



## Office of Board of Selectmen Town of Mason

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Selectmen Meeting 8/25/2020  
Approved Minutes

**Present:** By roll call, using the Zoom platform – Pete McGinnity, Charles Moser, Louise Lavoie – selectmen; Kathy Wile, AA; Brenda Wiley; Mike Judge, Darrell Scott, and via audio only Kathy Chapman and Curt Spacht. Lee Lemoine was admitted by audio during the approval section of the meeting.

**Called to Order:** The meeting was called to order 7:33 PM by Chair Louise Lavoie. She began the meeting by reading the procedures for electronically held meetings pursuant to the Governor's executive order 2020-04. That document is attached to these minutes. The meeting had been posted on the town website, and on the bulletin boards at both the Mann House and Town Hall. She then proceeded to take attendance by roll call, reflected above.

### **Approvals:**

- Noted that the accounts payable and payroll manifests had been reviewed and approved prior to the meeting by selectmen.
- Minutes of the August 11, 2020 meeting had been reviewed by all selectmen. Louise noted a correction to the abbreviation of the NH Public Library Association. Motion from Pete to accept the minutes as amended, second from Charlie. Roll call vote to approve the minutes of 8/11/20 as amended – Pete-aye, Louise-aye, Charles-aye.  
Minutes of the August 17, 2020 staff meeting with Road Agent Dave Morrison, had also been reviewed. Louise noted a spelling error in the word "hoe owner" should be amended to read "home owner" on p2. Motion from Charlie to accept the minutes of 8/11/2020 staff meeting with HD as amended, second from Pete. Louise-aye, Charlie-aye, Pete-aye Minutes of 8/17/2020 staff meeting accepted as amended.
- Noted that the DRA form MS-1 had been prepared by Assessor Todd Haywood, and signed by all selectmen prior to the meeting.
- Two (2) Intents to cut Timber applications had been received. Noted that these had been reviewed and signed by all selectmen prior to this meeting.
- The Hired Plow Contract had been revised to serve the 2020-21 plow season. Noted it had been reviewed and signed by all selectmen prior to the meeting, and will be passed along to the contractor for signature.
- The Agreement for the GOFERR Funds request had been prepared. Noted it was reviewed and signed by Selectmen prior to the meeting. Also noted that Selectmen authorize Admin Ass't Kathy Wile as the designated signer for the GOFERR paperwork.

### **New Business:**

- The next meeting of the BOS is currently scheduled for Sept 8, 2020, which is also the date of the State Primary Election. It was decided to reschedule the general meeting for Thursday, Sept 10, 2020 at 7:30 PM. The staff meeting scheduled for 9:00 AM on Sept 8 will be kept on the schedule for that date/time.
- A request had been received from St Joseph's Community Services for funding. Selectmen had not received that information, and will revisit this request at the next meeting after they have a chance to review it.
- Wally Brown, buildings manager, has requested approval to purchase replacement windows for the Sunny Valley Schoolhouse. The money would come out of his budget, and would make the building weather-tight for the first time in many years. His request to spend over \$1500 needs approval by BOS, Charlie motioned, second from Pete, to approve the request as long as the replacement windows are consistent with the renovation guidelines as required by preservation organizations, and that the cost be able to be fully absorbed by his budget. Roll call vote to approve – Louise -aye, Charlie-aye, Pete-aye.  
Adding a new line item to the buildings and grounds budget for 2021 for vehicle costs will be done to reflect the town owned vehicle for Wally's use (he has been using his own vehicles). Insurance, fuel and maintenance will be included in that line item. Further discussion on the possible use of decals on the doors to distinguish it as a town vehicle but not a police cruiser.
- Mike Judge and Lee Lemoine of the Mason Broadband Committee were on hand for a discussion on the Consolidated Broadband proposal and the proposals received as a result of the RFP the committee had sent out to multiple providers. Benefits/drawbacks of both approaches were discussed, and in conclusion the selectmen were in agreement that the Consolidated/CARES project is the best route for the town to take, and are 100% behind that process which has already begun. Mike reported that work on physical level scheduled to begin mid-Sept in running the fiber on poles, hookup to individual properties will be done after that initial work is completed.
- Alanna Casey, webmaster, has been looking for a volunteer to help with website updates. Curt Spacht has offered to do so, and she recommended him for the position after having some conversation with him. After a brief conversation with Curt, Louise moved to accept Alanna's recommendation to appoint Curt as a volunteer assistant to the webmaster. Second from Pete. Roll call vote – Louise -aye, Charlie-aye, Pete-aye. It was further agreed that Curt should sign a volunteer waiver, which Kathy will email to him.
- A request had come to BOS from the PB for a paid PB clerk position for 8 hours/week, to handle minutes, track deposits of fees paid, and do runs to the registry of deeds as needed. Charlie noted he had suggested a land use board/building inspector clerk position last year. While there is a perceived need for such a position, given the busy nature of current boards on a personal level, selectmen agreed this is not a good time to add another employee to the town. There was no vote taken to approve the creation of such a position.

