



Selectmen Meeting 4/11/2017

### Approved Minutes

**Present:** Selectmen Louise Lavoie, Bernie O’Grady, Charlie Moser; Brenda Wiley, Kathy Wile, Deb Morrison, Pat Letourneau; members of the public.

**Called to Order:** The Meeting was called to order by Louise at 7:30 PM.

### **Approvals:**

- It was noted that the Accounts Payable and Payroll Manifests had been approved. Payroll manifests were later brought back to the meeting for a missing signature, which was done.
- Minutes of March 28, 2017 meeting were reviewed. Charlie noted a typographical error on P2, under Public Forum. The word “greed” should appear as “agreed”. Charlie then made a motion to accept the minutes of March 28, 2017 as amended; second from Louise, 2 votes to accept minutes as written. Bernie abstained as he had not attended the meeting of 3/28.
- A break was taken for a scheduled non-public session – see below.
- TAN agreement forms had been sent by the attorney securing the TAN. It was noted that until the postponed election issue was resolved at the State level, Louise had been advised to not sign contracts on behalf of the Town. Signatures from Bernie and Charlie were made following their reading through the paperwork as needed, as were signatures from the Town Treasurer (Pat Letourneau) and Deputy Treasurer (Mary Bardsley), with Town Clerk Deb Morrison providing the Town seal to certain of the documents.
- Appointment papers were presented for signature, one for Zoning Board (Guy Daniello) and one for Louise as Commissioner to NRPC. All papers were signed; Guy was sworn in by the Town Clerk. Louise will do so at a later date.

### **New Business:**

- Conservation Commission members Bob Laroche, Liz Fletcher and Barbara Devore were there to discuss language of a proposed agreement for a parking lot easement for the quarry at the end of Scripps Lane. Discussion followed as to whether the deed should be prepared for the Town of Mason vs Mason Conservation Commission, which (CC) would oversee the property in either case. Louise asked if there needed to be any language included to the effect that parking would be for Mason Residents only. Charlie thought not, that Town Ordinances would apply to the easement.  
Charlie made a motion that the Town accept an easement on parcel E-31 for quarry parking as a gift from Anthony Lombardo and Melissa Jo Mudrick, property owners. Bernie seconds, three votes to accept the gift of the easement.  
Charlie advised CC that they needed the original agreement letter from the mortgage company to record the deed, and that it would be returned following the recording. Logistics of getting notarized signatures within the time frame granted by the bank were discussed, as was the need to file the plat as well. The plat could be filed after the deed if necessary; CC will take care of the filing.

Louise reminded everyone there was a scheduled meeting Th 4/13 for the quarry committee, 7 PM at the Mann House.

- Highway Department project planning with Road Agent Dave Morrison was next on the agenda. Dave first asked about a request he had received to post a speed limit on Mitchell Hill Rd; Charlie asked him to refer the person to BOS, as it was their responsibility to set and authorize posting of speed limits.

Bernie wondered if the items on Dave's list might best be covered at a staff meeting with him? Agreed a lot of items were of that nature, it would save other people's time, and a meeting was scheduled for Friday, 4/14 at 8 AM. Meeting will be posted.

Further conversation went to the 5 year plan for paved roads restoration, with Louise asking how the original plan compared to what has been done and can be done by the end of that period. There was agreement that the original plan has not been fully followed, and Dave has information on what has/has not been completed which he handed to selectmen and will be discussed at their meeting on Friday.

Dave further offered that the calcium chloride plan was ready to go, about 4 miles of grading would need to be done before and coordinated with deliveries/applications.

Gravel crushing was a \$15,000 minimum – that will also be discussed Friday.

Dave asked if the Town could increase the size of the turn around at the end of Emerson Lane as well as Blueberry Lane, saying the work at the end of Nutting Hill Rd had been helpful to the plow trucks. It was discussed and agreed that Dave will look into road sizes and ROW's on both of those roads.

- Bernie had a contract for the well to be drilled at the Highway/Fire departments. Contoocook Wells had the best bid, and they are able to start as soon as this week. Contract was read by Louise and Charlie. Louise moved to accept the bid, based on having the necessary funds in the HD Building Capitol Reserve Fund, Charlie seconds. Louise further directed Bernie, as BOS liaison to the HD Building Committee, to sign the contract, which he did.

### **Old Business:**

### **Informational Items/Communication:**

- Quarterly Budget reports were made available from Brenda, who also offered to give selectmen a comparison of spending last year and this year. Selectmen agreed that would be helpful, and they will review the information via email for future discussion.
- Latest information on the State House debate on postponed elections was available; it was agreed there was no need to discuss that at the present time.

### **Public Forum:**

- Deb Morrison reported that she and Deputy Clerk Suzanne Kelly had attended Legislative Day at the State house, and been updated on election day postponement issues from SOS Bill Gardner as he addressed the group. She also said it was an interesting and worthwhile day.
- Barbara Devore reminded selectmen that they had mentioned the AA could assist the 250<sup>th</sup> OHD Committee with the paperwork for an insurance rider for the event. She inquired how the cost of the rider would be covered – BOS felt it should be part of the event budget, and further suggested that Kathy get the insurance form from Primex and pass it along to the

committee to fill in. Further conversation centered around the time capsule to be unearthed at OHD. The current one is buried, and possibly in poor condition, so the group was thinking of putting the next one within the Mann House. Size of the capsule will help determine the best place to secure that.

- Louise brought the topic of records retention to the table, and conversation followed regarding amount of paper material within the building, various departments responsible for record keeping and the RSA governing retention periods (RSA 33-A:3-a). It was agreed that there needs to be a records retention committee formed per RSA 33-A, which could meet and decide that each department head would be responsible for gathering records ready for destruction. Kathy could coordinate the meeting and process, giving detailed lists of retention periods for records to each department head.

**Non-Public:**

Louise made a motion, seconded by Bernie, to enter non-public session by reason of RSA 91-A:3,II(c). Roll call vote was 3 votes to enter non-public session at 7:34 PM.

Return to Public Session was at 8:04. Charlie made a motion to seal the minutes, second by Bernie. Roll call vote was 3 votes to seal the minutes of the non-public session.

**Adjourned:**

Louise moved to adjourn, second by Bernie, motion to adjourn passed and meeting was adjourned at 9:26 PM.

Next meeting (work meeting) will be held Friday, April 14, 2017 at 8:00 AM at the Mann House.  
Next regularly scheduled meeting will be Tuesday, April 25, 2017 at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant

