



Selectmen Meeting 5/23/2017

Approved Minutes

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

**Called to Order:** The meeting was called to order by Louise at 7:33 PM.

**Approvals:**

- It was noted that the Accounts Payable and Payroll Manifests were in process of getting final signatures.
- Minutes of BOS meetings were reviewed while final signatures made to manifests. For minutes of May 9, under the Planning Board clock extension, Louise made a motion to replace wording in minutes with the wording used in NRPC correspondence. It was agreed consistent language would be appropriate, Louise moved to accept the minutes of May 9 with the language change. Second by Bernie, 3 votes to accept the minutes of May 9 as amended.  
Minutes of May 5 – meeting with Kevin Maxwell, not Dave Morrison, and correction requested to delete the name of a proposal source. Louise moved to approve minutes with those changes, second by Bernie, 3 votes to accept minutes as amended.  
Minutes of May 12 meeting reviewed, discussion on timeline for building ended with inserting “proposed” before “timeline”. Also noted an update had been received 5/22. Charlie moved to accept the minutes of May 12, 2017 as amended. Second by Bernie, 3 votes to accept as amended.
- Highway Department building bond paperwork was received from Atty. L’Hullier and prepared for signatures by BOS and Treasurer, with the Town Clerk adding the town seal. As elements were reviewed there was conversation about requirement to use bond money before capitol reserve funds. Timing of the well was discussed; it was agreed it had been done before the bond was approved. Charlie moved to ratify the prior decision of the BOS to use monies from the HD Capitol Reserve Fund to complete the well and water testing before proceeding with the building construction. Second by Bernie, 3 vote to ratify the prior decision.
- SAM registration form for PD was presented for signature. This is to replace former PD administrative assistant with the new one within the SAM system, enabling her to apply, accept grants etc. Charlie moved to authorize the Chair to sign on behalf of the BOS, second by Bernie, 3 votes to authorize Louise to sign, which was then done and notarized by Deb Morrison, Town Clerk and Notary.
- There was a LUCT form, DRA Form A-5, presented for signature with a letter of explanation from the assessor. Included was the map requested by Selectmen at the previous meeting; the form was signed by selectmen and will be passed to Tax Collector to prepare the tax bill.
- DRA form MS-232 needed signatures. Signed by all selectmen.

- Engagement Letter for auditors had been lost in mail, they requested it be re-signed. Charlie moved to authorize Louise to sign on behalf of the BOS, second by Bernie. Three votes to authorize Louise to sign as governing board representative, which she then did.

### **New Business:**

- As part of the audit process, town officials and certain employees are asked to complete questionnaires. All 3 selectmen read, discussed and otherwise participated in completing their questionnaire. Kathy was asked to find and reproduce the requested code of ethics and investment policy requested. Charlie moved, Bernie seconded, that Louise be authorized to sign the questionnaire on behalf of the BOS. 3 votes to authorize her to sign, which she did.
- Town email service was discussed. Kathy reported that, as part of discontinuing DSL service from Fairpoint, access to the email addresses for the selectmen's office and library would be discontinued. Discussion about new email for the office – [administration@masonnh.us](mailto:administration@masonnh.us) will be used. Library would remain the same, but at masonnh.us instead of myfairpoint as well. The Fairpoint address at the PD is not used. Further discussion regarding forwarding period to request of Fairpoint it was agreed a 90 day period would be best.
- Barbara Devore and Liz Fletcher representing the Conservation Commission had information on a gift to be made by an individual through the NH Charitable Foundation to the Town for purposes of repair and renovation of the Rail Trail. The CC had GPS'd all areas of concern on the 7 mile trail, plus had 2 additional large projects in mind, all of which were presented to the donor, who agreed to fund them all. Work will begin this summer on the north end of the trail, as far as Depot Rd. The section between Depot and Morse Rd will be treated for knotweed in the fall. Remaining work will be completed in 2018 if the knotweed is successfully removed – if not, a second treatment will be needed. A kiosk is planned for a gateway area, such as on Depot Rd.  
At the next BOS meeting, CC will have the full, written conditions of the gift, which BOS can accept on behalf of the Town under RSA 31:19, to be put into Trust for this project to be administered by CC.
- Next on the agenda was the updates to Highway Building proposal. Selectmen agreed they would all like to have time to read and review all information, and will schedule a non-public meeting to compare proposals for Friday, May 26 at 4:00 PM.

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

- A letter announcing training available for Trustees of Trust Funds, Cemeteries and Libraries had been cc'd to BOS. Reported that a trustee of the trust funds was interested in attending. Kathy will remind other trustees that it is available to them.

### **Public Forum:**

- Bob Bergeron said there is a possibility of an Eagle Scout candidate to help with the house numbering system. He also said that the scout master had told him that all scout related activities are covered under the scout insurance policy, so there is no liability to the Town. Charlie asked that the volunteer or his parents sign off on the Town's volunteer release form before beginning.

- Barbara Devore said the town's 250<sup>th</sup> Celebration Committee was working to get a grant from the NH Council on the Arts. Plans were also underway to invite Andy's Summer Playhouse to return at some point during the celebration.
- Kathy reminded selectmen she is away for the next meeting on June 13, and someone should be asked to do the minutes.

**Non-Public:** none

**Adjourned:** Louise moved to adjourn the meeting, second by Charlie, 3 votes to adjourn at 9:11 PM.

Next scheduled public meeting for BOS will be held Tuesday, June 13, 2017 at 7:30PM at the Mann House.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant