



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

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Selectmen Staff Meeting 3/16/2020  
Approved Minutes

**Present:** Selectmen Louise Lavoie, Pete McGinnity, Charles Moser; Kathy Wile, Dave Morrison.

**Called to Order:** The meeting was called to order 4:00 PM by Chair Louise Lavoie.

**Approvals:**

- Minutes of the emergency management team meeting of March 15, 2020 were reviewed; Pete motioned to approve the minutes as written, second from Charlie. Three votes to approve the minutes of March 15, 2020 as written

**New Business:**

- First topic of the staff meeting was regarding aggregate, what has been used from that budget line so far, when and how to maximize use of that amount. Dave will explore the possibility of obtaining slag from the active quarry as well, and get it moved to the pit before the crusher is in town (no firm date for that yet).
- PT wages are running a bit high, Dave to keep an eye on that. New employees are working well, seem to be getting along with other employees as well. Discussion of re-allocating hours between part and full time lines, using the new full timer to head up the daily vehicle maintenance efforts, expand those to include daily safety checks, with an eye to potential larger issues for Nate to work on. A-1 has been a good partner for the town, available for emergency work as well. Add to the vehicle maintenance logs daily
- Vehicles and repairs were the next topic. 078 will need to be replaced this year, discussion about getting a smaller vehicle rather than replace the same size. A few other repairs are in line for Nate to work on, as he gets time. Backhoe is in Concord, should be coming back tomorrow or Weds. Loader will be next to get some work done, needs a new windshield installed as well.
- Sweeper has been out; will continue to use it on wet days to minimize dust.
- Innovative SS will be delivering the tanks on Weds. Suggested to Dave that he use Rick as much as possible as a training and informational resource, as well as to network with other towns.
- Alarm system is scheduled for installation beginning April 6. Dave will coordinate to have a lift onsite for the week for them to use, and will work with Wally to have a plan in place for the man door roof addition so he can use the lift as well. Agreed Bob Bergeron might best help devise the plan for that.
- Outside drainage, and moving the floor drain tank, are both pending outdoor jobs, to be scheduled in before the paving begins.

- Dave said he would like to fill gas tanks while the prices are down, even though they are not near empty yet. Selectmen agreed with the strategy.
- Staff meetings within the department were suggested – perhaps as a way to organize the plan for the work week, and get input from crew on strategies and equipment/supply issues. Checking in with everyone individually would be a good idea as well.
- Discussion of dedicating the HD building to an individual from town – after discussion, agreed to continue the tradition of dedicating the town report to people rather than building dedication.
- In other business, Charlie said NRPC would be sending a separate contract for their work assisting PB with the master plan.
- Fairpoint settlement possibility was also discussed; Kathy will relay information to and from Todd.
- Subject of pay for cancelled employees of the library was discussed. Selectmen agreed they should be paid for their normal hours during the time the BOS has closed them for – motion from Charlie, second from Pete, 3 affirmative votes. Denise and Judy may be coming in part of the time to do administrative work, and they will be speaking with the Library Trustees about how to handle things going forward.

**Adjournment:**

There being no further business, Louise motioned to adjourn, second from Charlie. Three votes to adjourn at 5:23 PM.

Next regular meeting will be Tuesday March 24, 2020 at the Mann House at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant