

**May 27, 2014**  
**Staff Meeting/Approved Minutes**

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

Meeting opened at 6:33 PM.

**Departments:**

1. Building Inspection/Health: Building Inspector Eric Anderson, absent
2. Police Department: Police Chief Barry Hutchins
  - Budget: Overtime line is high. Part-time line is okay. Workers' Comp line is under spent due to credit from Primex.
  - Personnel: Part-time numbers are okay.
  - Equipment: Invoice for new firearms, voted in 2013, may be paid. Training is almost done on the firearms and the PD will be ready to use the weapons.
  - Safety: New locks for PD doors are keyless, wireless and battery powered. They need to be installed.
  - Firearms training will occur this weekend for new weapons.
  - Other:
3. Library: Librarian Susanne Wolpert
  - Budget: Okay
  - Personnel: Okay
  - Equipment: working on automating book lists for last 5 weeks. They have successfully uploaded 12,000 entries which were transferred to Library World. This is the initial step for automation: process local barcodes, spine information.
  - Hoping to have air conditioners installed soon. Safety: Okay
  - Other: Summer Reading Program, Fizz, Boom, Read, set up will be done for July. Wednesday, June 25<sup>th</sup> at 7 PM at Town Hall will be the kick-off for the program with the history of electricity. Some of the program will consist of doing experiments with Grades 2-6 at the town hall.
  - Discussion on concerns for the Mason students' use of the Milford Library in the summer. Presently the students are only allowed to have Milford Library cards for the school year.
4. Fire Department: Fire Chief David Baker, absent
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
  - Budget: okay, postings corrected by Mrs. Wiley.
  - Personnel:
  - Equipment:
  - Safety:
  - Other: Unpaid receivables list. Question on whether a new Trustee of the Trust Funds has been appointed yet. Boat registrations trickling in. 2013 unpaid taxes will be lien on July 24<sup>th</sup>. 2014 Tax Warrant, part one will be signed at Selectmen's meeting. Taxes will be due July 10, 2014.
  - On Friday, June 27<sup>th</sup>, Absolute Destruction Company will be coming to Town Office to shred old records at \$6 per box. Town Clerk will get rid of

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at least \$200 worth of old records. Selectmen will arrange to have extra manpower to lug the boxes of old records.

- Safety Committee meeting – the Safety Committee did not meet in the first quarter as required by the Department of Labor.
6. Highway Department: Selectman Bernard O’Grady
- Budget: Overtime line is higher. Fuel is also higher, Selectmen recommend checking on that line.
  - Personnel:
  - Equipment:
  - Safety:
  - Other: HD is busy. Personnel have stepped up and are continuing the HD plan. All have good attitudes. Selectman O’Grady and temporary foreman Roy Lundstedt have discussed the paving plan with Brox and will meet with All States Asphalt to discuss sealing the roads. Selectmen discussed other issues and concerns and questioned whether the hired snowplows are filling their trucks at the town pumps or paying their own gas.
7. Selectmen’s Office & Financial Office: Admin. Assistant Barbara Milkovits & Brenda Wiley
- Other: Auditors will start 2013 audit on June 9, 10, 11.
  - June 26<sup>th</sup>, 9:30 AM, Safety Committee meeting set at Mann House. Police Chief Barry Hutchins will be Chairman.
  - Mrs. Wiley will reprint the adjusted figures from the Town Report for the website soon.
  - Workers’ Comp 2013 audit was done by A.A. Milkovits.
  - A.A. Milkovits has been working with Assessor’s Assistant on pick up list and also organizing and reviewing the Property Inventory forms for assessing pickups.
  - A.A. Milkovits has been inputting deed transfers to Avitar.

Meeting adjourned at 7:13 PM.

Respectfully submitted,  
Barbara L. Milkovits, Admin. Assistant