

**August 27, 2013**  
**Staff Meeting/Approved Minutes**

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

Meeting opened at 6:30 PM.

**Departments:**

1. Building Inspection/Health: Building Inspector Eric Anderson:
  - Budget: Okay
  - Personnel: Assistant Fire Chief Rick Griffith has been issuing the oil and gas burner permits. His hours will be submitted by the Fire Chief. Mr. Anderson would like to set an appointment with Mr. Griffith and the Selectmen to discuss the permitting processes.
  - Equipment: Okay
  - Safety: Okay
  - Other: Re: Temporary occupancy, Eric Maillet at 129 Campbell Mill Road –Still temporary as there are no hand rails, interior or exterior. If this work is not completed by next month, the Selectmen will send a letter to Mr. Maillet that due to safety issues the handrails must be installed before full occupancy will be granted.
  - Re: Garfinkle/building permit at 47 Gilman Hill Road –still pursuing Mr. Garfinkle to meet for building permit. Neither Mr. Garfinkle nor the owners of 47 Gilman Hill Road have addressed the building permit and the sign violation issues. The Garfinkle matter has been turned over to Town Counsel for further action. Since Mr. Garfinkle is also a member of the Fire Department, Chairman McGinnity cautioned Fire Chief Baker in his dealings with Mr. Garfinkle.
  - Re: Building Inspector Position – Mr. Anderson's own business and the Building Inspector's position as well, has been very busy. He is not sure if he will continue in the BI position, after six months. This will be addressed at a future meeting.
  - Selectmen recommended that Mr. Anderson revise the BP application to show bounds and locations of buildings, well and septic. Mr. Anderson explained that the Selectmen receive the basic copy of the BP application but he has a more detailed form from the applicant.
  - Mr. Anderson has issued building permits and completion certificates.
2. Police Department: Chief Barry Hutchins
  - Budget: Part time line has \$12,500 remaining. Much of the expense was due to Part-time Officer John Dube's training. Uniforms line included payment of \$3,000 from the previous year. Worcester County Uniforms has a terrible billing process and there have been other issues with this company. The Chief has been using another company for uniforms this year.
  - Personnel: Good – officer wise
  - Equipment: The new firearms are still on order at this time. No payment will be made until receipt of the weapons.
  - Safety: Okay – the Chief was very appreciative of the lighting in booking room. It was replaced by the Highway Department with automatic

**August 27, 2013**  
**Staff Meeting/Approved Minutes**

lighting. Now the officers have the ability to see in the whole booking area. The town is hiring a new security company. The Road Agent is taking care of this change. The fire security systems for the Mann House and the PD have been changed to go directly to Hollis Communications. Selectmen approved these changes.

- Other: Chairman had a question on an invoice. The Chief will research this bill.
3. Library: Librarian Susanne Wolpert
- Budget: On track.
  - Personnel: Okay
  - Equipment: Okay
  - Safety: Okay
  - Other: Summer Reading Program was successful. Fall activities – Participate in Old Home Day with a Book Sale. The Library will accept donations. The Librarian has the option of adding the donated items to the collection or not. Storytimes will be at 11 AM on Wednesdays. This will be easier for parents with kindergarteners for pickup times at noon. School classes will be coming to the Library on Thursdays.
4. Fire Department: Fire Chief David Baker
- Budget: Okay
  - Personnel: FC Baker will be sending 3 FD members to the EMR class in November.
  - Equipment: Okay
  - Safety: Okay
  - Other: Call count for emergency services was quiet through July, since then it's been extremely busy. The FD experienced their first call at the quarry: a paraplegic went down into the quarry. It took three hours to rescue due to the quarter mile walk with equipment into the quarry. The Fire Chief would like to request another vehicle/OHRV-type to share with the Police Department for any emergencies occurring in the quarry. He explained that Milford FD has the only equipment to do a high end rescue. Some companies such as Kawasaki allow emergency departments to use an off-road type vehicle for a year before purchasing. Police Chief Hutchins will check on this. Fire Chief Baker had expressed concern for the possibility of more such accidents at the quarry due to the town's ownership of the quarry. Note was made that this accident was a rare occurrence, the first of its kind, and not necessarily indicative of accidents to come at the quarry.
  - There will be a breakfast at the Fire Station on September 22<sup>nd</sup>, Old Home Day.
  - Re: update on rental at 1261 Townsend Road – work appears to be done. At present there are new tenants and no more complaints.
  - Long-time friend to Mason and firefighter Roy Shepherd of Townsend, MA passed away. Mason Fire Department will participate in a memorial vigil at Mr. Shepherd's wake and funeral.

**August 27, 2013**  
**Staff Meeting/Approved Minutes**

- Re: Website issues – website had some issues the last two weeks. Mr. Baker checked on some of the issues with the former website designer, Pixate Create. Webmaster Alanna Casey worked with the hosting company to correct all the website issues. All is well now.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
- Budget: On track
  - Personnel: Okay
  - Equipment: Re: Training for boating registrations – Town Clerk and Deputy will attend training this fall.
  - Safety: Re: Panic alarms – work but do not signal directly to Hollis Communications. Protection 1, the new security company, will review the panic alarms and update the system.
  - Other: Current list of unpaid receivables and four payment plans. Mrs. Morrison stated that most are paying except for Tweedy, Brookline Road and Lieberman, Abbott Hill Road. Selectmen will send a letter to Ms. Lieberman to give her 30 days to catch up on the 2010 taxes owed. Selectmen reminded Mrs. Morrison to keep them update don these payment plans.
  - Re: Iodice bankruptcy form for claim – this will be reviewed at the regular Selectmen’s meeting.
  - Re: Iodice /2010 taxes – Since Iodice is in bankruptcy, the town cannot deed his properties for the 2010 taxes.
  - Re: Record Books – conservation still needs to be done according to the grant received. The books were not encased in Mylar as proposed.
  - Town Clerk Office closings for remainder of 2013.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Okay
  - Personnel: Part-time laborer Tom Lundstedt will be returning to college. He will work for the Highway Department as needed during his winter and spring breaks.
  - Equipment: Checking out backhoes – John Deere, JCB, and others. Caterpillar has not responded for requests for information.
  - Safety: HD experienced a “near miss” with equipment and employee. Mr. Greenwood met with all members of the Highway Department to discuss this matter. The incident really bothered the equipment operator.
  - Safety classes – Several classes, such as Chainsaw Safety and Traffic Control will be put on by Primex for the Highway Department.
  - Re: Highway Building Committee – need to get committee up and running. Two members still need to be sworn in before a meeting can take place. Road Agent reminded the Board that even the Safety Committee would not meet in the Highway garage due to the unsafe conditions in the garage.
  - Re: Health Insurance Study Committee – they will meet with current carrier, HealthTrust. The Committee has already met with other insurance

**August 27, 2013**  
**Staff Meeting/Approved Minutes**

companies. A comprehensive report by the Committee will be generated by the end of October for the Selectmen.

- Salt contracts – \$7.72 per ton less than last year’s price, \$53.35/ ton. The price will hold for the winter season. Road Agent prefers to stay with International Salt. They are \$5 more but worth keeping for their reliability. Selectmen agreed.
7. Selectmen’s Office: Admin. Assistant Barbara Milkovits
- Other:
  - Credit cards for individual departments –LGC has sample policies that other towns have enacted. This will enable more flexibility for the departments to conduct their business. Selectmen did not make a decision at this time and will review this matter further.
  - Third Annual Health & Wellness campaign: Successful kick-off with all departments attending. Weekly Kudos Awards for employee who meets their goal. Goals consist of tracking steps on pedometer, eating healthy, doing “work-out at work” exercises, and extra exercise or activities. First award went to Denise Ginzler, Library Aide. Selectmen wish to congratulate Ms. Ginzler on her accomplishment. Overview of program was given with reminders for the special events such as Yoga classes, Game Night and Country Line dancing. Town Office and Library employees participate two days a week in lunch time exercises at the Town Hall. Selectmen support this important program for the town employees.
  - Selectmen gave all departments present a reminder to start working on 2014 budgets. Chairman advised on “zero based” budgets and for all to hold the line on spending. He doesn’t feel there are many major expenses for 2014, other than a new backhoe. Selectmen are recommending a 3-5% increase for salaries, based on merit. Department heads may also put in raises which will be addressed at the budget meetings. Level budgeting was stressed again. Preliminary budgets are due by the beginning of October.

Meeting adjourned at 7:32 PM.

Respectfully submitted,  
Barbara L. Milkovits, Admin. Assistant