### **Old Business:**

- Election update was the next discussion. Charlie reported that the working group of moderator, town clerk, SOC and himself have met, devised a plan for the physical layout for the Town Hall, and will be meeting again the morning of Aug 27<sup>th</sup> for any new details. He added that SOS office is running a series of webinar updates, multiple times, and he will forward all election officials that schedule.

- Town buildings re-opening was discussed. Agreed to continue to follow guidelines, keep open by appointment only, and offer the option of live or zoom meetings for committees. This will continue to be re-evaluated at each meeting.  
The discussion turned to the lighting update – it is 99% complete, requires some small items to be completed as well as a walk-through by the MEC.
- Town Hall Renovation Committee has been meeting, has requested proposals for the drainage work and received one proposal back. They are discussing numerous ideas for fundraisers as well as pursuing grant possibilities – cannot actually write grant applications for anything beyond the drainage at this time, as there are no known costs at this point. Pete will relay a request to get a fuller picture of the costs involved for the entire project.
- MEC, represented by Kathy Chapman and Darrell Scott, asked where BOS was on the decision for posting power point presentations or videos within the MEC portion of the website. Selectmen admitted to having not had time to go through their proposal, and asked to re-visit it at the next meeting. Kathy will bring a sample slide of what it would look like to them before the next meeting as well.
- Road engineering update – Russell Road documents have been submitted to the state, Kathy will clarify if they have been accepted or how long they may be pending. Plans should be delivered on Th Aug 27<sup>th</sup> to both HD and Mann House. It was agreed the money voted for this project will need to be encumbered if permitting delays the project until 2021. Surveying for the Abbott Hill/Starch Mill intersection area has been completed, plans will be designed by November 2020 for 2021 funding.
- HD vehicles – looking at a substantial repair bill for one of the vehicles prompted Pete to investigate the option of doing a municipal lease for a new truck. Cost would be spread over 5 years, no buy out at that time. Agreed a new line item within the HD budget would be established to fund it. The capital reserve line would be continued for other equipment replacements. Question was raised if the town could use the money currently in that line to pay the lease amount and get the truck this year – that will be asked of DRA.

#### **Informational Items/Communication:**

- Charlie had recently spoken with Atty Drescher regarding the question raised by the cemetery trustees. He requested there be a non-public session regarding the conversation.

#### **Public Forum:** no comments from the public

**Non-Public:** Motion to enter Non-public session made by Charlie, seconded by Pete by reason of RSA91-A:3,II(c) matters affecting adversely the reputation of an individual other than a member of the Board. Roll call vote to enter non-public session – Pete-aye, Charlie-aye, Louise-aye. Entered non-public session at 8:55 PM.

Returned to public session at 9:09 PM. Motion from Charlie, second from Louise to seal the minutes to avoid adversely affecting the reputation of any person other than a member of the board. Roll call vote to seal the minutes – Pete-aye, Charlie-aye, Louise-aye.

#### **Adjournment:**

There being no further business, Louise motioned to adjourn, second from Pete. Roll call vote to adjourn – 3 ayes. Meeting adjourned at 9:10 PM, zoom meeting forum closed by Louise.

Next regular meeting will be Thursday September 10, 2020 via the Zoom platform, at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant