

**Select Board Meeting
Approved Minutes July 8, 2014**

Present: Chair Charlie Moser, Selectman Bernie O'Grady, Select Person Louise Lavoie, Town Clerk/Tax Collector Deb Morrison, Police Chief Barry Hutchins, Assistant Building Inspector Bob Bergeron, Librarian Judy Forty, Citizens

I. Call to Order at 7:33 PM

II. Approvals

a. Payroll Manifests

b. Accounts Payable Manifests

c. Approval of prior minutes

Moved, seconded, voted to approve staff and select board meeting minutes of June 24.

III. New Business

a. Safety Committee report was presented by representative Judy Forty from the Library: Safety Committee meets quarterly; highway, police, tax collector, and library departments have selected representatives who are not in charge of departments so they may speak freely; Primex Insurance provides an in-service.

Meeting of June 26, 2014: fire extinguisher training is needed by Mann House workers; Fire Chief Baker to follow up; fire drill will be conducted when school children are present in the Library; building lockdown may be needed if school is under lockdown; this plan is underway, but needs refinement and training.

Question regarding who has keys to Mann House; who should be contacted during an emergency? Chair Moser should be notified.

Questions about air conditioners which were stored in the basement resulted in dust and mold; could possibly be cleaned? Judy Forty cleaned one filter; perhaps more cleaning needed. For next year: A/C units will not be stored in the basement.

Brennan and McKay of Milford is willing to assess safety of A/C units.

Three A/C units in Mann House have not replaced; Selectman Bernie O'Grady will talk with Wally Brown, Building and Grounds, about cleaning them and possible testing.

The Police Department has a question regarding cruiser washing in the winter, which results in ice forming down the driveway.

Judy Forty presented a map of the Mann House which had been created for NH Library Association. The recommendation from Primex, town insurer, is to have maps showing exit routes posted near all exit doors. Is the map acceptable as presented? Is refinement needed?

Selectman O'Grady suggested codes regarding posting of exit routes should be examined. Someone from the Fire Department should review them as they are most familiar with this issue.

The designated meeting point of flag pole on the Common is in place for library staff; they already held a successful drill.

b. Town Clerk Deb Morrison -- re: September primary

Confirmed time of 11 AM to 7 PM, which has historically been standard, except for a Presidential election. Signage will now be posted.

c. Barry Hutchins on personal issue:

Runoff from Townsend Road goes down his driveway, eroding the edge. Since the driveway drops off dramatically from the road, a culvert is not a solution. In the past, when patching was done, patch was placed where the driveway meets road; it didn't help as everything ran into driveway and still wore away asphalt. Mr. Hutchins would like the water diverted onto his lawn, so won't ruin the driveway. Selectman O'Grady suggested that this issue be discussed when Townsend Road is repaved, probably next year; catch basin could be explored, but becomes maintenance issue.

Chief Barry Hutchins on Canine GPS

Chief Hutchins reported that he plans to purchase a new collar out of Canine Fund, which has a balance of \$25,000. A GPS tracking collar would replace present electronic dog collar; GPS collar would provide real time image of dog working off-lead onto a computer in the cruiser; hence, the dog could then be redirected. It will provide electronic control for a nine mile radius, which is a huge improvement over current 1-2 miles radius. Cost is \$700 from Canine Fund; no tax dollars to be expended.

Select Board's concern about Off Highway RV grant

A police patrol for four hours out of every shift was implied in grant. Chief Hutchins reported that was mis-stated; under the grant, an officer is required to work a minimum of four hours; this is above and beyond a regular eight hour shift, so the town would not be left without coverage.

State of NH has recognized that Mason has high OHRV use, so this grant is automatically available; the officer will be representing NH Fish and Game Department. NO funds from Town of Mason will be used; funds will be paid directly from Fish and Game at the end of year.

No funds for police officer benefits will be paid by the Town; all will be from grant from the Fish and Game Department.

When a summons is written for OHRV, the Town receives 80% of any fine.

Grant work is a second priority over regular patrolling. Mason has participated for more than 10 years.

Chair Charlie Moser moved to approve 2014-15 OHRV grant application and to appoint Chief Hutchins as the contractor; seconded by Select Person Louise Lavoie; unanimous.

d. Attorney Silas Little representing Mr. and Mrs. Mark McDonald, Old Ashby Road regarding a Zoning Board of Adjustment ruling on a woodshed

Attorney Little stated that Zoning Ordinance Article 4, Paragraph P, states "conventional accessory structures can be located at any location on a lot which does not interfere with traffic flow." Questions if this was overlooked in the project.

Attorney Little requested lifting of cease and desist order while rehearing is under consideration by the ZBA. A recent case of Brookside Church in Manchester ruled on by Superior Court has a bearing on this issue.

Request for the rehearing was received by Administrative Assistant Milkovits on July 1. Request never reached ZBA clerk Pat Letourneau until July 8.

Chair Moser made a motion to stay the cease and desist order until the ZBA decision is final; Selectman O'Grady seconded; unanimous.

e. Town Treasurer Pat Letourneau - transferring funds

From a discussion with People's Bank regarding their services: Money can be moved easily. Funds are insured since they are Town funds. People's Bank makes it easier, and fee-free, to move money; provides individual account statements.

NHDPIP, where town funds are now kept, charges \$15 per transaction; the process is convoluted and a multi-day process.

Bookkeeper Brenda Wiley now enters figures, then Administrative Assistant Barbara Milkovits balances accounts; statements are provided to departments.

Chair Moser made a motion that Treasurer Letourneau be authorized to move funds from NHDPIP into a People's United Bank money market account; Selectman O'Grady seconded; unanimous.

Treasurer Letourneau will work with Bookkeeper Brenda Wiley regarding accounts for Town at People's Bank.

Treasurer Letourneau requested if the Selectmen ask her to hold a check that they inform her as to how long a check might need to be held.

f. 651 Starch Mill Road -- citizen concern

A letter was received regarding property use at 651 Starch Mill Road; eight children and two adults appear to be living in campers in the backyard; complainant questioned availability of proper sewerage disposal, water and electricity.

Town Clerk Deb Morrison reported that the property owner has an address in Texas, but is deceased; a surviving daughter lives in Hudson, NH; Selectman O'Grady talked with her. However, the deceased's spouse is the owner of record. Town Clerk Morrison will determine who paid the tax bill.

A certified letter will be sent to the Texas address seeking additional information.

Only the existing deed from 2009 when the property was purchased is available on-line, so Chair Moser will investigate Probate Court records to determine property owner.

There is an open building permit on the structure. What is the intention of the owner regarding the building permit?

Building permits are not transferable. Who has permission to be living there?

Administrative Assistant Barbara Milkovits will draft a letter for review by selectmen regarding this matter.

g. Letter re: inspection of Mr. Victor Tweedy's property on Brookline Road

Mr. Tweedy's realtor wants a letter stating that the well to septic distances is met; Assistant Building Inspector Bob Bergeron confirmed they are. There is no verification that septic is for a three bedroom system. Selectman O'Grady and Bob Bergeron thoroughly searched Town records. Original plans from 1970's should be with Department of Environmental Services. The Town has no documentation.

This is the seller's responsibility. The Select Board will send a letter to Mr. Tweedy confirming the above information.

h. Planning Board 91-A Response

Planning Board Chair Pam Lassen has filed for an extension with the requesting lawyer. She will be working on this matter tomorrow.

IV. Old Business

a. Ad for Road Agent position

Select Person Lavoie provided a proposed job description; was refined; closing date of September 1, 2014.

Select Person Lavoie to make changes and e-mail to Board members.

Discussion of where the job should be advertised; Select Person Lavoie will send to Town web master Alanna Casey; Administrative Assistant Barbara Milkovits to advertise in *Nashua Telegraph*, *Monadnock Ledger-Transcript* and with the NH Municipal Association.

b. Filling Vacancies

c. 91-A Response under Right to Know Request to Dylan Fisher of *Monadnock Ledger-Transcript*

Requested documents need to be printed; redactions completed; copies to be made so redactions are not readable; then mailed to requesting paper. Estimate of cost needs to be provided to *Monadnock Ledger-Transcript* so they can determine if they wish to proceed as they will be paying the costs, per the law.

