

**June 25, 2013**  
**Staff Meeting/Approved Minutes**

Present: Chairman R.P. McGinnity, absent, C. Moser, B. O'Grady & A.A. Milkovits

Meeting opened at 6:37 PM.

**Departments:**

1. Building Inspection/Health: Building Inspector Eric Anderson:
  - Budget: Okay
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: Things are going well, very busy. Had lots of requests for information from old files, for permits, etc.
  - Re: Temporary occupancy, Eric Maillet at 129 Campbell Mill Road – inspection was done recently, since the temporary permit had expired. There has been progress but the house is still not finished. Questions on defining completion and temporary for permitting purposes and what the basis should be for occupancy. Mr. Anderson will provide the Board a list of the items noted at the inspection at Maillet's house and his recommendations. Selectmen will discuss the list at the next meeting and determine what the next action will be.
  - Re: Garfinkle/building at 47 Gilman Hill Road – Mr. Garfinkle was told to apply for a building permit for his 350 sq. foot stall/open barn as well as to apply for a variance for his over-sized sign, at the May 28<sup>th</sup> Selectmen's meeting. Mr. Anderson has left messages for Mr. Garfinkle to set an appointment to apply for his building permit but has had no response to his calls. Mr. Garfinkle has not contacted the BOA to apply for a variance, either. Selectmen will contact Mr. Garfinkle and cc the owner of the property on these two matters.
  - Re: Safety Committee recommendation – Monitor the crack in the wall at the Town Hall. Mr. Anderson will check the crack every few months with the Road Agent. There does not seem to be an immediate safety concern for the building as it is sitting on rock. Selectman Moser would like to check on Historic Preservation grants to see if any could apply to the repair of the town hall.
  - Issued 2 Permits and 2 completion certificates.
  - Re: Assistant for the Building Inspector – Mr. Anderson may have a conflict for inspection of a septic system that he is installing. Selectman Moser has not had luck in reaching Jim Schultz in New Ipswich for a possible BI Assistant. Selectmen will contact Will Wildes, Temple to see if he would be interested in serving as the Assistant.
2. Police Department: Sergeant Kevin Maxwell (Chief Hutchins is in Texas for National Guard training)
  - Budget: Okay
  - Personnel: Okay – Part-time Officer John Dube has finished his training and is now able to patrol solo.
  - Equipment: Question on AED's locations.

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- Safety: Okay
  - Other: The Driving Range has been having police detail as needed at their band concert events. They are planning a July 4<sup>th</sup> celebration with fireworks display and will need a permit for the fireworks. Fire Chief will check on that.
  - Re: Posting the state road for no parking on one side – The state highway requires that the Selectmen send a request for posting the state road and then the state will draft a special ordinance for Route 124 to be posted for no parking on one side. No decision was made at this time to go forward with this issue.
3. Library: Librarian Susanne Wolpert
- Budget: Okay
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: Lights in Library have been repaired.
  - Summer reading program begins next Wednesday, taking place outside behind Mann House and at Town Hall. Librarian is requesting that the Highway Department move 3 picnic tables in back under the tree for this program. The last Wednesday of the program, Selectman Moser will do a music performance for the children.
  - Re: Summer reading lists for grades 6, 7 and 8 – Lists are not available until just before school closes so Librarian has difficulty having the books for the students. There is an issue with the Milford Library that students from Mason cannot use the Library in July or August, only during the school year. Librarian is concerned about using more of the Mason book budget on the required reading for the students. It would be much more helpful to have the book lists earlier. Selectmen advised Mrs. Wolpert to communicate with the Milford Middle School on this issue.
4. Fire Department: Fire Chief David Baker
- Budget: Okay
  - Personnel: Okay
  - Equipment: Okay
  - Safety: FC will check on expiration date of batteries for AED.
  - Other: Concern for whether panic buttons would work after July 1<sup>st</sup> with new dispatch center. Chief talked to alarm company and dispatch about this and buttons should work fine after the July 1<sup>st</sup> change.
  - Communications service will swap over to Hollis Communications Monday morning, July 1st. New radio and paging systems have been tested and more testing will be done. Non-emergency/business numbers for Highway, Police and Fire have been posted on the website and will be sent to the Town Clerk for email distribution. The 1-800-562-8201 non-emergency number will no longer work with the new dispatch service so this has been eliminated.

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- Plans have been made for a fire drill on August 1<sup>st</sup> at the Town Office. Also a fire extinguisher training course will be held for the town office employees, using “live” fire.
  - Fire Department will put on a pancake breakfast the morning of Old Home Day on September 22<sup>nd</sup>.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
- Budget: Okay – payment for boat module from Avitar will be taken out of TC’s office supplies.
  - Personnel: Deputy Suzanne Kelly did a great job while Town Clerk was away.
  - Equipment: Computers okay to date.
  - Safety: Okay
  - Other: Tax money coming in slowly; mortgage companies usually send in tax payments at due date. Total of unpaid receivables is \$1,730,310. One property still has 2009 unpaid taxes. That owner has changed his escrow for mortgage so his tax payments will come in on time.
  - There are 26 unlicensed dogs. Selectmen signed the warrant for the civil forfeitures. Selectmen will discuss the process for sending forfeiture letters at their regular meeting.
  - Boat Agent Agreement Contract signed by the Town Clerk.
  - Town Clerk received conserved record books from Kofile, work done through the Conservation grant. Unfortunately the books were not done in mylar, as specified. Town Clerk has been in touch with the company who will correct these books.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay
  - Personnel: Okay
  - Equipment: RA is gathering information on equipment to replace backhoe.
  - New fuel tank on O78, tanks – hydraulic. Clutch to be replaced on O75.
  - Safety: Joint Loss/Safety Committee started their meeting at the Highway Garage but was too uncomfortable to continue the meeting due to the noxious odors from fuel and lack of light.
  - Road Agent would like to paint a crosswalk from Parker’s Maple Barn parking lot to the restaurant, across Brookline Road. He feels there is a safety concern for pedestrians and others. Since Selectmen approve traffic controls, they will discuss this further at their regular meeting.
  - Other: Received \$14,406.22 from FEMA for Nemo storm. \$12,931.72 for Highway Department expenses and \$1,474.50 for Police Department expenses.
  - Paving has been done on Brookline Road, Wilton Road, Old County Roads.
  - Met with Hollis Dispatch and they will do the same communications as is done for Hollis DPW. The dispatch service will send faxes during the day

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and a log of the faxes of calls for the Highway Department at the end of day.

- Re: Highway Building Committee – C. Christopher Guiry has volunteered to be a member of the committee.
- Re: Culvert on Abbott Hill Road – at this time the owner has not responded to the Selectmen’s letter.
- Re: Driveway issue at 1479 Starch Mill Road – It is dry in front of the driveway and the channel is dry. This is not an issue and not the town’s responsibility. This will be further discussed at the Selectmen’s regular meeting.

7. Selectmen’s Office: Admin. Assistant Barbara Milkovits

- Other: Re: Sign for Town Offices – need to have a sign on building. No decisions were made at this time on the style or materials for a sign. This will be discussed at a later date.
- Selectmen voted to cancel the Staff Meeting for July.
- Health & Wellness campaign will begin mid August. The theme for this year’s campaign is”Focus on the Physical and Focus on the Fuel for the Physical”. Efforts will be made to gear the campaign for the different skill levels.

Meeting adjourned at 7:39 PM.

Respectfully submitted,  
Barbara L. Milkovits, Admin. Assistant