



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

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Selectmen Meeting 11/28/2023

Approved Minutes

Present: Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney; Accountant Brenda Wiley; Chief Tony Burns, Building Inspector Jacob Olson

Residents: Kathy Chapman, Jeff Babel

Called to Order: The meeting was called to order at 7:58pm 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 11/14/2023 BOS / HWY meeting - Kate motioned to approve as written, second from John. Roll call vote Kate-aye, Charlie-abstain, John-aye.
- Minutes of 11/14/2023 BOS meeting - Kate motioned to approve as written, second from John. Roll call vote Kate-aye, Charlie-abstain, John-aye.

New Business:

- Met with Jake to review the proposed 2024 Building Inspection budget. Selectmen plan to have a hearing next year to include proposed building code updates, permit updates as well as implementing a 25% permit fee increase. Jake will submit proposed building code changes to the Selectmen by January 9th, 2024. Also discussed training and CE requirements for both the building inspector and health code enforcement position. Selectmen accept proposed 2024 budget.
- A non-resident requested approval for a quarry parking permit; Selectmen confirm these permits are for Mason residents only at this time.
- Kate recommends changing line item #4311-13 from “Road Restoration” to “Road Maintenance”. Selectmen Moser and Suiter are in favor of this.

- Kate recommends getting more detailed information from the Conservation Commission regarding their proposed budget, available funds and expenditures. Selectmen Moser and Suiter agree.
- Jen informed Selectmen of recent correspondence from Board of Adjustment Chair Bob Young with his intent to leave the board in January 2024.
- Jen shared a correspondence from Facilities Manager Wally Brown stating the town vehicle he drives will need replacing next year; Kate to speak to him for more details.
- Reviewed proposed 2024 budget:
 - “Elections” increase due to four elections in 2024.
 - Further review of “Government Buildings” will need to be done. A previous prospective candidate as the Facilities Manager may be available for hire. John will invite this candidate to the next Selectmen meeting.
 - Will leave line item #4290-01 Emergency Management as is; CodeRED cost is applied here as well.
 - Kate updated Charlie on the 2024 proposed budget discussion that happened at the last meeting since Charlie was absent.

Old Business:

- Jen to contact Microtime to discuss accessing the OneDrive, accessing e-mails and implementing two-factor authentication.

Public Comment:

- Jeff Babel met with the Selectmen to discuss the ability to purchase supplies and inventory from the Department of Administrative Services Procurement and Support Services – Statewide Contracts.
- Kathy Chapman shared a suggestion of sharing more information regarding how tax rates are set.

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 9:49pm.

Respectfully Submitted,
Jennifer Tenney
 BOS Administrative Assistant