



**Office of Board of Selectmen  
Town of Mason**

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Selectmen Meeting 11/12/2019  
Approved Minutes

**Present:** Selectmen Louise Lavoie, Pete McGinnity, Charles Moser; Kathy Wile; member of the public Bob Bergeron.

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

There was a brief “tour” of the second floor of the Mann House in response to the request of the building inspector for more space for his office.

**Approvals:**

- Noted that there were no manifests to be signed.
- Minutes of the October 22, 2019 staff meeting had been reviewed. Motion from Charlie, second from Pete to accept as written. Three votes to accept minutes of 10/22/19 staff meeting as written.
- Minutes from the October 22, 2019 regular meeting had been reviewed. Motion from Pete, second from Charlie to accept as written. Three votes to accept minutes of the 10/22/19 meeting as written.
- Minutes from the November 12, 2019 staff meeting were reviewed. Charlie asked to revise the wording of the last sentence of paragraph 3 to better reflect it was a task assigned to PD. Motion from Pete, second from Charlie to accept as revised. Three votes to accept minutes of 11/12/19 work meeting as revised.
- Contract with Brookline Ambulance Service, as agreed upon, had been signed by the Brookline Selectmen. The three Mason selectmen signed the contract, to be returned to Brookline.

**New Business:**

- Town Clerk/Tax Collector Deb Morrison submitted a request to change the amount of petty cash on hand to better reflect recent payment trends by residents. Pete motioned to approve the request, second from Louise; three votes to approve the request for change in petty cash management by town clerk.
- Two complete proposals for an alarm system at highway department, as well as monitoring services for that building as well as other town buildings. Cost of installation/parts were very similar, and the cost of monitoring system and length of contract were more divergent. Discussion of how to include the cost for the 2020 budget, decided that the equipment/installation cost, as a one-time expenditure, should be a Warrant Article, and the

monthly monitoring fees would be included within each department budget (which would mean a decrease of those costs for 2 departments.)

It was decided to follow up on the slightly higher installation/lower monitoring cost proposal, provided the company can hold the proposed price pending approval of the warrant article in March. An option to extend the monitoring contract beyond one year will also be explored.

- Budget preparation was the next topic – selectmen agreed they would each go through the individual department proposed budgets and they could decide which department heads they would want to meet with; special staff meetings will be arranged as needed. The budget advisory committee was discussed; agreed there had been minimal to no response from prior year announcements and no feedback last year to not having an active last year. Decision made to not attempt to recruit this year.
- HD job opening – the part time worker has left the department for full time work elsewhere, and Dave would like to hire a new part time person, at least for helping with plowing. Qualifications were discussed, hours to be filled, job description, starting salary, where to advertise were all part of the discussion. Updated job description will be forwarded to selectmen for review.
- US Census Commitment – Census bureau requests that municipalities help with the upcoming 2020 census in many ways, the one most applicable for Mason would be through an endorsement on the town website. Selectmen agreed to an on-site announcement encouraging participation.
- Brief review of upcoming meeting dates – Public Hearing for accepting unanticipated state funds will be held Tuesday, Nov 26 at 7:45 PM.  
Dec 24 BOS meeting will be re-scheduled to Monday Dec 23, 2019 7:30 PM at Mann House.  
Dec 11, at noon, will be the date for the employee holiday lunch.
- Land use administrator position – in response to requests for admin assistant help and to promote more effective communication flow between planning board, zoning board and building inspector – as well as with applicants to the various boards – Charlie suggested creating a part time position for someone to serve as assistant and facilitator to all 3 groups. He brought sample position descriptions from various towns; noted that all were larger than Mason. Questions of budget and space restraints, duplication of responsibilities, training requirements for such a position, hours required, etc. led in turn to conversations about providing an in-house training opportunity for our boards. Charlie will check on opportunities available from NHMA or NH OSI.

### **Old Business:**

- Turtle Brook endorsement letter has been returned to USGS.
- Louise requested a copy of the Town Hall Renovation Committee mission statement to fine tune the broadband committee one she is preparing.  
Charlie had revised the reminder letter to residents of Class VI road residents to include snow plowing. Revised letter was reviewed and approved. He will develop a new form for potential future requests for building permits for class 6 roads.
- Recent request from MEC to access town Eversource accounts online was discussed. The question has been resolved, their representative will work with Kathy to access paper bills for electricity, gas and oil during office hours.

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

- Notice of FEMA flood Insurance Map Meetings had been received – Charlie will contact NRPC as to their involvement and arrange someone to attend one of the meetings.
- Updated vehicle repair expense report from Brenda – selectmen will review more closely on their own time, and ask Brenda what the time frame of expenses represented is when she returns.
- Fire Chief Fred Greenwood had sent a sample job description for a FT chief position – selectmen will review in preparation for next staff meeting with Fred.
- Concentra is sponsoring a webinar Weds Nov 13 at 3:30 regarding upcoming changes to drug and alcohol testing and reporting requirements. Kathy is registered, Pete and Charlie interested as well; Louise will check her work schedule.

**Public Forum:**

**Non-Public:**

**Adjournment:**

There being no further business, Louise motioned to adjourn, second from Pete. Three votes to adjourn at 8:56 PM.

Next regularly scheduled meeting will be Tuesday November 26, 2019 at the Mann House at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant