



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

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Selectmen Staff Meeting 11/23/2020
Approved Minutes

Present: Selectmen Louise Lavoie, Charles Moser, Pete McGinnity; David Morrison, Kathy Wile. Brenda Wiley joined for a clarifying question, then signed off. All attending via the zoom platform, votes by roll call.

Called to Order: The meeting was called to order at 7:06 PM.

Clarification requested on the amount left in Paved Road Restoration? Brenda logged in and responded that an engineering invoice had been put into paved roads instead of against the Warrant Article #13. Corrected balance on the line is \$72,268.30, which will be encumbered towards completing the Russell Rd project in 2021.

While Brenda was still on the call, Pete asked her to create a line item within the budget for a truck lease, with \$40,000 to go into that line as a placeholder for now.

Dave had gone through and added the amounts “over” and also the amounts “under” (excluding salt and hired plows); happy to report more “under” than “over”!

Discussion on what might still be used from hired plows, salt and vehicle fuel lines. Thoughts of encumbering left over hired plow amount to the same line for next year, as that contract is in place. Same for road salt.

The following budget lines were addressed directly –

4311-13: Paved Road Restoration – leave at \$130,000 for now

4311-14 Patch – leave at \$6000, more invoices to still come in. It should be going down after next year’s projects for the future.

4311-15 Culverts – Dave said they have a pretty good inventory now, and suggested reducing that line to \$6400.

4311-16 Calcium Chloride – 2021 will be year 2 of a three year contract. Seemed to work well last year, not going to ask for increased amount. Keep funding at \$17,000 for that line.

4311-17 Signs Dave said he has an order outstanding, he will check on that status so that amount can be encumbered if it is not delivered by year’s end. Keep funding level for 2021.

4311-18 Hired Plows – keep level for 2021

4311-19 Salt – cost of this contract is down, so reduce line item by \$5000 to \$15,000

Skipped a few items, next discussing

4312-05 Equipment Maintenance – keep level

4312-06 Edges for Plowing – keep level at \$5000

4312-07 Tires – over this year, tires and rims needed for loader. Increase line \$1000 to \$6000

4312-08 Chains – nothing needed right now, but will over the winter. OK to reduce to \$2000.

4312-09 Chainsaw repairs – keep same

4312-10 Radios – over this year, transfer to new truck. Likely to happen again, so adjust line to \$500 to reflect actual cost.

4312-11 Welding Equipment – keep same, exhaust not yet installed but will be done and use more of that line this year.

4312-12 Safety Equipment – over this year, cost of welding hood went here. Keep level

4312-13 Tools – over this year and in general, increase of \$250 to \$1000 recommended.

4312-14 Vehicle Fuel – start the year with full tanks, and decrease line to \$30,000

4312-16 Highway Vehicle & Equipment – keep level

4312-19 Heating Fuel - lower \$500 to \$5500

4312-22 Supplies. Discussion about what is included in this line, decision to split into 2 lines. Keep this line as shop supplies and budget for \$5000. Add a new line for office supplies, budget for \$1500.

4312-23 Erosion Control – keep level.

4316 Street lighting – discussion on plans to look into street light upgrades in town; initial contacts had failed to show interest due to the size of the project. Suggested Kathy look into partnering with other towns to generate a project of sufficient size. Meanwhile, that line will remain level.

Discussion turned to projects for paved road restoration, including a desire to remain true to the mission of that fund which was to restore roads to a manageable level of maintenance cost, which will then be borne within the budget. Dave said he is still working with Andrew Smeltz of NRPC to get numbers for a couple of projects, has numbers for others, and getting finals for other possibilities.

Discussion of manpower going into winter plow season down an employee. Dave thought they could manage, one PT employee has not been working due to COVID concerns but has offered to do the plowing/sand hauling if they need him. There was discussion about adding another PT driver with a CDL for just plowing as well, suggested Dave check in with FD to see if any of their drivers might be interested. Compensation discussion followed.

Dave will bring final numbers for warrant article to rebuild the salt shed as soon as he can

Adjournment:

There being no further business, Louise motioned to adjourn, second from Pete. Roll call showed three votes to adjourn at 8:28 PM.

Respectfully Submitted,
Kathy Wile
BOS Administrative Assistant