



Selectmen Meeting 10/10/2017

Approved Minutes

Present: Selectmen Louise Lavoie, Bernie O’Grady, Charles Moser; Kathy Wile, Brenda Wiley; John DuVarney, Kevin Maxwell; members of the public Bob Bergeron, Nancy Richards, Harry Spear.

Called to Order: The meeting was called to order by Louise at 7:30 PM.

Approvals:

- Noted that Accounts Payable and Payroll Manifests were signed.
- Minutes of the September 26, 2017 BOS meeting were reviewed. Charlie directed a question to the other selectmen, asking why checks went through the general fund from a Trust fund, as opposed to a check being written directly to the vendor/service provider submitting the invoice? Discussion concluded that it is the prescribed path of payment for all trust funds, and provides a check and balance between commissions, trustees and BOS. With no further discussion, Bernie motioned, second from Charlie, to approve minutes of 9/26/17 BOS meeting as written. 3 votes to approve minutes. Louise will submit minutes of 8/29 and 10/1 to office for consideration at the 10/24 meeting.

New Business:

- The original contract between Hollis Communication Center and the Town of Mason was reviewed in preparation for discussion with John DuVarney, Manager of the Center and Chief Kevin Maxwell. John began by saying the updated contract was essentially the same, good for the next 3 years, same amount and same quarterly payment schedule. He added it was a pleasure to work with staff of Mason PD, FD and HD. Discussion began around the advisory committee for HCC – Bernie noted that Mason did not have a representative. John said Brookline currently does not either, but someone is always welcome to join. He said Hollis Chief Sartelle will be moving to the Townsend PD, and Hollis will be looking for a new chief who will also be on the advisory committee. Charlie mentioned he had two questions; the first was a contract question. The section regarding insurance had been left blank – why? John wasn’t sure anything was required there, but will check back with the office in the morning. The second question was how dispatch decided who to call when there was a Mason call and PD is off duty. John said the standard is to call State Police. BOS said they were looking for clarification to provide the best model for future planning purposes. Selectmen agreed they were ready to sign the contract, which they all did as witnessed by John DuVarney; a copy of the signed contract was made for the Mason office to keep.
- Adjusted Journal Entries was the next topic, discussed with Bookkeeper Brenda Wiley. The auditors requested that all after the fact accounting adjustments, such as moving payroll tax amounts from payroll to department accounts, be signed by selectmen. There were 12 such adjustments so far this fiscal year, which selectmen reviewed with Brenda and signed. She will keep them up to date for the future and include any adjustments in the back of the manifest folder for them to sign on a regular basis.

- Investment Policy of the Town was another item with Brenda – this should be officially updated every year. Kathy will check to be sure the RSA's quoted within the policy have not been amended, make any changes and bring it back to selectmen for signature once it is updated.
- Potential Tax Rate – DRA has responded with a proposed Tax Rate for 2017. Selectmen can decide on using any of the Town's fund balance toward offsetting the tax rate, though DRA recommends a retention of at least 10% of operating budget. Charlie said he would like to keep the rate even, while keeping the fund balance healthy, and was comfortable using \$40,000-50,000 of the fund balance. After discussion consensus was to use \$50,000. Louise proposed using \$50,000 of the town's fund balance to offset the 2017 tax rate proposed by the DRA. Second by Charlie, 3 votes to approve use of \$50,000 from fund balance to offset the proposed tax rate.
- Proposed budgets from department heads – no deadline set, but Brenda will get blank forms out to them so they can work on their proposals for next year. Sooner the better!
- Granite Hill Municipal Services contract renewal was discussed. While noted it was the same contract, the question of what is gained by doing cyclical, and are we paying twice for the same thing was raised. An email from Todd was referenced, which explained that the cyclical provide database updates which prepare for the revaluation. The email will be reviewed and contract signed at the next meeting.
- Forestry Committee has requested a check for a Wetland Permit Fee. They are investigating the possibility of doing a thinning cut at the site of the sand pit. Harry will bring a copy of their meeting minutes to the office, so approval within the meeting can be kept with the check information.

Old Business:

- HD building update: The dumpster is gone, Brenda should be expecting an invoice for it from Shaw's.
Following the rain the other day, the ceiling was wet in the office building – seems there is a gap below the plywood on the back side of the building where the water is getting in, which will need to be fixed.
Wally needs to move the heat vent
Louise will follow up on tarp prices and get back to everyone with those numbers.
The excavator will be notified once the wetlands permit is in hand.

Informational Items/Communication:

- Official notice that the state forest rangers districts have been modified. A copy has been sent to Chief Greenwood, and the original will be kept on file in the BOS office.

Public Forum:

- BOS office had received a call from Townsend Ecumenical Services asking where the clothing bank that served Mason was. No one seemed sure, and suggestions included asking the church, calling Becky Crouther at the Hollis DPW, or checking with Sacred Heart Church in Greenville.

Non-Public:

none

Adjourned:

There being no other business, Louise motioned, second from Charlie, to adjourn the meeting. Three votes to adjourn at 8:51 PM.

Next regularly scheduled meeting will be October 24, 2017 at 7:30 PM at the Mann House.

Respectfully Submitted,
Kathy Wile
Administrative Assistant