

May 8, 2012
Selectmen's Meeting/Approved Minutes

Present: R. P. McGinnity Ch., A. Richards, C. Moser & A.A. Milkovits
Also present: Treasurer and Deputy Treasurer to sign vendor checks.

Meeting opened at 7:30 PM. The check register was reviewed and signed.

Agenda:

Appointments:

1. Road Agent Fred Greenwood returned to the Board to request permission to purchase a used truck from McDevitt Trucks, Inc. for the Highway Department for \$39,500. The truck is a 2004 Kenworth oil truck with 92,000 miles, 300 HP. Since it was used as an oil delivery truck, the inspections were done on it yearly. Mr. Greenwood has been looking for trucks since December and this truck is very clean and "tight" and seems to be the best buy for the town. It will cost about \$2,000 (moving axle and adding springs) to retrofit the truck for town use. The oil tank and pump will be taken off the truck and sold. Mr. Greenwood feels this is a fair price for the truck. After more discussion, a motion was made, seconded and voted in the affirmative by the Board to approve the purchase of the 2004 Kenworth truck from McDevitt Trucks, Inc. for \$39,500. Payment as follows: the amount of \$35,000 appropriated at Town Meeting, Warrant Article #5 to purchase a truck for the Highway Department and the additional \$4,500 will be drawn from the Highway Vehicle and Equipment Capital Reserve previously established.

Road Agent Greenwood updated the Board on planned road maintenance work. He has gotten prices on paving from All States Asphalt and Brox Paving. The plans are for paving the town's portion of Depot Road (to the RR Trail) while the state will shim its portion of Depot Road. This maintenance should greatly improve the road surface. Other maintenance projects include paving Old County Road to the intersection of Starch Mill Road. The intersection will be changed to a "T" intersection. Mr. Greenwood has spoken to some of the abutters who have no objection to the change. Selectmen cautioned him to stay within the town right-of-way for the intersection. Chairman praised the Road Agent for his plan for the road reconstruction and his communication with abutters. More paving will be done on those roads and Brookline Road. Another intersection Mr. Greenwood proposes to change is Old County and Brookline Roads. That will also become another "T" intersection. The Road Agent will keep the Board updated on the progress of the road maintenance.

2. Jonn Kutyla, Founder of PiXate Creative.com, met with the Board to discuss website design for the town. Fire Chief David Baker and resident Garth Fletcher were present for this discussion. (Mr. Baker had recommended John's company to the Board at the previous meeting.) Chairman McGinnity gave a brief history of the town's website issues and the requirements for the new website, such as:
 - need for content
 - keep graphics use low
 - keep site user friendly
 - Department heads to have the ability to make changes
 - Have an in-town news section

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Jonn agreed with the requirements but also suggested to have one person to upload changes or new material. This may not be feasible. Jonn also demonstrated on his computer how editing of the website is done. He uses WordPress for the sites. After more discussion, it was decided that John will submit a proposal by the end of the week, estimated cost of \$1,500, for creating the town website. The proposal will also include training on editing the website. Selectmen will review the proposal before the next meeting and make a decision at that time. Meanwhile, Mr. Baker will temporarily redirect all hits from the present town website to the unofficial town website that was created by Garth Fletcher, until the new website is launched.

3. Garth Fletcher, Marcel Road, requested permission to organize the town reports, stored in the Selectmen's Office, by years with a color code. Permission was granted. This will make researching information in the reports much easier.

Selectmen reviewed the following:

1. Investment Policy – Selectmen are still reviewing the policy and will table the discussion until May 22, 2012.
2. Capital Assets Policy – the Fire Department has not submitted their listing of capital assets at this time. Selectmen will review all submissions and table discussion on this policy until the next meeting.
3. Unapproved minutes from the Staff and regular Selectmen's meeting on April 24, 2012 were approved as amended.
4. Re: Tax Kiosk from Avitar – Selectmen have decided to move forward with Avitar and allow the kiosk for tax information only, not assessing. Before the Board signs the agreement with Avitar, they will contact the Police Chief for any advice on residents that may not want their tax information available on the internet.
5. From DRA: 2011 Total Equalized Valuation for Debt Limits - \$161,007,433
6. Building Permits: #12-12 Malboeuf, lot G-64 shed; #12-13 Harris, lot H-73-2 pole barn
7. From Building Inspector: photos of logging on lot B-22-2 Radulski 1087 Starch Mill Road and lot B-22-3 Hodges 1101 Starch Mill Road. Only the Radulski property had an Intent to Cut filed. Jesse Bushaw DRA Timber Tax Appraiser will review the properties on Friday to determine the cut and possible doamage on the Hodges' property.
8. Completion certificates: Lot B-15-4 Swart, house; Lot H-17 Addonizio, house addition.
9. From Building Inspector Re: Blair inspection – inspection for compliance to court order is scheduled for Thursday, May 10.
Re: Morley inspection – inspection for possible apartment in the barn is scheduled for Wednesday, May 9.
2011 Dwelling Unit Response Form for NH Office of Energy and Planning- 2 units
10. State Approved Septic Designs: Lot J-5-3, Porter; Lot J-69-7, Closson

