



**Office of Board of Selectmen  
Town of Mason**

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## Selectmen Meeting 2/28/2023

*Approved Minutes*

**Present:** Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney; Accountant Brenda Wiley; Facilities Manager Wally Brown

**Called to Order:** The meeting was called to order at 7:32pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above.

**Approvals:**

- Noted that the accounts payable and payroll manifests had been reviewed and approved prior to the meeting.
- Minutes of 2/14/2023 BOS/HWY meeting - Kate motioned to approve with changes, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye.
- Minutes of 2/14/2023 BOS meeting - Kate motioned to approve with changes, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye.

**New Business:**

- Kate motioned to move forward with WEX Fleet for gas cards, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye.
- Wally discussed his plans for retirement and future employment with the town. Wally will review a job description that was drafted for his current position and return any corrections to Jen by next week.
- Selectmen reviewed that shoveling around the open town buildings needs to be done before the buildings open for the public.
- Wally and Selectmen arranged a site walk for all town buildings on April 1, 2023 at 9:00am.
- Charlie reviewed a memorandum drafted for all board and committee members regarding RSA 91-A requirements. All Selectmen to review.
- Kate reviewed a policy drafted for the process of spending town funds by employees. Selectmen signed this policy, Jen to distribute to department heads.

**Old Business:**

- John gave an update that he has not received any return communication from the state regarding the Jed's Lane grant. John plans to go to Concord in person for an update.
- John will gather data on wireless / continuous decibel equipment for the next meeting.

**Adjournment:** There being no further business, Kate motioned to adjourn, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye. Meeting adjourned at 8:25pm.

Respectfully Submitted,

*Jennifer Tenney*

BOS Administrative Assistant