Department Head Meeting Minutes  
March 28, 2012  
11:00 – 12:00

Attendees: Fred Childs, Patti Mangini, Josh Dugdale, Chief Consentino, Ted Stewart, Tim Dziejchowski, Dave Williams, Chief Murphy, Alan Phair, Diane Heer, Bob Jones, Sue Killam, Todd Barbera, Bill Innes

The meeting was opened @ 6:30 PM

- LGC “Slice of Life” training for employees – want to do it?  
  - The committee would like to know if part time employees and volunteers can buy into the Town’s insurance policy and the group rate – **Action Item: Bill I**

- Building security issues –  
  - Locking up at night – The individual responsible for the meeting is responsible to ensure that the doors to Town Hall are locked when they leave  
  - Clerk/Tax Collectors offices – Discussed DOL report – architect developing drawings. Will go out to bid soon  
  - Back Door replacement - RFP is out, responses coming in

- Town Hall and Fire Department sidewalks  
  - Will put out RFP’s within two weeks

- Air quality issue at the Police Department  
  - RFP will be out within 10 days

- Terms of employees/volunteers  
  - Appointments coming due – please look for or advertise for volunteers. Open position document will be distributed on or about 4/15 with current volunteer applications  
  - Sandra’s project re: current employees – Please fill out the for letting Sandra know when an employee should no longer be on our books

- Use of e-mail at home  
  - Use Town e-mail accounts to send/receive Town related e-mails

- “Out-of-office” rules  
  - If your office will be closed during normal business hours, please put a note on your door stating when you will be back and refer them to the Selectmen’s office

- Need for reorganization meetings  
  - Each department is required to hold a “reorganization meeting to elect officers, set a meeting schedule (days/dates/times/posting), determine who will take meeting minutes, etc.

- Injured on the job  
  - Call LGC  
  - Fill out form in Selectmen’s within 5 days

- Policies and Procedures document  
  - Please have all Town employees read the P&P document then sign and send to Bill I. Time frame – May 28, 2012

- What are we doing/trying to accomplish – What are the main things that each department is trying to accomplish, timeframes, current status, help needed, etc.  
  - Bill I, Town Administrator – Updating and consistency in policies/ordinances; job descriptions, etc.; Improving information on the web site; lots of RFP/Q’s to be sent out  
  - Patti Mangini, Recreation/Supervisor of the Checklist – Preparing for next election; the Presidential election will be held at the Community Center; request for naming East
road Park; Memorial Day Parade – need FD to check flag pole hangers on the lamp posts and the flags.

- **Chief Consentino, Police Department** - Building their Capital Improvement Plan; would like to create a capital reserve for the PD; Would like to know status of the PDSOP
  
  **Action Item – Bill I to check with Selectmen to determine status of the SOP**

- **Tim Dziechowski, Conservation** – Town firewood program – approximately 100 cords of wood to be cut behind the Community Center with log lengths brought to the dump. Wood to be cut to wood stove length and made available/distributed by the Conservation Commission; with the garden club, develop a program to create awareness and removal of invasive plant species, e.g., bittersweet orange; would like volunteers for the commission.

- **Dave Williams, ACTV-20** – Would like to have more visibility within Town – please send all questions or requests that you have or may receive to Dave for his response; Doing prep work in his booth to move to a new server room when built.

- **Chief Murphy, Fire Department** – Regarding the capital reserve, is starting work on getting a new truck based on recently passed warrant article; working with library on grant for a power generator; **Action Item – With Bill I, put together a grant for a generator for Town Hall; Action Item – Bill I to make Reverse-911 a priority in the Town’s communications strategy**

- **Alan Phair & Diane Heer, Library** – Installing handicap accessible automatic front doors at the library – **Action Item – provide Bill I with information for TH front doors;** Would like to know role of the library as a warming station during emergencies **Action Item – Chief Murphy to pull together the Library and Community Center to develop a ‘use plan’ for the three building (including the fire station)**

- **Bob Jones, Building Inspector’s office** – There are issues with residents not getting permits before they start work on their house. **Action Item – Dave W to work with Bob to help put together an advertisement for ACTV; Note for Bob – is the web site up to date on permitting requirements and coats?**

- **Sue Killam, Planning, Zoning** – Would like candidate names for the Town’s Capital Improvement Planning Committee; Concern for safety in her office **Action item – Bill I to discuss with Selectmen**

- **Todd Barbera, Technology Committee** – The ATC is installing VIMEO on the web site, this will allow for viewing of video files taken from pre-recorded meetings; A test Twitter account has been set up on the web site

- **Other Items** – The Town Clerk has requested that the clerk’s office have the ability to take credit card payments for automobile and dog licenses. Todd b and Bill I are meeting with the Town Clerk and a credit card company to determine feasibility; Why can’t part time employees have their pay checks deposited directly into their bank checking or savings accounts **Action Item – Bill I to check with Sandra;** The Town needs a way to introduce new Town employees to the rest of the Town, e.g., new members of the PD – more discussion required.

  - It was agreed that the Department Heads would meet on a quarterly basis, day, dates and times to be determined

The meeting was adjourned at 9:00 PM

Respectfully submitted by Bill Innes – 4/5/12