



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

16 Darling Hill Road – Mann House  
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Selectmen Work Meeting 10/18/2019  
Approved Minutes

**Present:** Selectmen Louise Lavoie, Pete McGinnity, Charles Moser; Kathy Wile

**Called to Order:** The meeting was called to order at 9:31 AM by Chair Louise Lavoie.

**Approvals:**

- Letter to the executor of the estate of William D Adams, re tax lot L-7, was reviewed and signed by Louise; other selectmen had already signed.

**New Business:**

- Personnel Handbook –

Selectmen went through the entire Town Personnel Handbook, making revisions, updates and clarifications in most sections to reflect changing requirements. Input from NHMA workshop, other towns handbooks, and a suggested generic handbook received from a HR professional.

Kathy will incorporate changes into the Mason Personnel Handbook, and selectmen will be able to review and approve changed language for further revision or approval.

**Old Business:**

- Class VI road letter was discussed briefly – Charlie will add language about snow plowing, and a work release form to bring back for approval.
- Louise will write up the response requested by USGS regarding the naming of Turtle Brook.

**Adjournment:**

There being no further business, Pete motioned to adjourn, second from Louise. Three votes to adjourn at 1:23 PM.

Next regularly scheduled meeting will be Tuesday October 22, 2019 at the Mann House at 7:30 PM. Staff meeting with Road Agent prior to the general meeting from 5:30-6:30, and meeting with the Fire Chief at 6:30.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant