

**May 22, 2012**  
**Selectmen's Meeting/Approved Minutes**

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

Meeting opened at 7:40 PM. The check manifest was reviewed and approved.

**Agenda:**

**Appointments:**

1. Jonn Kutyla, PiXate Creative, met with the Board to discuss the Content Managed Website Design Agreement. The agreement outlined the content management system, the website components itself, the hosting and the proposed timeline which has a proposed launch date of June 30, 2012. The total cost is \$1,500.00. David Baker, Fire Chief was also present for this discussion and review. Mr. Baker recommended that the website and email be hosted separately from the design site on Internet Planners at \$6/month. This also allows for unlimited emails. Mr. Kutyla also recommended adding Asternet to the site to reduce spam. Selectmen agreed with these suggestions and recommendations. Selectmen reviewed the agreement but deferred their decision until the end of the meeting.
2. Pam Lassen, Starch Mill Road, presented the Board with a proposal to create the Town website. Ms. Lassen discussed other sites that she had developed. The website would be created through a GoDaddy account, economy web hosting, using WordPress to develop site and training and support of personnel at \$40 per hour. Cost of website would be \$108.15/ year to GoDaddy, \$300 for development of site and additional training costs at \$40/hour as needed. She would also use WordPress. Selectmen discussed her proposal and resume but deferred their decision until the end of the meeting.
3. Conservation Commission Chairman Robert Larochelle and member Barbara Devore met to discuss the Recreational Trails Program Grant application to repair the Railroad Trail trestle at Jackson Road. The ConCom also applied for a Conservation Moose Plate Grant. If they are awarded both grants, then any excess funds may be used on their eradicating invasive plants project. Selectmen signed two letters to be included with the Recreational Trails Program Grant application, authorizing Chairman McGinnity to be the project administrator and to give permission to the Conservation Commission and contractors and co-operating trail user clubs to work on this project. Selectman Moser explained to the ConCom that there should be a written agreement with the co-operating clubs with defined work times and a beginning and end date for the work. Chairman Larochelle will send the Selectmen a copy of a draft letter outlining the above agreement for the volunteers.  
Selectmen discussed the ConCom May 9<sup>th</sup> minutes that contained reference to a proposed donation by George Schwenk. Mr. Schwenk had presented plans to the ConCom to donate the quarry on Scripps Lane. The Conservation Commission is looking at all legal aspects before accepting this donation, in order to minimize all problems and liabilities to the town. This project is just in the preliminary stages. The acceptance of the quarry must be voted at a town meeting. After more discussion, it was decided that the Selectmen's Office would call LGC-PLIT to

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inquire about any possible liabilities that the town may incur for owning the quarry.

Chairman Larochelle and Member Devore expressed appreciation for the help received from the Mason Cub Scouts for clearing some of the trails on Conservation land.

4. Treasurer Patricia Letourneau met with the Board to discuss opening a checking account with People's United Bank. She emphasized the friendly service and ease in working with People's. Selectmen signed statements for People's United Bank for verification of Mrs. Letourneau and Mr. Fletcher's titles as Treasurer and Deputy Treasurer. After reviewing the town's checking account balance, Mrs. Letourneau will draw fifty thousand dollars (\$50,000.00) from the TAN to deposit to the Town's TD Bank checking account. This will cover the payroll and more for the next few weeks until the property tax money comes in.

**Selectmen reviewed the following:**

1. Re: Fire Station Deed – Town Counsel drew up Confirmatory Deed which would deed the Fire Station property to the Town, to be signed by four original Executive Board members of the Mason Volunteer Fire Department, Inc. Two members: Fred Greenwood and Joan Losee signed the deed. Attorney Little also has requested a copy of the Secretary of State's records for the creation filing of the MVFD, Inc.
2. Capital Assets Policy – Policy was reviewed and a motion was made, seconded and voted in the affirmative by the Selectmen to adopt the Fixed Capital Assets Policy and Procedure Manual as recommended by the auditors.
3. Investment Policy – tabled until June.
4. Fund Balance Policy-tabled until June.
5. Unapproved minutes from the Staff and regular Selectmen's meeting on May 8, 2012 were approved as amended.
6. Re: Tax Kiosk from Avitar – Selectmen signed the agreement for the Limited Tax Collect Internet Kiosk Deployment for a onetime fee of \$95.
7. Re: Logging on 1101 Starch Mill Road – According to DRA Timber Tax Appraiser Jesse Bushaw, the logging operation on 1101 Starch Mill Road did not need an Intent to Cut as it falls under land conversion, cutting less than 20,000 board feet.
8. From Building Inspector: Re: Inspection of Blair property for compliance to Court Order. According to Mr. Wilson's inspection report and accompanying photos, all three items in the Court order have been met. The Selectmen are satisfied with the report and will send a letter to the Blair's to approve the renewal of their junkyard license. The license period is from April 1, 2012 to March 31, 2013.
9. From Building Inspector: Re: Inspection of barn at Morley property for apartment. According to Mr. Wilson's inspection report and accompanying photos, there is no apartment in the Morley's barn. There is an individual sleeping in the conference room in the barn but he is also helping out in the main house.

