



Office of Board of Selectmen Town of Mason

16 Darling Hill Road – Mann House
Mason, New Hampshire 03048
(603) 878-2070 (603) 878-4892 Fax

Selectmen Budget Planning Meeting 11/17/2020
Approved Minutes

Present: By roll call, using the Zoom platform – Charles Moser, Louise Lavoie, Pete McGinnity selectmen; Kathy Wile, AA; Brenda Wiley, bookkeeper; Kevin Maxwell, police chief

Called to Order: The meeting was called to order 7:34 PM by Chair Louise Lavoie. The reading of the Right to Know checklist was waived as no members of the public were present.

New Business:

- It was decided to begin with the police department budget line items, and then consider the warrant article request for a new cruiser. Salary and related increases will not be entertained during tonight's discussion. Other lines proposed/reviewed as follow:
 - 4210-06, Prosecutor – keep flat
 - 4210-07, Detail Expenses – keep placeholder amount
 - 4210-08, On call – keep placeholder amount
 - 4210-09, Admin Wages – going up, reflecting increased hours though still PT
 - 4210-11, Worker's Comp – decrease based on actual policy invoice for 2021
 - 4210-14, Conventions and Dues – keep flat
 - 4210-15, Office Expenses – over for 2020, trying to solve fax issues. Flat for 2021.
 - 4210-16, Uniforms – decrease for 2021, had a new hire in 2020
 - 4210-17, Equipment & Maintenance – over for 2020, due to purchase of bullet proof vests; there should be some grant money showing in the revenue side to cover half of the vest amount. Flat for 2021.
 - 4210-18, Training – under for 2020 due to COVIVD, but keep flat as there are more training requirements coming up.
 - 4210-19, Cruiser Maintenance – over some due to repairs to cruiser transferred to buildings and grounds, mostly over due to ongoing repairs for the 2016 cruiser. For 2021, bump up \$500, if not buying new cruiser bump up \$9500 to \$16,000.
 - 4210-20, Cruiser Fuel – increase by \$500 to \$7500, agreed
 - 4210-29, Telephone and Internet – projecting to go down slightly, decrease \$300 to \$6000
 - 4210-30, Heat – decrease of \$400 based on usage
 - 4210-31, Electricity – decrease \$200 based on usage and anticipated energy savings
 - 4210-33, Technology Expense – increase \$150 based on 2020 costs
 - 4210-37, Child Advocacy Center dues – keep flat
 - 4210-40, Grant work – keep placeholder amount

It was noted that the state retirement funding requirement will be increasing 5% in July, so that line will show an increase regardless of salary increases for the 3 FT officers.

Further discussion – all 31 parking tickets issued for the quarry have been paid – Kevin asked where that will show up to be counted towards PD? Brenda said that money goes into the general fund, and can be used for any overages within the PD budget. Commented that keeping notes within the budget is helpful for connecting such items.

Discussion on potential warrant article to replace the 2016 cruiser. It is currently used as a backup duty cruiser as well as for details, of which there have been many. In 2020, Kevin estimated 80% of the details have been within Mason, the other 20% out of town to maintain the mutual detail coverage agreements with other departments. This cruiser has had chronic repair costs, including a new transmission, and is in the shop with limited miles left on the warranty. Kevin proposed the funding of the cruiser would include \$20,000 from the details fund, \$14,000 from the cruiser reserve fund, \$12-15,000 from trade in for the new cruiser, and the rest to come from a WA (\$4000-7000). Discussed private sale vs trade-in, Pete offered to help with the trade in negotiations.

Salary ranges for patrolmen was discussed – Kevin will share a survey he has from a couple of years ago. Sargent position requirements and security cameras were also discussed.

- **Microtime contract** was discussed. Contract for ongoing support and security services, increase of 3.5% cost of living increase only. Discussed the enhanced security services – did that begin in 2020, if so when, and is it still in place for all machines? Kathy to follow up with those questions. Pending answers to those questions, Pete motioned to authorize Kathy to sign the contract on behalf of the town, second from Louise. Roll call vote – Louise-aye, Pete-aye, Charlie-aye to authorize Kathy to sign the Microtime support contract for 2021. Further IT conversation regarding the internet sharing with the school – agreed to keep the current costs as the proposed cost, to be modified once the new broadband packages are in place. Louise wanted to be sure Town Hall is included in installation plan as well.

On to the rest of the budget.

- **Elections** – proposed numbers show decrease based on number of elections for 2021.
- **Registrations and Vital Statistics** – agreed to table the TC/TX lines until updated numbers were available.
- **Financial Administration** basically flat
- **Assessing** – COLA increase for annual contract (with addition for assessor staff to do data entry), same rate for revaluation as 2016.
- **Legal Expenses** – leave flat, more invoices will be coming in for 2020.
- **Personnel Administration** – add \$888 to 4155-03 for increase in STD coverage.
- **Planning Board** – no numbers in yet; Charlie will bring that to the meeting scheduled for 11/18, tomorrow. Master Plan line not to be repeated – Charlie suggested he bring discussion to the PB meeting regarding the next step, and what assistance NRPC would need to provide.
- **ZBA** – request is down to \$600 for clerk costs, due to meeting on an as needed basis, not every month.
- **Government Buildings** – 4294-09-\$1000 added for vehicle maintenance and fuel
4294-05- keep flat rather than reduce

- **Cemeteries** – flat
- **Insurance** – amount based on contract/invoice received
- **NRPC** – based on actual invoice for membership
- **Other General Government** - NRPC dues invoice not received yet, placeholder amount of \$1320 used for now. Abatement line reduced, reflects the amount owed to Fairpoint for final settlement. Technology support – reduced to \$22,430 – new equipment paid off by end of 2020
- **Ambulance** – based on signed contract
- **Fire Department** – add another line for assistant chief, as well as related expenses to be tracked along with the salary amount.
- **Building Inspector** – keep flat
- **Communications** – contract signed
- **Emergency Management** – discussion of GOFERR reimbursements, amount that is unanticipated revenue and how to handle that? No guidance from DRA, will ask NHMA what they hear other towns are doing. Reimbursements show in the revenue line but must also be shown as costs under emergency management. Pete motioned, second from Charlie to accept the GOFERR reimbursement as unanticipated revenue. Roll call vote shows Louise-aye, Pete-aye, Charlie-aye to accept the funds. (Previous minutes to be checked to see if this vote has already been taken).
- **Highway Department** – tabled until meeting with Dave
- **Wilton Recycling Center** – estimated, final won't be known until end of January
- **Health** – leave flat
- **Welfare** – did not use full amount, but keep flat – could be tough year coming up for people.
- **Parks and Recreation** – overage on 4520-03 – Brenda will look up
- **Town Common** – supplies line over – cost of tree removal? Brenda to confirm. Keep flat except for slight decrease in WC
- **Library** – down overall, reflecting staffing
- **Patriotic Purposes** – keep flat
- **Conservation** – keep flat
- **Mason Energy Commission** – keep flat – some unused funds due to cancelled activities

Discussion about where budget is now compared to last year – keep in mind warrant articles, compare only operational expenses at this point.

Discussion about potential truck lease for HD – decision to pursue the numbers at this time, let voters decide on including that expenditure or not.

Adjournment:

There being no further business, Louise motioned to adjourn, second from Pete. Roll call vote to adjourn – 3 ayes. Meeting adjourned at 9:37 PM, zoom meeting forum closed by Louise.

Next regular meeting will be Tuesday November 24, 2020 via the Zoom platform, at 7:30 PM.

Respectfully Submitted,
Kathy Wile
Administrative Assistant