



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

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Selectmen PM Work
Meeting 1/2/2020
Approved Minutes

Present: Selectmen Louise Lavoie, Pete McGinnity, Charles Moser; Kathy Wile, Brenda Wiley; Scott MacGarvey, Bill Fritz, Bob Larochelle and Deb Morrison also in attendance.

Called to Order: The meeting was called to order at 7:31 PM by Chair Louise Lavoie.

New Business:

- Budgets for Building Inspector, Planning Board, Zoning Board, Conservation Commission, Financial Administration and Town Clerk/Tax Collector will be reviewed. Louise said they will proceed in alphabetical order. Brenda Wiley had prepared actuals vs budgets for 2019 for each department.
- Building Inspector was unable to attend, budget for 2020 was reviewed. Very close to 2019 budget. Noted he indicated he does not charge for all of his time, but wants the budget for salary to remain the same for the future to reflect actual salary expenses. Selectmen agreed he should be encouraged to charge more accurately for his time, but okayed the level funding for 2020.
- Conservation Commission was represented by Chairman Bob Larochelle. He was asked why the amount allocated for land management has not been used. He replied that the past few years expenses on rail trail have been covered by the grant that had been received, and which is now completed. That line will be used in 2020 for other properties. In addition, the CC has other funds they draw on for certain expenses as well. Request for the same funding for 2020 was approved.

Tax maps were also discussed. Newly updated ones have been printed and delivered, and Bob said next year the overall cost will be about the same, but his labor goes down and printing cost goes up, as he will no longer have access to the necessary printers. Bob was asked to get an estimate for printing costs, but the \$700 was approved following conversation on numbers of copies needed.

- Financial Administration was next. Discussed line 6002-13, Miscellaneous, which was funded for \$0, spent \$0. Line kept in pace, same \$0 funding.

Town Website was also discussed, funding reduced to \$0 as webmaster Alanna

Casey is volunteering her work as webmaster going forward. Brenda will check on any fees that may need to be accounted for before adding the final change on that line. Rest of budget okayed to go forward.

- Scott MacGarvey represented Planning Board as chairman. His proposed budget had 2 areas of increase – the line for NRPC Assistant was increased by \$6000. He explained that PB was working on the update to the Town’s Master Plan, and needed the NRPC assistant to write 3 of the chapters, as well as to prepare the survey for residents. Scott believes the amount is likely higher than will be needed, but feels that number should be kept in place.

Scott requested a phone /phone line for conference calling, which may cut down on the need for Cassie, the NRPC assistant, to attend meetings without applications and hearings, saving some cost. Lack of phone lines, potential internet access were discussed.

Scott proposed creating a part time PB clerk position; someone that would attend meetings but not be a board member, who could do necessary filing and trips to HCRD as needed. The concept was discussed, and expanding to include discussion of a land use clerk position that would work with both planning and zoning boards, and perhaps with the building inspector as well. It was agreed that such a position was beyond the scope of the evening’s conversation, but should be considered for the following year. The PB clerk position as requested by Scott for 2020 was removed from the budget for 2020.

- Town Clerk/Tax Collector budget was next, Deb Morrison in attendance. Mileage rate has changed, that line will need to be recalculated. The increase in 6001-13 represented the actual bill for 2020 from Avitar. Discussion on potentially replacing the printer used for state forms was discussed, and agreed it could be covered under the existing amount in line 6001-20, equipment replacement. Brenda was asked to bring forward all the numbers for the final run-through.
- Bill Fritz represented the Zoning Board as chairman. The proposed 2020 budget was level funded from 2019. Some discussion on line 6006-07, advertising. Concern the fees collected were not enough to cover actual cost of advertising, or if notices could be shorter. Bill said they will review and address the fee discrepancy issues, a come up with a revised fee schedule as needed. Selectmen encouraged his board to use more training money in 2020. Bill said he has purchased the latest land use handbooks, and they are looking through those as a group.

Budget okayed as presented.

Adjourned: There being no further business, Louise motioned to adjourn, second from Charlie. Three votes to adjourn the meeting at 9:09 PM.

Respectfully Submitted,
Kathy Wile
Administrative Assistant