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**October 12, 2010  
Staff Meeting**

Present: C. Guiry DMD Ch., A. Richards, R. P. McGinnity, & A.A. Milkovits

Meeting opened at 6:30 PM.

**Buildings and Grounds Department: Wally Brown, Manager**

- Budget – good
- Personnel – good
- Equipment – truck is back in use after repairs
- Other – recommendation for safety harness to be used by personnel in bucket, check OSHA requirements

**Building Department: Kenneth Wilson, Inspector**

- Budget- good, he will purchase electrical code books before the end of the year.
- Personnel – Eric Anderson, Deputy, has been busy with personal work but hopes to be back to aid Mr. Wilson.
- Safety – okay
- Other – small building: barns, etc.

**Police Department: Barry Hutchins, Police Chief**

- Budget – office line is almost all expended due to purchase of new computer system.
- Personnel – all of PD has attended “skid” school
- Equipment – Hillsborough County is in Town checking repeater site – best signal is in center of Town; could cause a change in site.
- Safety - Many issues with communications; portables are unreliable. Recommendation to check with Jack Moorhouse for any grants for antenna, repeater.

**Highway Department: David Morrison, Interim Road Agent**

- Budget – holding
- Personnel – new road agent close to being hired. No answer on whether a mechanic will be hired, wait for new Department Head. Have 3 subcontractors committed for winter plowing, possible need one more.
- Equipment – Need another pickup truck, newer and functional; also recommended by Vehicle Committee. Plan to fix salt truck, 075 for \$2500, also need to do clutch on plow truck.
- Safety – Vehicle Committee has recommended that HD attend Brake Awareness class on October 23<sup>rd</sup>. At this time no one is able to go.
- Other: Update on Highway work – finish paving for FEMA project and Morrison would like to continue paving at Wilton line, 20’ to 30’ more feet, shim and overlay. Also purchase another load of patch for \$700. Selectmen grant authorization to Morrison for that plan and to use the “salary savings” to continue the shimming to the intersection of Abbott Hill Road and Mitchell Hill Road. Replacement of the culvert on Starch Mill Road has been scheduled for next week.

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Town Clerk/Tax Collector: Susan Wagoner

- Budget – good
- Personnel – Mrs. Wagoner will be moving to Arkansas in January due to her husband's job change. Debra Morrison, deputy TC/TX will take over as Town Clerk/Tax Collector and finish Mrs. Wagoner's term in March 2012.
- Equipment – need to have a separate server to host all hardware and software. IT person is working on this for the 2011 budget season.

Fire Department: David Baker, Acting Fire Chief

- Budget – good
- Personnel – 21 active members, 41% new! Mr. Baker and Mr. Greenwood will attend advanced ICS course.
- Equipment – inventory of gear, pants: 7 pairs are 20 years old and need to replace. Recommend a replacement plan and begin for next Town Meeting. Radio site generator is working better.
- Other – renovations in Fire Station – need to keep fire trucks in garage. Would move the trucks in Highway barn but HD needs new burner. Advise to get estimates for a new burner.  
Inspections on in-ground propane tanks – surrounding towns do inspections and Chief Baker agrees that new tanks should be inspected. Fire Chief would only observe for inspection. Selectmen want to know how many towns do inspections.

Library Department: Susanne Wolpert, Librarian

- Budget – good
- Personnel – Mrs. Wolpert out on medical leave for hip replacement. Denise and Judy will increase hours to cover.
- Equipment – good
- Safety – safety covers for wall outlets in Children's Room.
- Other – Book & Bake Sale on Saturday, October 16<sup>th</sup>. Friday, October 29<sup>th</sup> school will do Halloween parade through Library.

Meeting adjourned at 7:30 PM.

*Barbara L. Melnick*  
*Admin. Assistant*