

**July 24, 2012**  
**Selectmen's Meeting/Approved Minutes**

Present: R.P. McGinnity Chairman, A. Richards, C. Moser & A.A. Milkovits  
Also present: P. Letourneau, Treasurer & Garth Fletcher, Deputy Treasurer  
Two residents

Meeting opened at 7:30 PM. The check manifest was reviewed and approved.

**Agenda:**

**Appointments:**

1. Prosecutor Martha Jacques met with the Board at their request to give an update on current prosecutions. Police Chief Barry Hutchins was also present for this discussion. Attorney Jacques gave an overview of the process of prosecutions. Since she assists the Police Department with the wording of warrants and search warrants and juvenile petitions, she is always available by phone to the Department, 24/7. She stated that the cases are becoming more complex due to changes in forms, laws, etc. Attorney Jacques meets with Chief Hutchins monthly to review files on cases and appreciates that the files are complete for her prosecuting at Court. Lately there have been 6 to 8 cases for misdemeanors and others per month. As Prosecutor she has to also be available; to the other attorneys and the defendants. Chief Hutchins explained that since the hire of Steven Willette, a "pro-active" officer, the cause and effect are more arrests and more cases for Attorney Jacques. Chief and Attorney Jacques discussed the new cruiser video cameras. Jacques does not like the video for "discovery" purposes; it takes a lot of time viewing the videos. Chief disagrees and thinks the cameras will be very helpful in prosecuting cases. Chairman McGinnity expressed appreciation for all Attorney Jacques' hard work for the Town of Mason. Since Attorney Jacques is also a resident of the Town, she is keeping her fees low another reason that the Board appreciates. Selectman Moser requested up-to-date stats on the prosecution cases.
2. Town Assessor Richard Rockwood met with the Board to discuss the 2012 abatement applications and resolutions. Mr. Rockwood answered questions on the denials, citing lack of supporting documentation from the taxpayers in some cases to misunderstanding of assessing methods and the software computations in others. Selectman Moser specifically requested an explanation for the denial for Weiss, Old Ashby Road. He felt the statement on the letter was too "bald" and would be unsatisfactory to the taxpayer. He does not want to rubber stamp the responses. Mr. Rockwood will redo that letter to better explain the reasons for denial. From now on, he will attach abatement applications and an explanation with each letter. Mr. Rockwood also reviewed the Gavin 2010 abatement appeal with the new appraisal for this appeal which is requesting an assessment of \$651,000 versus Mrs. Gavin's request on the 2011 abatement of \$550,000. (The property has since been sold for \$570,000) The Town's assessment is over \$819,000. Mr. Rockwood was looking for the Board's input on this matter on whether to settle this appeal or go to the BTLA. It was decided to try to negotiate a settlement on this appeal. A meeting will be set with Mrs. Gavin and her Attorney, the Selectmen and Mr. Rockwood for Tuesday, August 28<sup>th</sup> at 7:30 PM at the Mann House. Chairman McGinnity explained that the Board, acting with

**July 24, 2012**  
**Selectmen's Meeting/Approved Minutes**

due diligence, will be sending out requests for RFPs for a town assessor and hopes that Mr. Rockwood will respond. Mr. Rockwood advised that the Selectmen should set their 2013 assessing budget before sending out the RFPs. He feels the fees will be much higher than what he has charged the town. The Board thanked him for his input.

**Selectmen reviewed the following:**

**Old Business:**

1. Re: Holiday Pay Policy – At 8:20 PM a Non-Public session was called by Chairman McGinnity to discuss this policy. Present: Board of Selectmen, Admin. Assistant Milkovits and Police Chief Hutchins. Chairman McGinnity discussed his research on this issue. He checked with LGC, other towns and the Department of Labor. Everyone seems to handle holiday pay differently. According to the D.O.L., an employer is not required to pay extra for holiday pay. After further discussion, holiday pay was defined as eight hours straight pay and a proposal was made that any full time employee working on the holiday will be paid their regular pay for that day in addition to eight hours straight pay for the holiday. The holiday hours will not be applicable to the forty worked hours for overtime compensation determination. Any full time employee who takes the holiday off will be paid their regular straight pay for the holiday. A motion was made, seconded and voted in the affirmative to accept the proposal as discussed and the definition of holiday pay. The Personnel Policy will reflect these changes and after the Board's adoption, a copy of the amended section will be given to each employee. Session ended at 8:40 PM.
2. Re: Bode Statue Selectman Moser had emailed a copy of minutes from Mason Historical Society special meeting which approved the gifting of the bronze statue Bode to the Town of Mason. Selectmen discussed this issue and determined that the value of Bode may warrant a hearing on accepting this gift. Selectman Moser will research this further.
3. Re: RFP for Town Assessor – Selectmen sent RFPs to the following: Rockwood Appraisal Service, Avitar Associates of N.E., Inc., Cross Country Appraisal Group, LLC, Granite Hill Municipal Services, Corcoran Consulting Associates, Inc., Municipal Resources Inc., and Vision Appraisal

