



## Office of Board of Selectmen Town of Mason

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Selectmen Meeting 4/28/2020  
Approved Minutes

**Present:** By roll call -Selectmen Louise Lavoie, Pete McGinnity, Charles Moser, Chair; Kathy Wile AA; Brenda Wiley, bookkeeper; Dave Morrison, Road Agent; Town of Wilton AA Janice Pack and Wilton Recycling Center director Carol Burgess; members of the public Michelle Siegmann and Garth Fletcher.

**Called to Order:** The meeting was called to order 7:31 PM by Chair Charlie Moser. He began the meeting by reading the procedures for electronically held meetings pursuant to the Governor's executive order 2020-04. That document is attached to these minutes. The meeting had been posted on the town website, and on the bulletin boards at both the Mann House and Town Hall. He further explained that the board had met in non-public session at 7:00 regarding a personnel issue. Charlie had moved, second from Pete to end that session at 7:14 PM, roll call vote to end the session Louise aye, Pete aye, Charlie aye; session ended at 7:14. Charlie then moved, second by Pete to seal the minutes in order to protect the reputation of an individual not on this board. Roll call vote showed Pete – aye, Louise-aye, Charlie – aye. Three votes to seal the minutes of the non-public session.

### **Approvals:**

- Noted that the accounts payable and payroll manifests had been reviewed and signed prior to the meeting by all selectmen.
- Minutes of the April 14, 2020 meeting were considered. All selectmen had read them - Charlie motioned to accept the minutes of 4/14/2020 as written. Second from Pete. Votes to approve the minutes of 4/14/2020 as written as follow: Charlie aye, Pete aye, Louise aye. Minutes accepted as written.
- Lease agreement for forestry trucks and appointment papers for fire wardens from the state had been received and needed signature. All selectmen had read and signed them. Charlie motioned to approve the signatures for both the lease and appointments. Second from Pete. Roll call vote to approve the signatures as follows: Charlie aye, Pete aye, Louise aye.
- Projected rates for the 2020-21 year for property and liability insurance had been received from Primex. Actual invoice is received for July 1 payment. Slight increase noted. Charlie moved to continue going forward with Primex, second from Pete. Roll call vote – Louise aye, Pete aye, Charlie aye.

### **Old Business:**

Chairman changed the order of business to accommodate the Wilton attendees.

- Carol Burgess, director of the Wilton Recycling Center, and Janice Pack, Admin Asst for the Town of Wilton, were in the meeting by video connection. They had joined the last meeting to propose changing the days/hours that the recycling center would operate. Having gotten more positive than negative feedback from towns people, Charlie said that they were ready to agree to the changes if WRC could extend their Thursday closing time from 7:30 PM to 8:00 PM, as most other centers offer one night a week. Janice and Carol agreed to the change in Th hours, and will send a revised agreement to the towns. Charlie motioned to authorize the Town Clerk to sign the amended document when received, which was seconded by Pete. Roll call vote was Louise aye, Pete aye, Charlie aye. At this time the Town of Wilton left the meeting.
- The Russell Rd project was next item of old business. Erin Darrow had prepared the DES wetlands permit, which will require signatures of both BOS and Town Clerk. Erin further reports that they are on track for engineering work for Abbott Hill/Starch Mill Rds to begin mid-May.
- Pete had prepared a summary of changes within the personnel policy, as approved in March. His summary was discussed, Kathy to do any revision needed and get it out to department heads to share with their employees. Louise asked if the signed acknowledgements had come back – Kathy said all but one department had returned them. Brenda asked if all employees had gotten them, and could she get a copy as well. Kathy will email her a copy; Brenda’s paper copy was on her desk
- Status of construction on Old County Rd that was to be completed in January was asked about. Selectmen requested that the building inspector get back to them with information on that project.
- Status of negotiations with Fairpoint was discussed. Charlie thought there should be a conversation with Atty Drescher, Todd Haywood, and BOS. Kathy to set something up for next week.

### **New Business:**

- Change orders for the HD alarm system had been received, one for a part that had been neglected to be ordered, the other for sensors in the mechanical room under the office, which hadn’t been included initially. Total over the warrant article amount is \$833; Brenda asked where to take that from Dave said culvert and patch lines both likely to have some room. Charlie motioned to approve the change orders, with the amount of \$833 to come from the culvert line. Second from Pete. Roll call vote – Louise aye, Pete aye, Charlie aye.
- Equipment agreement with Great America had been explained to satisfaction. Pete motioned to approve Charlie’s signature on the agreement, Charlie seconded. Brenda asked when the first invoice would arrive and if the monthly amount would stay the same or could we buy it out this fiscal year, rather than have to carry part of that line over into the next budget. Kathy will find out. Roll call vote to approve Charlie’s signature on behalf of the town – Pete aye, Louise aye, Charlie aye.
- Senator Levesque had reached out to the select board asking if there were concerns the town had that she could potentially help with. Louise said the town has not had any large expenses to date, and that unemployment concerns seem to loom largest for town people. Charlie suggested to Louise that she reply to Sen Levesque thanking her for reaching out, and that we will not hesitate to communicate with her if need arises.

- DHEM grant webinar had been attended by Kathy. Basic information such as minimum qualifying costs, what expenses qualify, timelines and procedures had been covered. At this time it seems we would be unlikely to have enough qualifying costs, but this program is open through October. No action to be taken at this time, other than continuing to track costs.
- Year to date actuals vs budget had been prepared by Brenda as FYI; selectmen will review and concerns will be discussed at the next meeting.
- Road Agent Dave Morrison was asked about the emergency pay for a PT employee on a recent payroll manifest. He replied that as part of his hiring process it had been agreed that, other than plowing for a storm, anytime an employee is called in out of regular hours for emergency business they would be compensated for a minimum of 2 hours at 1 1/2 times their pay. Agreed there is nothing written on that, and Dave will draft a policy to that effect with criteria regarding circumstances and how the employees are selected.

Next topic was the change to summer hours – Louise asked for more definition in a written way as to when (dates) and what the hours, days on both schedules are to be.

Changes in personnel policy regarding use of personal days was discussed. Pete was firm in saying employees need notice and approval to use that time for anything other than a sick day.

Vehicles were next to be discussed – work planned for dozer, loader, Blue Streak and 074 were discussed and approved. Truck 078 is scheduled to go out of the department by the fall; Nate had found a possible replacement and is willing to go look at it for the town. All selectmen agreed to have him do that, noting the \$30,000 in the capital reserve fund.

Floor drain at the HD building was discussed, need for new tank. Dave had researched prices, said Lamarre could get it out soon. Project approved to go forward, with cost coming from hired sweeper, patch or culvert lines.

Dave had been asked by MES principal Kristen Kivela to have a truck or two in the parade to celebrate. Pete asked that personnel costs be estimated; Dave said it should be no longer than 2 hours.

- Webmaster proposal to have a volunteer assist her with keeping postings current on the website was discussed next. Louise thought it a good idea, would want to “meet” and interview her candidate, and have a clear understanding about roles/responsibilities for each of them. Pete agreed with asking for that clarity, and that it best for Alanna to do that process.
- Other boards are wanting to meet for May – Kathy will set up a zoom meeting for Energy Commission for Monday May 4<sup>th</sup>, hosted by EC. Conservation Commission has a meeting/hearing scheduled for May 13<sup>th</sup>, Planning Board has a virtual meeting scheduled for April 29<sup>th</sup>. Louise will get meeting guidelines out to all boards/committees.

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

- Pete had received a phone call from a resident of Reed Rd, having been approached by a person who said he was planning to build houses on a property in Ashby, using a class VI portion of Reed Rd in Mason for his access. Selectmen agreed that the office should send notice to the Ashby MA planning board that such a project should be considered to have regional impact and the town of Mason noticed as an abutter.

### **Public Forum:**

- Caller Garth Fletcher commented on the conversation with the road agent regarding scheduled vs emergency time, and agreed with the concepts of the added pay rate as a sweetener, and also developing a consistent policy. He further commented on the Reed Rd conversation, saying that portion of the road is very steep and has poor drainage.
- Brenda Wiley asked about approval for the proposal for making signs for each of the graduates (from Mason Elementary, and Milford Middle and High Schools) to be placed on the common in front of the elementary school for a week or so around the parade time. All selectmen agreed this would be fine.

**Non-Public:**

**Adjournment:**

There being no further business, Louise motioned to adjourn, second from Pete. Roll call vote to adjourn as follows – Louise aye, Pete aye, Charlie aye. Three votes to adjourn at 8:58 PM. The meeting was closed by Charlie online.

Next regular meeting will be Tuesday May12, 2020 via Zoom at 7:30 PM.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant