

Selectmen Meeting
April 8, 2014

APPROVED MINUTES

Present: Chair Charlie Moser, Selectmen Bernie O'Grady, Select Person Louise Lavoie, Treasurer Pat Letorneau, Town Clerk Deb Morrison

Citizens Garth Fletcher, Wally Brown, Harry Spear, Michael and Bettie Goen, Christine Weiss, Barbara DeVore

I. Call to Order at 7:36 PM

II. Approvals

a. Payroll Manifests

b. Accounts Payable Manifest

c. Minutes of 3/25/14 Staff Meeting

No corrections. Approved unanimously.

d. Minutes of 3/25/14 Selectmen Meeting

Changes: page 2 capital on Wilson; mileage billed to nearest mile; page 3

Administrative Assistant; delete bold phrase; page 4 change motion to read: Select

Board Chair Moser -- change approve to accept building design; strike word

dependent/change conditioned upon; strike word permission/ change to approval of

variance from Zoning Board of Adjustment; page 5 section eliminate dollar amount of

payment; section i--change unfilled to unfiled; section V Eliminate comment in bolded

print; Section g--eliminate promise/ change to long term plan; road repairs/change to

road maintenance needs to be developed; section I for 2013--eliminate question of what was done for \$24,000?

voted to accept as amended; seconded; approved unanimously

e. Minutes of 2/11/14 and 3/11/14

Selectmen's meeting of 2/11/14: Changes: strike last sentence of Board members returned to the polls for the ballot voting.

Approved as amended. Voted unanimously.

Minutes of 3/11/14: Approved as written. Voted unanimously.

III. New Business

a. 8:00 pm Mrs. Barbara Milkovits -- at her request

Chair Moser offered option of nonpublic session to discuss a personnel issue; Mrs. Milkovits declined.

Mrs. Milkovits presented a letter from her doctor stating that she may return to work on 4/14/14. Restrictions were placed on reaching overhead and lifting. Mrs. Milkovits stated she is ready to return and wishes to start on Monday, April 14.

Chairman Moser stated that there have been some changes in the town office. Brenda Wiley has

been hired to keep the books, including payroll, entering receipts and payables; doing manifest and running checks; she is still balancing 2013 books.

The Select Board intends to have Mrs. Wiley continue and Mrs. Milkovits will do everything else in the office.

Mrs. Milkovits stated that the bookkeeping is a major part of the Administrative Assistant's job.

The Select Board intends to see how the new arrangement works and believes it is a logical division of labor. The Town has contracted with Mrs. Wiley as an independent contractor through 2014.

Mrs. Milkovits will continue to do Department of Revenue Administration forms; not Mrs. Wiley. Questions how new system to work were raised and discussed.

Mrs. Milkovits is concerned about town meeting when Selectmen McGinnity discussed her raise in response to an amendment made by Ann Nancy Richards. Chairman Moser reminded Mrs. Milkovits that the decision to deny her a raise was not made by the Selectmen, but by a vote of the People at town meeting.

Mrs. Milkovits presented a folder of all e-mails of her consulting with the office while on medical leave.

Mr. Moser says she was never a consultant; she was on medical leave; anything she did was as a volunteer, without authority of the selectmen.

Questions if it is in the minutes.

Mrs. Milkovits' e-mails to town office indicated that e-mails were not cc'd to Selectmen.

Bernie O'Grady stated that communication from Selectmen's office stopped when Mrs. Milkovits was on medical leave; that Assistant Administrative Assistant was to consult Selectmen, not Mrs. Milkovits, as was done.

Mrs. Milkovits said that Selectmen are never in the office, so no communication. Chairman Moser stated that Select Board members all have full time jobs, but all have computers, and thus reachable.

The word consultant was never used in discussions with Mrs. Milkovits.

Mrs. Milkovits stated that Mr. McGinnity was in error regarding information about her past raises.

Mr. Moser stated that Mrs. Milkovits received the raise she deserved.

Mrs. Milkovits questioned why she didn't receive a retroactive raise?

Mr. O'Grady directed her to look in Personnel Policies and Procedures Manual for Town of Mason

Revised 2011 on the bottom of page 11 regarding Personal Leave of Absence.

Chairman Moser stated that the paragraph implies medical leave is personal leave of absence.

Select Person Louise Lavoie said someone is either active or someone is on leave.

Selectman O'Grady stated that the wording is very clear.

Mrs. Milkovits read the definition from page 7 regarding the Town of Mason adhering to all federal laws prohibiting discrimination.

Chairman Moser questioned if Mrs. Milkovits should be paid the entire amount while being on leave.

Mrs. Milkovits stated she was discriminated against at Town meeting; Chairman Moser stated her raise was a vote of the Town people.

Mrs. Milkovits questioned how someone on leave receives a raise. Mrs. Milkovits said she will receive an interpretation and then everyone will know.

b. Account for minutes not posted on website:

Budget meetings of 10/12/13; 12/17/13; 1/21/14; 2/4/14;
This list needs to be checked for accuracy.
Selectmen meetings of 2/25/14

c. Groundskeeping/Mowing

Chairman Moser reported that through Board consensus, grounds keeping and mowing of the Town common and ball fields might be done by the person who does cemetery maintenance; Selectman O'Grady has investigated the situation for a year; one discovery was that decision to move the responsibility to the Highway Department is not documented anywhere.

In the opinion of the Board, a poor judgement was made.

Select Person Lavoie stated that it makes sense to have one person operating the equipment, as multiple users are rougher on equipment. Also, someone who is responsible and dedicated is needed.

Selectman O'Grady made a motion to reinstate Wally Brown to maintain the Town common and the ball field; responsibility of decorating Christmas tree will return to the Recreation Committee.

Is the budget structured correctly? Yes, there are sufficient funds in the Town common budget line and ball field maintenance line.

Motion: seconded by Chairman Moser; voted unanimously

The issue of where to house two riding lawn mowers and trailer will be resolved shortly.

e. Mann House Painting

Discussion was held of a plan for painting and maintenance for the Mann House needs to be developed.

Road Agent Fred Greenwood said at a budget hearing that Mann House needs painting, but that it needs to be a warrant article.

Selectman O'Grady stated that there is \$24,000 in the budget. The Select Board hereby directs Mr. Greenwood to seek bids for painting the north and south ends of the Mann House.

If quotes are not reasonable, Board has prerogative to seek other quotes.

Updates on plan for building maintenance needs to be provided to Select Board frequently.

A question inquiring if it reasonable to expect the Road Agent to oversee this project was raised. The Select Board needs to see a priority list of maintenance. Select Board needs to oversee so that maintenance is prioritized and accomplished.

Time has come for the Select Board to reassess all of the above; oversight needs to be more vigilant.

The Town owns the old school house on Valley Road, which is in desperate need of maintenance. Selectman O'Grady reported that the roof is leaking and an upstairs window is missing.

This is another reason for a long term plan for how buildings will be maintained.

The idea of generating numerous warrant articles needs to carefully considered.

Mr. Greenwood is now in charge of all town buildings. Selectmen will be assessing all aspects.

New windows in library do not allow for air conditioners to be placed in the windows, which has created a large problem.

e. Spending Limit/Authorization

Department heads need to have a limit so there is a better control over the budget. It's an issue of priorities which needs to be examined. Select Board needs insight and more control.

Surprise expenditures, especially at end of year, need to be controlled.

Past examples are: new \$3000 door for Fire Department; \$1000+ rolling leaf blower for use on the common; new filing cabinets in Selectmen's office

Does a department head have authority to move money from line item to line item? Perhaps discussion needs to be held.

There is NO issue with overspending.

Under new system, invoices are time stamped, then notated with budget line item from which the expense will be paid.

Chairman Moser stated that a limit needs to be set which will trigger Select Board approval for any individual item or project over \$1000.

Chairman Moser made a motion that a spending limit which requires expenditure for any item or project of over \$1,000 be placed on all departments; seconded by Selectman O'Grady; passed unanimously.

f. Committee Appointments

Reappointments to Conservation Commissions for three people who have served previously and wish to continue:

- i. Bob Dillberger
- ii. Liz Fletcher
- iii. Anna Faiello

Unanimously voted to reappoint; papers to be prepared by Administrative Assistant.

g. Building Permit

Was there a building permit issued for 496 Depot Road? Yes, according to Building Inspector Eric Anderson. Building permits in Mason are not transferable.

h. Junkyard License Renewal Application

Fifth or sixth year for approval; Board needs to send building inspector to determine if Mr. Eric Blair, Hurricane Hill Road, is in compliance with conditions i.e. fences, no junk on right hand side of driveway.

i. Veteran's Exemption request

Paperwork for W. L. is to be sent to Granite Hill Tax Assessor to determine if it is in compliance with statute.

j. Current use request for H-3

Mrs. Carlene Gavin requested that H-3, backland off Townsend Road, be placed in current use. The tax card and application show 17 acres; tax map shows 24 acres.

Voted to approve unanimously. Form was signed.

IV. Old Business

- a. Garland Lumber Bond Failure/Bill Downs/Response to NH Timber Was Garland Lumber placed on approved list? Chairman Moser to draft letter.
- b. Copier for upstairs for PB, ZBA, CC. Interim Assist Phalon is investigating purchase or lease.
- c. Land Purchase Inquiry. Regarding Mr. Ken Spacht's inquiry, a request for value of Lots A-30 and A-13 has been sent to town assessor.
- d. Quarry Policy Someone from Conservation Commission may wish to work collaboratively with Board Chair Moser on this. This will be discussed at tomorrow night's Conservation Commission meeting.
- e. Spending Authorization Limit Done
- f. Accukeep Contract for Brenda Wiley
- g. Proof of Insurance from Brenda Wiley
- h. Timber Tax Warrants Consultant who wrote the computer program will be here Thursday to trouble shoot as program is not working. Selectman O'Grady will meet with her; then run the program and deliver information to Tax Collector Deb Morrison by noon.
- i. Temporary Driveway Permit Investigation was done by Road Agent Fred Greenwood. NH Legislature mandates that approval goes through Planning Board, not Select Board. To be placed on agenda for next meeting.

V. Informational Items/Communication

- a. E-mail re: Animal Control: Ms. Gail Simmons wrote that stray dogs were placed in her barn to keep them safe. Town Clerk Deb Morrison received a letter regarding this issue of stray dogs. As the last Town Dog Officer, Pat Letourneau stated that previously State law was followed, that dogs should be under control at all times. Ms. Simmons wants her dog fee refunded as she thinks the money should go to animal shelters. Chair Moser stated that no fees can be returned. Mrs. Morrison can provide a list of all registered dogs sorted by breed for Police Chief Hutchins, as it would be helpful in identifying stray dogs. Mason does not have an arrangement with any local veterinarian. The letter from Ms. Simmons will be shared with Police Chief Hutchins. Selectmen will respond as letter was directed to them. Is there a potential liability if a stray dog issue is reported to dispatch, then police direct someone to release dogs?
- b. Police Blotter Received by selectmen. Is it too heavy on redaction? i.e. refusal at Gun Shop? 911 hang-up What guidelines do police use in redacting? Ledger-Transcript has to request police logs; The NH Gazette does not receive them. Police blotter is public information. The issue needs to be discussed at Staff Meeting.
- c. Other

Chairman Moser stated that a few minutes should be open at the conclusion at each meeting as a public forum.

From Treasurer Pat Letourneau TAN (Tax Anticipation Note) is a line of credit: \$700,000 at 1.76% interest for 8 months Town has to pay school \$80,000 Devine Millimet Law for processing fee \$1000 to \$2,000 NH DPIP NH Public Deposit Investment Program return \$45,000 Leaves \$594,000 as working credit for the next eight months.

School gave a break on time schedule for paying.

Treasurer Letourneau needs to sign paperwork after approval from Select Board.

Town credit card for Selectmen's office will be replenished at \$2,500 level. Department heads have credit cards that are capped at \$1,000, which comes out of their budgets.

Devine Millimet Law engagement letter will be signed by Treasurer Letourneau and returned.

Bookkeeper Brenda Wiley is working on the material worksheet and she will complete the package.

Vice President of People's Bank says they can do better at 2.4% interest for Town in a money market fund. Mrs. Letourneau will follow up with offer in writing.

Several citizens thanked the Select Board for their efforts.

Meeting adjourned at 9:50 PM

Minutes taken by Barbara DeVore, Volunteer