign was recognized as one of the top five campaigns of 2012. New campaign will be starting in the Spring.

Meeting adjourned at 7:30 PM.

Respectfully submitted,  
Barbara L. Milkovits, Admin. Assistant