



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

16 Darling Hill Road – Mann House
Mason, New Hampshire 03048
(603) 878-2070 (603) 878-4892 Fax

Selectmen Meeting 11/26/2019
Approved Minutes

Present: Selectmen Louise Lavoie, Pete McGinnity, Charles Moser; Kathy Wile; member of the public Bob Bergeron, joined by Kathy Chapman.

Called to Order: The meeting was called to order at 7:34 PM by Chair Louise Lavoie.

Approvals:

- Noted that the payroll and accounts payable manifests were signed.
- A letter of commitment with Plodzik & Sanderson P.A. for the audit of the town for FY 2019. Pete motioned, second from Charlie, to authorize Louise to sign the commitment letter on behalf of the Board. Three votes to authorize her to sign; both copies signed.
- Agreement with Dennis LaBombard, LaBombard Engineering, to provide a design for drainage system below the town hall building. Pete motioned, second from Charlie, to authorize Louise to sign the agreement on behalf of the Board, and further to encumber the \$7000 from the budget line item 6007-05, Town Building Repairs and Maintenance should the report not be completed by the end of FY2019. Three votes to authorize and encumber.
- Minutes of the November 12, 2019 evening staff meeting had been reviewed. Motion from Charlie, second from Pete to accept as written. Three votes to accept minutes of 11/12/19 evening staff meeting as written.
- Minutes from the November 12, 2019 regular meeting had been reviewed. Motion from Charlie, second from Pete to accept as written. Three votes to accept minutes of the 11/12/19 meeting as written.
- Minutes from the November 18, 2019 staff meeting had also been reviewed. Charlie motioned, second from Pete to accept as written. Three votes to accept minutes of 11/18/19 staff meeting as written.
- Request from Conservation Commission for BOS to further authorize BOS to request Trustees of Trust Funds to pay attached invoices to Bentley Management, totaling \$29,136 from the Rail Trail Expendable Fund and additional balance to be taken from CC Ashby Rd Fund. This will close out the Expendable Fund. Payment request was signed by all selectmen.
- LUCT for property on Scripp's Lane was reviewed, found to be a duplicate. With help from town clerk, it was discovered she had requested assessor to reformat the form so it could be filed as a two page document, as the owner had been charged. The complete package was approved, the 2 page administrative duplication signed.

- Report of timber cut had been processed, and tax warrant generated by assessor. Reviewed and signed by all selectmen.

Public Hearing:

Chair Louise Lavoie opened the public hearing at 7:50. The hearing was being held in accordance with RSA 31:95-b, to accept and expend unanticipated revenue received from the state of NH in excess of \$10,000. Louise began by explaining that the state had given the town \$10,576.01 as part of the budget deal made in Concord this fall. It was given to either offset the tax rate, or spend on critical needs this budget year. BOS made the decision to use the funds toward purchase and outfitting of a new (to the town) truck for HD use, the balance to come from the Highway Department Equipment Reserve Fund. The Hearing was opened to discussion. Kathy Chapman asked what other considerations of use of the funds had been made. Selectmen said they had first looked at using it to offset the tax rate, but found it literally made pennies of a difference on individual bills. The town was in need of a new truck for HD, one had been found within the price range but was not plow equipped. Timing suggested this as a use of the unanticipated monies.

There being no further discussion, Louise closed the hearing at 7:56 PM.

New Business:

- Charlie motioned, second from Pete, to accept \$10,576.01 in unanticipated revenue from the State of NH, and to use it for the purpose of supplementing the Highway Department Equipment Reserve Fund to purchase and equip a new plow truck. Three votes to accept the motion as stated.
- Primary Election – date set by NH SOS Bill Gardner for Feb 11, 2020. Selectmen agreed that their meeting of 2/11 would be moved to Monday, 2/10/20 at 7:30. As for the Primary – short discussion with Town Clerk regarding conversations she had had with the Moderator, asking that the hours be set as 8AM-7PM, and held at the Town Hall. Pete motioned, second from Charlie to hold the Primary Election February 11, 2020 at the Town Hall, polls to be open 8:00 AM -7:00 PM. Three votes to extend polling hours and hold the election at Town Hall.
- Meeting schedule for BOS for December and January was discussed. First, agreed to move the Dec 24, 2019 meeting to Monday Dec 23, 2019 at same time of 7:30 PM. Staff meeting with Fire Chief at 6:30. It was further decided that the dates between regularly scheduled meetings of Dec 3, 17, 30 and Jan 7 and 21 of 2020, would be used for budget consideration and discussions to include department heads. Louise will develop a schedule to share with department heads for their planning. Budget Hearing will be Feb 10, 2020 within the regularly scheduled BOS meeting.
- Cemetery plot deeds was the next item for discussion. In researching a related topic for a client, Charlie came across RSA 289-7 regarding the powers and duties of Cemetery Trustees. Item (e) states “Prepare deeds of cemetery lots for the governing body to sign.” Traditionally, these have been signed by the Trustees. NHMA attorney was asked for his interpretation, and he said is clear the governing body is the BOS, and that procedure should be followed going forward. Cemetery Trustees will be emailed with the RSA attached explaining the required change in procedure, and will be advised they will need to update their by-laws when they next meet.

Old Business:

- Contract proposed by Innovative Surface Solutions for calcium chloride had been reviewed by Charlie and notes/concerns shared about some of the language. Charlie will re-write with his suggested revisions for return to the company for their comments, but it was further agreed that with the modifications Charlie was proposing added, BOS would be willing to sign the contract. Russell Rd engineering study was the next topic. A sixth option had been explored and presented, using more town materials and labor, different materials/system for culverts and resulting in a significantly less expensive project. Further noted that Russell was on the paving list for next year, and will need to be pushed out to 2021 so improvements can be made. After discussion, it was agreed to see what the cost for proceeding with the permitting and engineer's time will be this fiscal year to be sure that amount is available within this year's budget.

As a side discussion, need for wetlands permitting for CC quarry access bridge replacement was a concern; Pete offered to attend their next meeting to get a better understanding from that committee.

- Hiring decisions for Highway Department was mentioned by Pete, who said he was in favor of hiring as many PT employees as the budget could allow to give Dave the ability to flex his workforce as best fit his needs, but candidates for the FT position should be considered carefully in terms of skill set and potential. All offers are on condition of passing a physical, clean background check and negative drug screening. These items of consideration were generally agreed upon.
- Louise will email the mission statement for the Broadband Committee to all tomorrow.

Informational Items/Communication:

- Greater Nashua Mental Health Services had sent their annual report for 2019; their services had been given to 6 different residents of Mason.
- Louise shared the inclusion of Mason seniors (age70+) in the winter walkers program offered at the Hampshire Dome. There is no cost to qualifying residents. A flyer is posted at the Mann House, Louise will post on the Living in Mason FB site, and the webmaster will post the PDF of the flyer on the website as well.

Public Forum:

- Bob Bergeron asked what was happening with the Broadband Committee - Appointment papers have been signed by selectmen, some members have signed them as well, and they should be ready to give an update on both broadband and DSL service upgrades soon.
- Kathy Chapman asked what progress had been made on the street light replacement project – Kathy said she believed following up with both Carl Edin's contact at Eversource, as well as contacting the person Tad Putney in Brookline was working with to replace lights there, was in Liz Fletcher's hands. Short discussion of public vs private street lights.

Non-Public:

Adjournment:

There being no further business, Louise motioned to adjourn, second from Pete. Three votes to adjourn at 8:56 PM.

Next regularly scheduled meeting will be Tuesday December 10, 2019 at the Mann House at 7:30 PM. Tuesday Dec 3, 2019 will be the first of budget discussion meetings at 7:30 PM, which will be posted.

Respectfully Submitted,
Kathy Wile
Administrative Assistant