



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

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Selectmen Emergency Meeting 4/8/2020  
Approved Minutes

**Present:** Selectmen Louise Lavoie, Pete McGinnity, Charles Moser; Kathy Wile, all meeting remotely.

**Called to Order:** The meeting was called to order at 1:33 PM by Chair Charlie Moser.

**New Business:**

- Discussion of plan going forward for board and committee meetings. Trying the zoom meeting system today, accessed by phone as well as online – both options seem to be working. As for other committees – Conservation and Planning both have hearings scheduled for May, Zoning and other committees also want to meet and continue business. For all, meeting information needs to be posted on bulletin boards and online, with all the access information as given by Zoom. Hearings need to be noticed in paper with the same information. Scheduling and noticing need to be standardized – agreed that would be done through the office. Discussion of how to host the meetings led to decision that each selectman would agree to be the host to open and close the meetings for each committee. Louise agreed to craft a memo to all committees that all April meetings are cancelled, and May meetings will be scheduled as virtual meetings. Remote meetings will continue until the Mann House is reopened by BOS.
- Next topic was the memos received from Primex and HealthTrust with guidance for handling claims connected to COVID 19. Charlie noted that the memo Primex referenced for posting he had already downloaded, and will send to the office for printing/copying/posting for all departments. Also discussed was the request from HD for guidance for employees regarding time off/illness/possible quarantine. Documentation required to include Dr note? Likely, will check with Primex to be sure about what documentation they will require. Charlie will draft a memo for review by others to send to employees. Best option would be to limit use of PT employees, and separate work sites as much as possible for each man.
- Other concerns raised by HD included access to sanitizing products and PPE. Agreed to have Kathy follow up lead on obtaining sanitizer to spray down vehicles at end of day, extra spray bottles available from Charlie and Louise. Gloves are available on request – Louise still has a good supply for everyone. Masks likely not needed – no face to face with anyone, working outside and practicing distancing should be easily accomplished. Pete mentioned Tamworth Distillery is making sanitizer for NH employees – he will pass that information along, and include Kevin and Fred.

If an employee chooses to stay home as a preventative measure, they can do so with the use of their personal and or vacation time. Should they or a family member be diagnosed/need to quarantine, other measures which will be described to employees will provide coverage.

- Personnel handbook distribution was discussed next. The handbook revisions had been approved in early March, with the intention of reviewing changes with department heads before distributing to all employees. Due to circumstances, those meetings have not occurred. It was requested that Kathy draft a memo to all departments saying that the new handbooks were printed and ready to be distributed, with the request the sign off page at the end be signed, dated and returned to the office within 2 weeks.

**Non-Public:**

- Motion from Charlie to enter non-public session by reason of RSA 91-A:3, II (C), protect the reputation of a person other than a member of the board. Second from Pete, roll call vote shows three votes to enter non-public session at 2:29 PM.

Kathy was excused from the non-public session.

Return to Public Session at 3:05 PM. Motion from Pete to seal the minutes, to preserve the reputation of a person not on the board. Second from Louise, roll call vote shows three votes to seal the minutes.

**Adjournment:**

There being no further business, Louise motioned to adjourn, second from Charlie. Three votes to adjourn at 3:06 PM.

Next regular meeting will be Tuesday April 14, 2020 virtual at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant