



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

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Selectmen Meeting 12/28/2021
Approved Minutes

Present: Selectmen Kate Batcheller, Charles Moser, Peter McGinnity
Members of the public: Brenda Wiley, Ashley Saari - Monadnock Ledger, Linda Burns, Barbara DeVore, Liz Fletcher.

Called to Order: The meeting was called to order at 7:30 PM by Chair Pete McGinnity, attendance was taken by roll call as reflected above.

Approvals:

- Noted that the accounts payable and payroll manifests had been reviewed and approved prior to the meeting.
- Minutes of 12/14/2021 BOS-PD staff meeting have been reviewed. Kate noted there should be a modification in the fifth bullet line item; the words “resident near the Quarry” were corrected as “the Georgia Stone Quarries Company”. Charlie motioned to approve as amended, second from Kate. Roll call vote Charles-aye, Pete-aye, Kate-aye.
- Minutes of 12/14/2021 BOS meeting have been reviewed. Charlie noted there should be a modification in the fourth bullet line; the words “870D vehicle” were corrected as “870D grader”. Kate noted there should be a modification to the sixth bullet line item; the words “the quarry parking” were corrected as “the Mason Town Recreation Area Quarry”. Pete motioned to approve as amended, second from Kate. Roll call vote Charles-aye, Kate-aye, Pete-aye.

New Business:

- Assistant Fire Chief Tony Burns was sworn as Fire Chief by Deb Morrison, effective January 1, 2022.
- 2022 Budget was discussed in preparation of January 11, 2022, Budget Meeting. The Executive Summary and 2022 Budget provided by Microtime Computers, Inc was reviewed. The proposed budget line 4199-03 – Technology Support & Equipment line will be adjusted to reflect the proposed 2022 budget. Microtime will send a detail breakdown of the \$15,000 server cost proposed to replace the aging (6.5 years) server prior to the town budget meeting schedule in January 2022.
- Reviewed the proposed Microtime quote for including the workstation backups for the Fire Department and Highway department. These systems were not included in the current backup process. Pete motioned to approve the quote, Kate second. Roll call vote Charles-aye, Kate-aye, Pete-aye.

- The Town Hall Committee has accepted Earthworks by LeClair and Sons Inc, contract regarding the drainage project along the North, East, and West sides of the town hall. Pete motioned to accept the contract from Earthwork's contract as written, second from Charlie. Roll call vote Charles-aye, Kate-aye, Pete-aye.
- Pete motioned to encumber \$6,000 from line 4194-05 (Town of Mason 2021 Budget) towards the town hall drainage work for the town hall renovation project, second from Charlie. Roll call vote Charles-aye, Kate-aye, Pete-aye.
- Pete motioned to encumber \$80993.48 from the remaining 2021 Budget line item 4311-13 Road Restoration to be applied to the All State Construction, Inc. contract to cover the costs of the chip seal, location Townsend Road. Charlie seconds. Roll call vote Charles-aye, Kate-aye, Pete-aye.
- The auditors are requesting the Town of Mason to use a formal description of the fund balance. The general fund should be clarified, understood, and documented through a Fund Balance Policy outlining how the funds balance will be spent. With this policy in place the town of Mason will be incompliant with the NH DRA. An outline of the proposed Fund Balance Policy was reviewed. Pete motioned to accept the new fund balance policy as written, Kate seconds. Roll call vote Charles-aye, Kate-aye, Pete-aye.
- Conservation Committee. Liz Fletcher provided an update on the culvert located at the Scripps Lane emergency access. With the beaver deter device installed water is flowing and the system is working fine. Conservation Committee also wanted to acknowledge a special thank you to Dave Morrison, Road Agent, for his assistance in helping with this project.
- Conservation Committee. Liz Fletcher provided an overview of the effects of water runoff from stormwater sediment. The Conservation Committee is waiting to schedule a site visit at Scripps Lane Pond with Rob Livingston, Watershed Specialist from the NH Department of Environmental Services. No action required by the Selectman.
- The Selectmen discussed and agreed to roll the Emergency Management Director (EMD) role and responsibilities into the Fire Chief position effective April 1, 2022. This will eliminate the need for 2 separate individual/positions. As a result of this change, the Fire Chief's job description will be updated, and the Fire Chief's salary will be increased from \$65,000 to \$75,000 annually because of the additional responsibilities. Pete motioned to Charlie second, Roll call vote Charles-aye, Kate-aye, Pete-aye.

Old Business:

- None.

Public Forum

Ashley Saari requested a copy of our proposed 2022 budget be sent to the Monadnock Ledger-Transcript prior to the Budget Meeting scheduled in January.

Non-Public Session

At 8:14, Pete motioned to move into a non-public session according to RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. Roll call vote Charles-aye, Kate-aye, Pete, Aye.

Return to Public Session at 8:36 pm. Motion from Pete, second by Charlie. Roll call vote Charles-aye, Kate-aye, Pete-aye. Charlie motioned to seal the Non-Public session minutes, second by Pete. Roll call vote Charles-aye, Kate-aye, Pete-aye.

Adjournment: There being no further business, Pete motioned to adjourn, second from Charlie. Kate-aye, Charles-aye, Peter-aye. Meeting adjourned at 8:43pm.

Respectfully Submitted,

Kate Batcheller, Selectman