



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

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Selectmen / HWY Staff Meeting 6/28/2022
Approved Minutes

Present: Selectmen Kate Batcheller, John Suiter; Admin Asst Jen Tenney; Road Agent Dave Morrison & Accountant Brenda Wiley

Absent: Selectmen Charlie Moser

Called to Order: The meeting was called to order at 6:02pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above

Meeting Discussion:

- Budget – overall it appears to be as expected. The larger bills tend to come towards the end of the year.
 - Line item 4311-06 (Overtime Wages) overtime has been down, great job.
 - Line item 4311-16 (Calcium Chloride) the price of magnesium has increased \$0.12/gallon.
 - Line item 4311-17 (Signs) caution for horseback rider signs are included in the current budget. Dave looked into ordering signs from the state prison, it is not cheaper. Roughly five street signs need to be replaced.
 - Line item 4311-24 (Hired Equipment) hammer cost for crushing stone is already taken out. The remainder funds are for the mowing contract.
 - Line item 4311-32 (Aggregate) we will look at ordering a large quantity in the fall like we had done in the previous year.
 - Line 4312-05 (Equipment Maintenance) the backhoe job bucket is leaking. Parts are ~\$2k and labor is \$190/hr. The full job is expected to cost around \$5k.
 - Line 4312-07 (Tires) funds for new tires will likely be used this year.
- Project Updates
 - Crack sealing contract was signed.
 - Mowing dates have still not been confirmed.
 - The cost of paving Greenville Rd has increased by \$7.50 per ton times 1,050 tons for a total of \$7,875, this may change when paving is actually completed later this year. The increase in paving cost will be taken out of the encumbered funds.
 - Shimming project is expected to increase in cost as well. Dave anticipates it being increased by roughly \$5k. Dave intends to decrease the project size to help with the cost increase.
- Misc
 - Fuel tank update – The report was filed with the state today. Dave to follow up with the state to discuss our compliance and plan for repairs. The Diesel Direct contract for the rented diesel tanks were reviewed. Jen to get a certificate of coverage from Primex and turn in completed contract.

- Petroleum Reimbursement Fund – Dave will make copies and give to John who will head this project. Likely a final decision will be made at the next Highway Department staff meeting.
- Fuel saving ideas were discussed. Dave and the highway team plan to decrease idling and combining trips. Dave plans to look into getting other employees certified with the fuel tanks.
- Sergeant Fortin asked Dave if the emergency access portion of Scripps Lane can be maintained and improved? Dave states this is doable but a gate would need to be installed so it isn't used by unauthorized vehicles. Kate recommends looking at this during budget season for a 2023 project.
- Dave informed the Selectmen he thought he needed to wait several months before he can start bringing the highway department pickup truck home for on call use. He was recently made aware that he was in fact allowed to bring the truck home a few months ago. Dave has been using his own vehicle for on call trips. Dave will start to take the town pickup truck home at night.
- Knotweed update – Dave spends about 20 minutes to do a knotweed patrol around Meetinghouse Hill and roughly 30 minutes around the salt shed and highway/fire station per week. Other highway employees spend about 6 hours per week cutting down knotweed. It is concluded Dave does not have the appropriate labor and supplies available to manage the knotweed per the Conservation Commission recommendations. Kate recommends Dave stops patrolling Meetinghouse Hill but may continue to monitor the knotweed growth around the salt shed and highway barn for equipment management purposes. Selectmen are in agreement.

Adjournment: There being no further business, Kate motioned to adjourn, second from John. Roll call vote Kate-aye, John-aye. Meeting adjourned at 6:52pm.

Respectfully Submitted,

Jennifer Tenney

BOS Administrative Assistant