



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

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Selectmen / HWY Staff Meeting 11/22/2022  
*Approved Minutes*

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

**Called to Order:** The meeting was called to order at 6:04pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above.

**New Business:**

- Brenda reviewed the year-to-date budget and anticipates ending the year about \$14k under budget. Given the unexpected challenges 2022 presented to the Highway Department, Selectmen are extremely pleased with this and congratulates Dave and the Highway team.
- Selectmen inquired about overtime pay amount; Dave explained it was due to employees on vacation time and the need for salting. Overtime tends to happen at the end of the day when a project has taken more time to complete. A discussion to decrease overtime by using part time employees followed. Dave to also consider if it is worthwhile to hire an additional part time employee.
- Dave anticipates being done with the magnesium this week and will switch out that tank to the sander.
- Kevin Keenan is now a Road Scholar and is studying for his CDL.
- The NHDOT tags for state fuel have come in and will be distributed. The department credit cards for fuel have also come in. At this time, employees are to go to the Country Mile with the department credit card for unleaded fuel. We will do this until the first week of January 2023 and review how the process has been working. If running smoothly, the second rental tank with unleaded fuel will be used up and returned, leaving only the one rental tank for diesel fuel.
- Maintenance worker Jon Jonis will work with Dave to be trained on snow plowing and will focus on snow removal around the center of town.
- Dave is interested in moving the salt shed and plans to look into the land behind the salt shed. Dave states surrounding towns salt sheds cost upwards of \$125k. Dave is interested in moving the shed in 2024 and hopes to have a proposal to present for future budget considerations.
- Dave is to check with the state to see if there is a timeframe where the underground storage tank needs to be removed by. Dave will also discuss funding from the state and review with the Selectmen.
- Dave proposed bringing back benefits for part time employees. Brenda will provide totals for some options and review with the Selectmen at the next meeting.

Proposed 2023 Budget Discussion

- 4311-11 (Drug & Alcohol Testing) Increase to \$1600 to account for price increases.
- 4311-12 (Consulting Engineer) Change to \$1 as place holder.
- 4311-13 (Road Restoration) Change to \$160k (due to price increases) and include a \$40k warrant article. First project priority will be to pave Mitchell Rd (~\$15k) and Firemen's Bend (~23k). Once complete we can move onto chip sealing. Chip sealing estimate for Townsend Rd, Campbell Mill Rd and Wilton

Rd is ~\$164k; All three roads likely will not get done, the priority for chip sealing will be in the order as listed above. Dave can consider other needs, such as mowing and crack sealing, after town meeting.

- 4311-14 (Patch) Decrease to \$4k.
- 4311-17 (Signs) Price have increased roughly 30%, keep at proposed \$2k.
- 4311-18 (Hired Plows) Dave to get a quote for current rates and revisit line item with Selectmen. Line may be removed from the 2023 budget.
- 4311-19 (Salt) Price increased \$5/ton, change to \$18k.
- 4311-24 (Hired Equipment) Keep at proposed amount of \$10k to include mowing, hammering and ledge work.
- 4311-27 (Tree Work) Decrease to \$1 since it will not be used.
- 4311-32 (Aggregate) Proposed amount includes hammering stone at the pit. Dave also anticipates a larger need for aggregate for Firemen's Bend, Mitchell Rd and mud season.
- 4312-02 (Electricity) Decrease to \$6k as we are locked into a lower cost until November 2023.
- 4312-06 (Edges for Plowing) Decrease to \$7100.
- 4312-07 (Tires) Dave to see if replacement tires will be needed and get an estimate to encumber funds.
- 4312-08 (Chains) Keep at \$2600.
- 4312-13 (Tools) Decreased as it was increased last year for a laser level and battery charger. Selectmen advised Dave to purchase a voltmeter now.
- 4312-16 (Highway Vehicle & Equipment) Decrease to \$1 since hasn't been used.
- 4316 (Street Lighting) Keep at \$1600.

**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 7:21pm.

Respectfully Submitted,

*Jennifer Tenney*

BOS Administrative Assistant