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11. From Attorney David H. Barnes, Bond Counsel: copies of letters of approval for 2012 TAN
12. Police logs
13. From Department of Labor – Official notice that audit on town safety violations is closed.
14. From D.O.T. – notice of proposal to discontinue some street lighting on state roads. It's unclear if any roads in Mason are part of this proposal.
15. From PSNH – temporary pole attachment application Wally Brown, Highway employee, will be asked to fill out the application for the poles that will be used for flag display.
16. From Primex: request to bid on liability coverage. At this time the town is in a 3 year price agreement with LGC-PLIT so no changes will be made.
17. From Puritan Press, Hollis – request to bid for printing town reports. They will be contacted in October for a bid.
18. Request for camping at Pratt Pond from Raymond Rush, Valley Road. This was approved by the Selectmen with the knowledge of the Police Chief.
19. Other:

Re: RFP for Town Counsel – Selectman Moser suggested the Mitchell Law Group and Attorney William Drescher as possible candidates for town counsel. Chairman McGinnity will contact LGC for other recommendations. Selectmen discussed the wording of RFP letter – basically seeking town counsel, looking for interest in this position and a proposal with terms. Present town counsel Silas Little will be invited to submit a RFP. Chairman will compose a draft letter by Monday and email to the Board for their approval before sending to candidates. Chairman McGinnity stated the ground rules for using town counsel: discussion with town counsel will involve the entire Board of Selectmen and all correspondence to town counsel will evolve from the Selectmen's meetings. The Board unanimously agreed with his statement.

Re: Deed to the Mason Fire Station – Selectman Moser has been researching this issue and has not found any deed to the town for the fire station from the Mason Volunteer Fire Department, Inc. In 1994 the town voted to accept the fire station and all equipment as a gift from the corporation but no deed was recorded. After more discussion, the Board has decided refer this matter on how to proceed with acquiring a current title for the fire station property to the town, to town counsel Silas Little. Selectmen will request a response from Attorney Little by May 22, 2012.

Re: Selectmen School – Selectman Moser has been attending the Selectmen School and has brought back information on writing policies (towns that may have sample policies on their websites that could be used), using volunteers – scope, timeline and appointments, and other topics of interest for governing the town. Chairman McGinnity thanked Selectman Moser for attending the school and on updating the Board on these various topics.

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Re: Wage and Benefit Survey: Chairman McGinnity reviewed the 2012 survey and the survey was submitted to LGC. He also proposed two options for the employees: long term disability – at present there is only short term disability for 26 weeks. Chairman McGinnity suggested that the employees could pay the difference between the two options for disability coverage. He also proposed having an optional increase to the life insurance. At present the coverage is at \$25,000, fully funded by the town. Any increase could be paid by the individual employee. Since our insurance enrollment date is January 1st, these are not options for this year. In November when next year's rates are available, these options will again be reviewed.

Re: Useable Goods Section at the Wilton Recycling Center- this area was recently closed and the Selectmen have been receiving many complaints from residents who used this section. Many useable items are now being placed in the landfill area instead. Selectmen will send a letter to the Wilton Selectmen to inform them of the complaints received and encourage them to re-open that section and to give a timetable for that re-opening.

Selectmen approved and signed the following:

- Current Use Applications: Ziminsky, lot H-50, 3.0 acres in current use and .1 not in current use; Bryan, lot K-30, 5.51 acres added to 113.29 already in current use and 2.5 acres not in current use, Dillberger, lot L-38, 6.595 acres added to 18.020 acres already in current use.
- Intents to Cut: #12-293-04 LeClair, Lots G-55, 56, 57 ; #12-293-05 Fedorka & Drouin, Lot F-16
- Timber Warrant: Total \$278.27 for lots F-16 and G-65
- Letter to Trustees of Trust Funds requesting to withdraw \$4,500 from Highway Vehicle and Equipment Capital Reserve Fund for purchase of truck for the Highway Department.

Meeting adjourned at 9:30 PM.