

April 22, 2014
Staff Meeting/Approved Minutes

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

Meeting opened at 6:30 PM.

Departments:

1. Building Inspection/Health: Building Inspector Eric Anderson: Absent
 - Budget:
 - Personnel:
 - Equipment:
 - Safety:
 - Other:
2. Police Department: Lieutenant Kevin Maxwell for Chief Hutchins
 - Budget: Okay, Overtime is higher than normal due to coverage for the Chief's absence.
 - Personnel: PD hired a new part-time officer who is also a training officer. A real asset to the Department.
 - Equipment: PD is transitioning over to new firearms.
 - Safety: No issues, except for Chief's injury.
 - Other: Lee Lemoine working on repeater issue for communications.
3. Library: Librarian Susanne Wolpert
 - Budget: Okay – submitted 2 magazine subscriptions twice but Mrs. Wolpert will request magazine to extend subscription.
 - Personnel: Okay
 - Equipment: Replaced one computer
 - Safety: Working on disaster plan. Library will confirm with Parkers' Maple Barn for emergency move for artwork, etc. placement. (This disaster plan is not to be confused with a town wide disaster during which the Library would defer to the Highway Department and Selectmen's Office.) This plan is for Library items getting wet and damage to the physical parts of the Library.
 - Other: Trustees are updating policies. StoryTime will be ending tomorrow. Plan underway for the Summer Reading Program. The Library will use the Town Hall in July for the older students in the Summer Reading Program. The picnic tables will be needed out back of the Mann House for the younger children. There will be a program about electricity the last Wednesday in June. Library continues to work with the school, alternating classes for Library time.
4. Fire Department: Fire Chief David Baker
 - Budget: Chief requests copy of credit card statements to scan and match up expenses. Heat invoices are now current.
 - Personnel: Okay
 - Equipment: Okay
 - Safety: Okay
 - Other: The FD has been doing some front end work on the forestry truck, because of its age, no real parts are available.

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- FD will be hosting breakfast on May 18th where they will also be recruiting new members.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
- Budget: Okay – need to order stamps for taxes – on credit card, where is it? Check on Software line as it is over by \$117.99. This may be an error in posting.
 - Personnel: The following statement from the Town Clerk and Deputy Town Clerk was read by Mrs. Morrison to the Board: ***“We would like to address an issue that’s been bothering both of us for some time but was brought to the forefront at the last selectmen’s meeting. Both the current and previous boards of selectmen have been advocating openness and transparency between all departments, but have not done it themselves. Town employees should work together as a team and not feel threatened by any one individual. However, at the last SM meeting, I witnessed some disturbing behavior by the chairman when Barbara Milkovits tried to speak regarding her return to work, and at least one other time, creating a hostile work environment. This showed lack of respect toward town employees and the public in general who also witnessed this. Going forward we would like to see the SM show more respect and resolve all issues in a more professional manner.”*** Chairman C. Moser stated ***“Duly noted.”***
 - Equipment:
 - Safety:
 - Other: Unpaid receivables list. Tax deeding will be for year 2010. No new requests for tax payment plans. Election issue: Trustee of Trust Funds George Schwenk was listed on the ballot (and elected) but his term did not expire until 2015! The Selectmen will need to appoint another person for Trustee of Trust Funds.
6. Highway Department: Road Agent Fred Greenwood
- Budget: Part-time hours will be reduced as there is not as much work. Patch line – Performance patch from Brox better material. He is working on the other budget lines. Heating fuel line is already over.
 - Personnel: Part time hours as previously discussed will be reduced.
 - Equipment: Caterpillar will be contacted to get for brakes for backhoe. Then HD will send out installation of brakes to another vendor.
 - Safety: HD has been finding hypodermics at the town gravel pit. HD is very aware of dangers of picking up the needles. Selectmen suggest that the school playground should also be checked. Mr. Greenwood will contact the custodian on that issue.
 - Other: Mr. Greenwood will be on vacation from May 4th to the 10th. Mud and weight signs have been taken down. He attended the Culvert class and passed. The radio license (for communication) was received. Magnesium flakes are in short supply. They are now thirteen dollars per bag (\$4 higher).
 - Bill Downs has planned a landing spot on Townsend Road for Anderson logging project. Road Agent is okay with this area.

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- New Driveway Ordinance by statute needs to go through Planning Board before implemented. Selectmen are also working on this.
7. Selectmen's Office: Admin. Assistant Barbara Milkovits & Financial Administration Brenda Wiley
- Other: Office is refreshingly clean. Mrs. Milkovits recommends going through all the file drawers, one folder at a time. As so much has been misfiled and misplaced due to the number of individuals that worked in the office during her medical leave.
 - Health & Wellness Program - No plans as yet to start the program.
 - Other: Expense Report/ Financial Admin. – Grossly over-budget of part-time assistant. Budget line was set at \$7,500 and almost \$17,000 has been spent in less than four months. Selectmen will research that line. Mrs. Wiley recommended that the Board check on insurances, especially the health insurance as the town needs to give HealthTrust a sixty day notice before any change in policy. This will be further addressed at the Selectmen's meeting, to follow.

Meeting adjourned at 7:05 PM.

Respectfully submitted,
Barbara L. Milkovits, Admin. Assistant