There are 275 documents; 2/3 need redaction; 12 hours non-billable hours have already been spent by Select Board reviewing e-mails.

Fifty cents per page copy fee will be charged; labor fee of \$23.00 will be used. Chair Moser to refine a letter to Reporter Dylan Fisher which will be signed by Select Board.

d. Wally Brown, Building and Grounds:

* provided estimate regarding painting sections of Mann House, Town Hall, Police Station; changing freeze board on Town Hall: Proposal dated 7/4/14.

* replacement of water heater at Police Station; tankless unit recommended as usage is very low. Proposal dated 7/4/14. Licensed plumber and gas technician needed. Life span of units discussed. Three prices to be sought by Selectman O'Grady.

e. From Highway Department Liaison, Selectman O'Grady

The back hoe has returned to Town again after repair. It was broken with another issue on day following the return.

The newest Town dump truck has been at the garage since March as it needs a motor replacement; low mileage motor can be installed for between \$5,000 and \$5,500. Mileage on replacement motor will be the same mileage as truck. Motor will have limited warrantee. The cam shaft is also shot, as with another truck; caused by over-revving by the same driver. This is the first Select Board heard about three damaged motors and two damaged cam shafts.

Budget information for highway vehicle maintenance: \$15,000 spent out of \$40,000.

Selectman O'Grady to call garage to tell them to proceed with motor replacement.

Informational Items/Communication

a. Drug forfeiture funds document - certifying that Town has not discriminated against anyone. Signed.

b. DRA accepted and signed MS-5 Form

Select Board will check with Bookkeeper Brenda Wiley before signing and sending to Auditors.

c. Request for refund on a motor vehicle registration

Select Board authorized MV registration 33613 to be refunded.

d. National Regional Planning Commission dues

\$1,169 for June 2014 to June 2015

e. Letter of support received

Re: Mr. and Mrs. Mark McDonald's woodshed

f. Safety Committee minutes received

g. Mann House Security

Wally Brown, Building and Grounds, is directed to place a lock on the room upstairs where Planning Board records are kept. Keys need to be provided to other Boards whose records are stored there.

h. Deputy Treasurer Mary Bardsley

is now listed on all accounts.

i. Highway Department complaint from Briggs Road Highway Department liaison O'Grady viewed the situation and the highway department has rectified it.

j. Treasurer's signature needed for document allowing lower rate on bond to be acquired quickly;

Treasurer Letourneau will discuss this with Bookkeeper Brenda Wiley.

k. Internal financial controls information

from Auditors should have been forwarded to Treasurer in December; she received it last week.

l. New septic system

plans for a house on Greenville Road were received.

m. Replacement of two poles by PSNH

on Campbell Mill Road; papers signed.

n. Granite State Children's Alliance

wishes to have Town place line item of \$500 in the annual budget; they serve children who are victims of crime in Mason. Tabled until fall after input from Chief Hutchins.

o. Tax Abatements

Select Board had already made decisions on them at last meeting; checks were already issued. Checked against the Manifest.

VI. Public Forum -- 15 Minutes

Temporary driveway issue is tabled.

What is happening with our roads? Why do we call Hollis dispatch? Almost the entire width of Hurricane Hill Road was washed out, but fixed today.

Selectman O'Grady - Hollis Dispatch is where to call for emergencies and to reach department heads. Acting Road Agent is Roy Lundstedt. Citizens should receive a phone call from the Highway Department regarding any complaint.

From Harry Spear - Roy Lundstedt did a good job grading Gilman Hill Road.

VII. Schedule next work session

for Tuesday, July 15 at 7:30 PM. Notices needs to be posted by Administrative Assistant Barbara Milkovits.

VIII. Meeting adjourned at 10:03 PM

IX. Non-public session for a discussion

which could cause embarrassment to an individual, other than to the Select Board

Minutes taken by Barbara Devore

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