

**June 24, 2014**  
**Staff Meeting/Approved Minutes**

Present: Chairman C. Moser, B. O'Grady, Louise Lavoie, & A.A. Milkovits  
6 residents  
Meeting opened at 6:31 PM.

**Departments:**

1. Building Inspection/Health: Building Inspector Eric Anderson, absent/ Deputy B.I. Bob Bergeron, present
  - Budget:
  - Personnel:
  - Equipment:
  - Safety:
  - Other: Mr. Anderson is interested in finishing up the Building Inspector by the end of the month. The Selectmen don't want to rush into filling the position. Chairman will send email to encourage Mr. Anderson to work with the Deputy Inspector to get him up to speed.
  
2. Police Department: Police Chief Barry Hutchins, absent
  - Budget:
  - Personnel:
  - Equipment:
  - Safety:
  - Other:
  
3. Library: Librarian Susanne Wolpert
  - Budget: Okay
  - Personnel:
  - Equipment:
  - Safety:
  - Other: Program tomorrow night at the town hall will begin the summer reading program. Mrs. Wolpert explained that she will need to make the hall dark for the electricity program. The reading program will take place every Wednesday morning in July. There will be experiments inside and outside as it is a science based program. The younger children will come to the Library for their program and the older children will go to the town hall.
  - Judy Forty will attend the Safety Committee meeting on Thursday, as the Library representative.
  - By end of the year the Library will be using the bar code system for check out and check in of books and materials.
  
4. Fire Department: Fire Chief David Baker
  - Budget:
  - Personnel:
  - Equipment: Dynamo device on truck is having issues. The FD may need to send it out to get it fixed. They may be using a battery backup for now.
  - Safety: The FD went through Narcan training. Half the Department has taken the course. Possible training of police officers too.

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- Other: FD Breakfast held in May was successful; possibly recruiting one person for the Fire Department.
  - RE: Status of quarry signs – Have they been approved? There are no guidelines at this time. The Conservation Commission is making the signs. At a later date the signs and ordinance for the quarry guidelines will be set by the Board of Selectmen and the Con Com.
5. Town Clerk/Tax Collector: TC/TxC Debra Morrison
- Budget: Okay
  - Personnel:
  - Equipment:
  - Safety:
  - Other: TC Office is starting to gear up for the State Primary. HAVA needs to check the connection for FairPoint and the State.
  - Air conditioner is still moldy. Desperately need a new air conditioner for the TC office. Whose budget? This purchase should go under Town Building Maintenance. After some discussion, the Selectmen approved the purchase. They will instruct Wally Brown to get two air conditioners; one for TC Office and one for Library. Eventually the Selectmen will look into installing central air for the Mann House.
  - Unpaid receivable list was reviewed. 2014 property tax money is coming in steadily. All 2009 property taxes have been paid. Three property owners are up for deeding for unpaid 2010 property taxes.
6. Highway Department: Selectman Bernard O'Grady
- Budget:
  - Personnel:
  - Equipment:
  - Safety:
  - Other:
7. Selectmen's Office & Financial Office: Admin. Assistant Barbara Milkovits & Brenda Wiley
- Other: Mrs. Wiley spoke to Paychex, payroll company, and changed the account for a \$50 savings per week.
  - Budget seems to be on track.
  - Bank reconciliations are now done by Mrs. Milkovits.
  - Auditors have finished with the records at the town office and are now working on finishing the audit.
  - Mrs. Milkovits has been doing updates on deed transfers and also made the pickup list for the assessor.

Meeting adjourned at 6:50 PM.

Respectfully submitted,  
Barbara L. Milkovits, Admin. Assistant