



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

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Selectmen Meeting 9/27/2022
Approved Minutes

Present: Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney, Accountant Brenda Wiley, Fire Chief Tony Burns, Building Inspector Jake Olson, Todd Mullen; Residents Wendy Sue Avery, Dennis Avery, Bob Young

Called to Order: The meeting was called to order at 7:33pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above.

Approvals:

- Noted that the accounts payable and payroll manifests had been reviewed and approved prior to the meeting.
- Minutes of 9/12/2022 BOS / PD meeting - Kate motioned to approve as written, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye.
- Minutes of 9/12/2022 BOS meeting - Kate motioned to approve as written, second from John. Roll call vote Kate-aye, Charlie-aye, John-aye.

New Business:

- Accountant Brenda Wiley did a brief overview of the budget with the Selectmen. Revenue appears to be slightly ahead of schedule. Departments are averaging better than anticipated given unexpected challenges. Beginning in October, Brenda will touch base with departments to begin budget planning for 2023.
- Selectmen met with Building Inspector Jacob Olson and discussed the following:
 - New addresses will be issued after the inspection of new foundations. The Building Inspector will tell the Admin Assistant once a new address has been assigned. Admin Asst will enter into the Assessing software, update the Assessor and inform the Fire Chief who will be responsible for updating 911.
 - Building permits do not currently have an expiration date. Selectmen agreed to implement a two-year expiration date from issuance of a building permit. A \$40 renewal fee will be required to extend the issued building permit. Admin Asst will track building permit expiration dates and will inform Building Inspector when renewal is needed. Building Inspector will contact the building permit holder.
 - Kate to create a standard operating procedure for this
 - Charlie to see if building permit ordinance needs to be updated

- Jen to update building permits
- Jake gave updates regarding old orders of business
- Jake updated Selectmen that he will be completing required Health Officer training
- Jake made requests for updating office space, office equipment and obtaining clothing with the town seal on it. Selectmen asked Jen to work with Jake to get these requests accomplished.
- Admin Asst Jen asked how to return an unused and no longer needed cemetery plot to the town. Jen was informed that the cemetery plot will need to be deeded back to the town. Charlie to look into what to do regarding any transfer of funds.
- Selectmen reviewed the Zoning BOA Notice of Decision for case #01-2022 issued on 9/20/22. Selectmen agree to issue a motion of re-hearing.
- Bob Young met with the Selectmen to discuss sound level monitoring at the Driving Range since he was on the Zoning BOA during the original hearing for the Driving Range.

Old Business:

- Wendy Sue & Dennis Avery discussed decibel readings from their property from the most recent concert at the Driving Range. They also asked for an update regarding J-60, to which they were informed the Selectmen will be issuing a motion for re-hearing to the Zoning BOA, as discussed above.

Non Public:

* Motion to enter Non-public session made by Kate, seconded by Charlie by reason of:

- RSA 91-A:3, II (d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

Roll call vote to enter non-public session – Kate-aye, Charlie-aye, John-aye. Entered non-public session at 9:05pm.

Motion to return to public session made by Kate, second from John; returned at 9:15pm. Motion from Kate, seconded by Charlie, to seal the minutes because it is determined that divulgence of this information likely would

- render a proposed action ineffective.

Roll call vote to seal the minutes Kate-aye, Charlie-aye, John-aye.

Adjournment: There being no further business, Kate motioned to adjourn, second from John. Roll call vote Kate-aye, Charlie-aye, John-aye. Meeting adjourned at 9:18pm.

Respectfully Submitted,

Jennifer Tenney

BOS Administrative Assistant