

September 24, 2013
Staff Meeting/Approved Minutes

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

Meeting opened at 6:34 PM.

Departments:

1. Building Inspection/Health: Building Inspector Eric Anderson:
 - Budget: Okay
 - Personnel: Okay
 - Equipment: Okay
 - Safety: Okay
 - Other: Re: Temporary occupancy, Eric Maillet at 129 Campbell Mill Road – House is still in progress. Lack of stair railings is still a safety issue. Mr. Anderson will continue to monitor Maillet's progress.
 - Mr. Anderson will be installing a septic locally. This is a circumstance where he cannot inspect his own work. DES will inspect before the system is covered. Some towns do not inspect the septic systems as they rely on the state approval. After some discussion, the Board decided that they are okay with the as-built inspection to be done on this septic system by D.E.S.
 - Re: Garfinkle/building permit at 47 Gilman Hill Road – Mr. Anderson met Mr. Garfinkle on site to issue the permit. It was not granted because the permit needs to be signed by the owner as Garfinkle is only the tenant. Mr. Garfinkle had stated that he was having a hard time getting the signatures. However he said that he will be purchasing the property next month and could apply for the permit then.
 - It was noted that there had been no change to the sign on the property at 47 Gilman Hill Road. This sign is still in violation to the Ordinance.
 - Re: Possible squatters at 651 Starch Mill Road- a neighbor called who was upset with people possibly living behind the trailer at that property. The Selectmen will discuss this matter at their regular meeting.
2. Police Department: Chief Barry Hutchins
 - Budget: Re: Uniform issue –excess billing was from the previous year, as discussed at the last meeting. The total budget reflects an expenditure of about \$16,000 that will be reimbursed through state grants for DUI and Traffic Enforcement and FEMA.
 - Personnel: issues – there may be some changes in another month or two. This will be discussed at the Board meeting in non-public session.
 - Equipment: Re: Firearms – Chief spoke to Terry Regan, the distributor for Smith & Wesson, to check the status of the firearms order. The Chief placed the order on March 18th right after the town meeting vote. Mr. Regan acknowledged that order but due to computer database changes at his company, apparently the order was never submitted to Smith & Wesson. He told the Chief he would contact Smith & Wesson and have them expedite the order and give an update to the Chief today. He failed to update the Chief today. Chief Hutchins will call him back and give a deadline of two weeks to receive the firearms. After that time he will look

September 24, 2013
Staff Meeting/Approved Minutes

elsewhere for the firearms. Sig Sauer is another option but Smith & Wesson is the one preferred. Selectmen approved his decision. Chief Hutchins will keep them updated on this matter.

- Safety: Okay
 - Other: Sergeant Maxwell called Fairpoint Communications and had the PD telephone account changed which will reduce the bill by \$50 per month. Previously any calls were forwarded to Hillsborough County on a 1-800 # and there was no phone charge. At present calls are forwarded to the new dispatch through TDS which charges for 2 phone lines.
 - The Chief also discussed purchasing a 4-wheeler to share with the Fire Department. There are some deals offered by different companies for free use of the vehicles for a year. He is looking into a deal with Polaris and will update the Board when that happens.
 - The Chief will speak to John Duvarney, Hollis Communications about including the town office for lockdown notifications.
3. Library: Librarian Susanne Wolpert
- Budget: almost on track. Dues & fees line will be tapped to pay the consortium. 2014 budget is in process.
 - Personnel: Okay
 - Equipment: Replaced printer for \$99.
 - Safety: Lockdown at the School – the Library was not notified. Teachers will contact the Librarian on a plan for when classes are at the Library when school is in lockdown. Police Chief stated that if the school is in lockdown the students would not be able to return there until the lockdown is released.
 - Other: IT technician from Microtime is coming on Monday to check on several computers and set up the Library's printer.
 - Book sale on Old Home Day: The Library received \$95.30 for books. Remaining books will be donated to northern libraries, Goodwill or given to Book Seller to earn future purchases.
4. Fire Department: Fire Chief David Baker
- Budget: Still needs to purchase equipment as voted at town meeting. The SCBA bottles will be bought at the end of the year.
 - Personnel: Okay – new appointee is starting First Responder classes.
 - Equipment: Turbo on tanker is sticking and needs work. The linkage seems to be the problem from lack of use. Chief is not sure of the cost at this point.
 - Safety: Okay
 - Other: Training with the State SCBA trailer – there was no charge for using it for two nights. Eighteen FD members went through the trailer.
 - Discussed communications issues. There's been a more professional approach with Hollis Communication. All emergency departments are very pleased with the change in communications service.
 - 175 people were served at the FD pancake breakfast on Old Home Day.

September 24, 2013
Staff Meeting/Approved Minutes

5. Town Clerk/Tax Collector: TC/TxC Debra Morrison, absent – left a message for the Board that there had been no changes since the last meeting. She requested that the Selectmen consider returning the Staff meetings to a less formal setting; holding the meeting during the day with one Board member. Mrs. Morrison was concerned that some sensitive taxpayers’ information is written in the minutes and then posted on the website. Because there is a quorum of Selectmen present and the meetings are posted and public, there must be minutes taken. After some discussion, the Selectmen stated that they prefer the staff meetings’ formatted this way as they favor the transparency of these meetings with the minutes posted on the website. If items of a personnel or personal nature are to be discussed, then that discussion should be limited to the regular Selectmen’s meetings in non-public session.
6. Highway Department: Road Agent Fred Greenwood, absent due to attendance at another meeting. He left a message for the Selectmen that there had been no changes since last month and he is diligently working on the 2014 Highway budget.
7. Selectmen’s Office: Admin. Assistant Barbara Milkovits
 - Other: Representative from the Nashua Public Health brought material from the Health & Human Services concerning all manners of aid available. Selectmen will request the webmaster to include a link to this site on the website.
 - Wellness campaign is almost over. Game night was a fun filled time and the ongoing “exercise at lunch” program has been very successful. Some of the employees would like to continue exercising together either before work or during lunch hour after the campaign ends. We would like to bring some exercise equipment to keep for use at the town hall. Selectmen granted permission to use the equipment in the old Police office at the town hall.

Meeting adjourned at 7:17 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant