



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

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Selectmen / FD Staff Meeting 11/22/2022
Approved Minutes

Present: Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney; Accountant Brenda Wiley; Fire Chief Tony Burns; Librarian Judy Forty; Resident Garth Fletcher; Non-resident Larry Crosby

Called to Order: The meeting was called to order at 7:24pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above.

New Business:

- Brenda discussed the year-to-date budget and anticipates the Fire Department to come in around \$5k under budget.
- We are currently in the cascade system for the upcoming AFG grant process that will open in January. It was discussed that \$4500 will need to be added to the 2023 budget for the grant writer to cover the next round of applications in September 2023.
- Chief Burns would like to remove the fax line as it is not needed, Jen to look into.
- Chief Burns asked what the process is to bring on new staff. Selectmen discussed that they would like to meet potential candidates at a Selectmen's meeting prior to appointment.
- Chief Burns discussed that some portions of the state firefighter training program that will lead to certification will be completed here in house. Details are still being worked out.

Proposed 2023 Budget Discussion

- 4220-02 (Paid on Call Wages) Proposed amount based on the increase of EMS calls (currently at 30%) and payroll for training hours. Selectmen would like to see what the call total for 2022 was and increase that number by 30%, then add the proposed amount needed for training hours in order to get a more accurate budget amount. It was also suggested to make a separate line item for "Certificate Wages" to be able to separate the training hours from the EMS calls.
- 4220-08 (Officer's Expenses) Change description to "Dues & Subscriptions".
- 4220-11 (FD Physicals) Decrease to \$1. Chief to see if physicals can be done by the individual's provider or if it has to be done by the state.
- 4220-12 (Training) Increase due to Firefighter I & II course costs and public safety education supplies.
- 4220-30 (Turnout Gear) Budget includes 3 sets of turnout gear and one replacement jacket. Chief states he may be ok with just 2 sets of turnout gear. Selectmen suggest leaving the proposed line item as is and revisit at the next staff meeting.
- 4220-31, 32, 33 (Electricity, Heat, Telephone) Brenda to double check estimated amount.
- 4220-40 (Radio Repair) Chief Burns explained the increase is due to the annual maintenance contract doubling and the need for antennae and batteries for the donated radios from Milford. Chief also budgeted for wireless headsets for use while in the vehicles. Selectmen suggest a warrant article in the amount of \$7750 for the headsets.

- 4220-41 (Code Books) Proposed amount includes digital code books to use in the field. There may be a need for electronic devices to better access the digital books while in the field; Chief Burns is looking into grants for this. Chief explains there is an annual subscription cost for the digital books.
- 4220-42 (Vehicle Maintenance) \$5k budgeted for the replacement of the E-1 exhaust brake.
- 4220-43 (Fuel) Selectmen suggest increasing to \$850 due to rising fuel cost and the addition of the command vehicle.
- 4220-44 (Equipment Maintenance) Chief Burns to re-evaluate and discuss with Selectmen.
- 4220-46 (Office Supplies) Proposed budget included the cost of a commercial copier lease; Selectmen decline the addition of this and asked Chief Burns to rework the amount.
- 4220-50 (Waterhole Maintenance) Chief Burns to re-evaluate and discuss with Selectmen.

Adjournment: There being no further business, Kate motioned to adjourn, second from John. Roll call vote Kate-aye, Charlie-aye, John-aye. Meeting adjourned at 8:17pm.

Respectfully Submitted,

Jennifer Tenney

BOS Administrative Assistant