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**January 11, 2011  
Staff Meeting**

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

**Meeting opened at 6:00 PM.**

**Departments:**

**Highway Department: Road Agent Mark Brackett:**

- **CDL** – Mr. Brackett has not applied for his CDL as agreed for condition of employment. He cited personal reasons for the lack of CDL. After some discussion, the Selectmen ordered that Mr. Brackett has 45 days, until the end of February to secure his CDL. If he has not gotten it by then, his employment will be terminated.
- **Truck** – the Selectmen have reviewed the information that Mr. Brackett has provided about his truck. Mr. Brackett stated that the truck is solid but has been used for plowing and if the transmission goes there could be a costly repair of \$6,000. The Highway Vehicle Committee is going to inspect the vehicle and determine whether it would be a good purchase for the Highway Department. Mr. Brackett reminded the Board that there was a verbal agreement for the Town to purchase the truck. Selectmen disagreed saying that there had not been an agreement and that they had said they would only consider buying the truck. Mr. Brackett told the Board that he had met Peter Shattuck, Pepperell, MA Road Agent who had told him about truck auctions. Mr. Shattuck had indicated that the vehicles tend to be inexpensive and if the Town doesn't have the money there would be a third party purchase. The Selectmen do not agree with that. The Board recommended that Mr. Brackett put in a warrant article for \$10 to \$15,000 to purchase a truck at the auction.
- **Personnel:** the Selectmen told Mr. Brackett that they will continue to mentor him but that it is time for Mr. Brackett to take over the Highway Department and be the boss. Mr. Brackett agreed.
- **Equipment:** The Board discussed the recent sale of scrap metal to MJS Metals that had been handled by Assistant Road Agent David Morrison. Mr. Morrison had received a check for \$1,382.90 for the scrap. Mr. Morrison cashed the check and the following purchases were made: back drag for the plow for \$750.00, weather stripping for building maintenance \$130.37 and \$24.00 for groceries for the Highway Office kitchen. The remainder \$478.00 in cash was deposited in the Town's General Fund. The Selectmen reminded Mr. Brackett that any funds from equipment sold by the Highway Department must be deposited in the Town's General Fund and cannot be spent without an appropriation. Mr. Brackett stated that he was surprised by Mr. Morrison's actions and reported the matter to the Selectmen's office soon after the purchases were made. The Selectmen instructed the Road Agent that he is in charge and this matter must not happen again. Mr. Brackett agreed.
- **Other:** Applicants for Mechanic/Equipment Operator – Mr. Brackett has chosen part timer Roy Lundstedt for the position and will hire one or two of the other applicants as part time help. He asked whether Mr. Lundstedt could start the benefits immediately. Selectmen denied his request as the Policy allows benefits to start after 90 days. Selectmen invited Mr. Brackett to bring Mr. Lundstedt to

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the next meeting so they could review his qualifications. Selectmen also reminded the Road Agent that they are the hiring and firing authority for the Town.

- Tree cutting and drainage work on roads – Mr. Brackett stated that there is a challenge in doing road work on some roads as residents are resistant to any changes especially tree cutting. Chairman Guiry emphasized that a public meeting may help educate residents on the process of improving the roads.
- Plowing with truck: Mr. Brackett wanted to know if the Town will contract his truck or if the payments for plowing will be applied to the purchase of the truck. No decision was made.
- De-icing: Former Road Agent had purchased some material for deicing the sand. Mr. Brackett will be using the materials on the roads.
- NRPC TTAC Commissioner: Selectmen will appoint Mr. Brackett as the Commissioner for the Town on the TTAC.

Meeting adjourned at 6:30 PM.

*Barbara L. Milhards  
Admin. Assistant*

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**Departments:**

1. **Building Inspection/Health: Building Inspector Kenneth Wilson:**
  - Budget: Under budget for 2010
  - Personnel: Okay
  - One permit for deck; one inspection of barn apartment
  - Received census map to review – annual duty
  - Received request for septic drawing for septic at Fire Station and he will purchase this from the state.
2. **Police Department: Police Chief Barry Hutchins:**
  - Budget: Overtime line for 2010 was greatly over expended due to investigations on particular cases. There has been 120 hours spent on a case, doing investigation work by computer.
  - Personnel: Two officers could be retiring this year. The Officers have many questions on the Personnel Policy. The Selectmen will plan a work meeting with the Chief next week to discuss the issues with the Policy.
  - Equipment: 2006 cruiser has over 95,000 miles. Chief would like to keep this vehicle for “light duty” – going to court, meetings, etc. New Chevy Tahoe vehicles are costing in the low to mid \$30,000’s. The Chief is looking for a new vehicle or used vehicle, possibly another Crown Vic. He will let the Board know his final decision at the next Budget Meeting.
  - Safety: Chief did a taser demonstration for the Police, Fire Departments and First Responders last week.
3. **Library: Librarian Susanne Wolpert:**
  - Budget: Under budget for 2010. 2011 Budget reflects increased hours for Librarian.
  - Personnel: Will be increasing hours for Library Aide from 5 to 10 hours.
  - Equipment: Patrons want to use WIFI at the Library. A suggestion was made that the Library gets its own DSL for public use. This would keep the Town Office DSL from any tampering or unauthorized use.
  - Down loadable books were discussed. To provide this service the Library must pay an annual fee of \$275. Mrs. Wolpert questioned whether this would be cost effective service as there are only 1,000 titles available throughout the state. Chairman Guiry requested that she discuss this with the Library Trustees for their input.
4. **Buildings, Parks, Cemeteries: Manager Wallace Brown was absent.**
5. **Fire Department: Fire Chief David Baker was absent.**
6. **Town Clerk/Tax Collector: TC/TX Susan Wagoner:**
  - Budget: Okay
  - Personnel: Due to family issues, Mrs. Mitchell will only be available “on call” as Deputy Town Clerk/Tax Collector.
  - Equipment: Server will be installed after new outlet is installed in foyer.

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Chairman Guiry requested that Mrs. Wagoner decrease her 2011 line for new equipment to an as needed amount. Mrs. Wagoner feels that she may need to replace a printer this year.

- Due to the predicted snowstorm, the Town Clerk/Tax Collector's office as well as the Selectmen's office will be closed on Wednesday, January 12<sup>th</sup>.

Meeting adjourned at 7:20 PM.

*Barbara L. McClinton*  
*Admin. Assistant*