



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

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Selectmen / HWY Staff Meeting 9/27/2022
Approved Minutes

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

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 – appears to be on target and managed well.
 - Line item 4311-02 (Road Maintainers) appears on track. If Dave is considering adding another full-time employee, this will need to be presented to the Selectmen during the budget meeting.
 - Line item 4311-05 (Part-time Wages) will increase when plowing starts.
 - Line item 4311-13 (Road Restoration) currently includes stone crushing invoice. This invoice is to be split between this line item and 4311-32 (Aggregate) so no encumbrance will be needed.
 - Line item 4311-14 (Patch) small amount left at the barn, not much needed for the roads now.
 - Line item 4311-15 (Culverts) not expecting to purchase more. It will be mentioned in the upcoming town report that the remainder of the funds for this line item were shifted to line item 4312-14 (Vehicle Fuel) to offset diesel inflation.
 - Line item 4311-16 (Dust Control) no more needed.
 - Line item 4311-17 (Signs) will plan to replace missing street signs next year. If a sign is not an emergency, then plan to wait until 2023.
 - Line item 4311-19 (Salt) Dave has set contract pricing. Will likely need two loads this year.
 - Line item 4311-24 (Hired Equipment) Dave arranged to trade the mower for \$1k of labor from Brookline Mowing.
 - Line item 4311-32 (Aggregate) Selectmen approved Dave to order \$12k as soon as he is able to use for mud season.
 - Line item 4312-04 (Dues & Education) will be slightly over from upcoming course.
 - Line item 4312-06 (Edges for Plowing) Dave anticipates all will be used.
 - Line item 4312-07 (Tires) Dave to see if all needs to be used since truck #070 off the road.
 - Line item 4312-08 (Chains) Dave anticipates all will be used.
 - Line item 4312-10 (Radios) Dave does not anticipate needing.
 - Line item 4312-12 (Safety Equipment) will be used on winter gear.
 - Line item 4312-13 (Tools) Dave anticipates all will be used.
 - Line item 4312-14 (Vehicle Fuel) any remaining funds will be shifted to cover fuel inflation.
 - Line item 4312-16 (Highway Vehicle & Equipment) Dave does not anticipate needing.

- Line item 4312-22 (Supplies) Dave to spread out the cost throughout the year next year. This line item will be used for shop supplies. Any vehicle supplies (oil, carburetor cleaner etc) will be put under line item for vehicle maintenance.
- Line item 4312-24 (Office Supplies) Admin Asst Jen to discuss ordering bulk office supplies/paper products through her at 2023 budget meeting.
- Project Updates
 - Greenville Rd & Jackson Rd – Paving done and looks great.
 - Mowing and crack sealing going well.
 - Fuel Tanks – Still waiting to hear from the state regarding fuel distribution site use. Dave spoke to the Country Mile and we are able to use their location for fuel. Dave also went to a public works expo and gathered information for new tanks. Selectmen decided to not replace fuel tanks at this time. We will continue to rent one 500gal above ground diesel tank and will begin to use the Country Mile and state fuel distribution locations as this will save the town money in the long run. Dave will be given one credit card for Highway Department fuel use.
- Misc
 - Dave looked into the cost of an LED enhanced speed limit sign for the center of town. A solar powered, motion activated flashing sign would cost about \$1500. John will check with the state to see if the speed limit in the school zone can be changed to 25mph before pursuing further.
 - Dave looked into pricing of renting a seasonal plow truck as a replacement truck for #070; the cost would be roughing \$12k for 4 months. A rough quote for a new Ford truck started around \$49k. In August, the NH DOT made a special one-time highway payment to the town in the amount of \$65,140.61. Per NH DOT, these funds are to be used for the maintenance, construction and/or reconstruction of Class IV and V Highways. The Selectmen are in agreement to replace truck #070 with these funds. Dave to find replacement vehicle.
 - Dave reports Road Maintainer Roy has completed Road Scholar II and Road Maintainer Sean has completed Road Scholar I training.
 - Dave to check with the state to see if it is ok to put culverts in on Starch Mill Rd since engineer has already done the surveying.

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 7:10pm.

Respectfully Submitted,
Jennifer Tenney
BOS Administrative Assistant