**New Business:**

1. Updated amount for Highway Block Grant FY 2013: \$64,316.58 down from estimated \$67,133.
2. From Building Inspector: copy of letter to Canfield concerning construction without a permit.
3. From Auditors Plodzik & Sanderson: Significant Audit Findings letter confirms that "The financial statement disclosures are neutral, consistent, and clear."
4. Police logs
5. From Board of Adjustment: Findings of Facts – Determination that a variance is not required in the case of the applicant Bradley Gaudet for his gunsmithing shop as the activity falls under the provisions of the Planning and Zoning Ordinance

**July 24, 2012**  
**Selectmen's Meeting/Approved Minutes**

and meets the conditions stated in Article V, A (3) subsections a, b, and c. Selectman Moser had reviewed this decision and found it accurate.

6. Conservation Commission minutes, July 11, 2012
7. From County- Notice that Department of Corrections Community Service Program has been suspended due to limited funds.
8. F/Y 2013 Hillsborough County Budget
9. Other:
  - "Reach Out" Letter from U.S. Senator Jeanne Shaheen
  - Email – NHRS Statement on New GASB Accounting Standards
  - Email – LGC Update on WELLDollars Grant Program merger with Health & Safety Coordinator Academy
  - From Mackensen & Company, Inc.- improving investment returns
  - Settlement- class action lawsuit concerning Wells Fargo
  - Selectmen discussed allowing the Administrative Assistant to sign memos for the Board. Some memos are not mailed timely due to lack of signatures. It was decided that the Assistant could sign Administrative memos for the Board that were generated from decisions at the previous Selectmen meetings.
  - Other correspondence

Selectmen signed the following:

- Intent to Cut – Farrey, lot G-60 Logger is Charles Griffin who has previously submitted a general bond for road damage for timbering operations.
- 2011 Abatement granted to Estate of Arthur Williams, lot E-46 for \$3,016.92
- 2011 Abatement granted to Kenneth Ingalls, lot L-32 for \$630.15
- 2011 Abatement granted to Eugene & Marilyn Jonas, lot J-76-4 for \$464.70
- 2011 Abatement denied – Colin Robinson, lot C-21
- 2011 Abatement denied – Michael Johnson, lot D-11-6
- 2011 Abatement denied – Sylvain & Katheryn Fauteux, lot C-14-3

It was noted by Selectman Richards that the exit sign over the Town Clerk's office door is out. A work order will be sent to Highway Department to fix the light.

Chairman McGinnity called a non-public session at 8:55 PM to discuss personnel issue. Present: Board of Selectmen, Admin. Assistant Milkovits and Police Chief Hutchins. Chief Hutchins informed the Board that he has re-enlisted in the National Guard. He had previously been in the Guard for 9 years and left it to pursue Police work. He would like to finish his time in the Guard so he can retire with 20 years of service. The Selectmen questioned the time commitment but the Chief explained it will only be one weekend a month and he does not foresee any deployment. However Chairman McGinnity emphasized to the Chief that he needs to increase the part time officers to cover the Police Department in case of a deployment. The Board congratulated the Chief on his service to the country and wished him well. Session ended at 9:01 PM.

**July 24, 2012**  
**Selectmen's Meeting/Approved Minutes**

Chairman McGinnity called a non-public session at 9:02 PM to discuss a personnel issue. Present: Board of Selectmen and Admin. Assistant Barbara Milkovits. Personnel matters were discussed. Selectmen voted to seal the minutes for 20 years. Session ended at 9:22 PM.

Meeting adjourned at 9:24 PM.

Respectfully submitted,  
Barbara L. Milkovits  
Administrative Assistant