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- Mr. Wilson feels this is a temporary arrangement. The Selectmen are satisfied that there is not an apartment in the barn.
10. 2012 Semi-Annual Property Tax Warrant – Warrant was signed for \$1,920,461. Taxes will be due on July 12, 2012.
  11. PA-34 form deeding Arthur Williams' property, lot E-46 to Mason Congregational Church.
  12. A-9 form: Mason Congregational Church requesting exemption for lot E-46. Selectmen discussed this request citing the April 1<sup>st</sup> assessing standard. Recognizing their biases and conflicts (Selectman Richards is a member of the Mason Congregational Church and Selectman Moser represented the Church for their closing) a motion was made, seconded and voted in the affirmative by the Selectmen that the Town will recognize the property, lot E-46 as tax exempt as of the date of the sale to the Church, May 11, 2012. However as the present owner, the Church will be responsible for the property taxes up to their purchase date.
  13. Building Permits: #12-14 Harris, lot H-73-2 electrical for hot tub; #12-15 Wheeler, lot D-4 septic replacement
  14. From Department of Safety: Repair plate application for A-1 Services, 358 Churchill Road. Selectmen had approved this application earlier however there was an error on the address on the application. There was a question on form concerning signage per RSA 259:-a IIIc. Selectmen will direct the Building Inspector to check A-1 Services for the sign per the RSA before sending the form back to the Department of Safety.
  15. Police logs
  16. From Michael Johnson, 192 Gilman Hill Road, request for status on abatement application – the application is still being processed.
  17. From Wilton Board of Selectmen – First Quarter Wilton Recycling Center Budget vs. Actual Report.
  18. Other:
    - From LGC-HealthTrust: Information on 2012 Flu Vaccine Reimbursement Program – Selectmen will not participate in this program but the Town will cover the cost of flu vaccines for all employees.
    - From Trustees of Trust Fund: Copy of Investment Policy
    - From D.E.S. - Notice of Septic Design Application for lot B-14-2.
    - Re: Garage on lot E-19 – the owners have not responded to the letter from Selectmen sent last June, concerning the disrepair of the garage. Fire Chief Baker believes it has become more of a safety and fire hazard in its present condition. Per the Mason Planning and Zoning Ordinances: Article IV, Section B, an owner has one year to remove any ruins from their property. Selectmen will request the owners of the garage to either remove or restore the structure.
    - Re: 179 Meetinghouse Hill Road, Wharton Sanders – the owner died a year ago and there are various cars, tractors, junk parts and other items scattered throughout the property. Fire Chief Baker feels that there is a potential fire hazard the longer the property is left in this condition. Selectmen will send a letter to the daughter of the owner to request what are her intentions for cleaning up this property.

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- Re: Resident Power – Chairman McGinnity has contacted the company to pursue this savings for the town's electric bills. The company will be sending out a proposal with the current electricity rates.
- Re: Moss on Town Hall roof – Selectman Richards discussed the moss growing on the Town Hall roof which could cause deterioration of the roof. A work order will be sent to the Highway Department to address this problem.
- Re: Error on School Bond – this may result in savings for the town due to overestimating payments. An inquiry will be made to the Superintendent on this matter.
- Other correspondence

Selectmen approved and signed the following:

- Current Use Applications: Ellis/Lipin, lot E-32, 5.005 acres in current use
- Letter to Jonas, owner of lot J-76-4, referencing current use application. The Jonas' have applied for the farm category but must provide proof of \$2,500 annual gross sale for 2011 before application may be processed. A letter will be sent to Jonas' requesting this documentation with a deadline of May 31, 2012.
- Intent to Cut: #12-293-06 Doonan, Lot G-65
- Bond Requests for \$3,500 each to last three loggers on Intents to Cut: Operation #12-293-04, #12-293-05 and #12-293-06
- RFP for Legal Services letters to Mitchell Municipal Group, P.A., Upton & Hatfield, LLP, Drescher & Dokmo, and Attorney Silas Little III
- Commendation letter for Police Chief Barry G. Hutchins and his Department for their professionalism in handling the recent events in town.

Selectmen discussed the two website proposals. A motion was made, seconded and voted in the affirmative to accept and sign the website proposal of PiXate Creative with Jonn Kutyla. A letter will be sent to Ms. Lassen thanking her for her interest in designing the website.

Meeting adjourned at 9:40 PM.