



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

16 Darling Hill Road – Mann House  
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(603) 878-2070 (603) 878-4892 Fax

Selectmen Meeting 11/7/2022  
*Approved Minutes*

**Present:** Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney; Accountant Brenda Wiley; Planning Board Chair Dane Rota

**Called to Order:** The meeting was called to order at 7:47pm 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 10/25/2022 BOS / HWY meeting - Kate motioned to approve with changes, second from John. Roll call vote Kate-aye, Charlie-abstain, John-aye.
- Minutes of 10/25/2022 BOS / FD meeting - Kate motioned to approve with changes, second from John. Roll call vote Kate-aye, Charlie-abstain, John-aye.
- Minutes of 10/25/2022 BOS meeting - Kate motioned to approve with changes, second from John. Roll call vote Kate-aye, Charlie-abstain, John-aye.

**New Business:**

- Kate acknowledges Planning Board Chair Dane Rota, along with the members of the Planning Board, for their efforts and work put towards the numerous Planning Board projects that have come up this year.
- Dane discussed with the Selectmen that the Planning Board would like to continue using the town engineer, KV Partners, for their projects. The Selectmen and Dane discussed invoices will be forwarded to Jen, shall include the hearing/project number and need to be itemized. KV Partners will also be asked to provide a scope of work in order to give to applicants so they will have a better understanding of anticipated fees. Payments from applicants shall be given to Jen. Dane and Jen to discuss these requests with KV Partners.
- Kate motioned to authorize Dorothy Dee Mitchell, as Town Treasurer, to be the primary user on the M&T credit card(s) account(s) needed by the bank to be able to set up fuel credit cards for the town, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye.

- The new process for appointments will be that any person who is recommended to be appointment shall come to a Selectmen meeting to meet the Selectmen and answer any questions before the appointment papers are signed.

### **Proposed 2023 Budget Discussion**

#### Elections

- It was discussed that moving forward, this budget should be reviewed by the Supervisor's of the Checklist and the Moderator
- Dane Rota, as a prior member of the Supervisors of the Checklist, expressed concern that an updated printer for upstairs and potentially upgrading the laptop used by the Supervisors of the Checklist should be considered for the 2023 budget
- Brenda to gather more information before approval of proposed budget

#### Registrations

- Proposed 2023 budget was reviewed

#### Financial Administration

- Brenda and Jen suggest having a shredding company come for 2023, Brenda to get estimate and consider splitting with the Elementary School
- Brenda and Jen suggest replacing the light fixture in the BOS office, Jen to get estimate
- Line Item 4150-24 (Grant Writing Expense) Brenda suggests moving to a "General" line (like the IT line item) vs keeping under Financial Administration
- Jen suggests moving to a bulk ordering system for office/building supplies vs each department ordering on their own as this will likely save on cost. Jen to look into options

#### Planning Board

Dane Rota, Planning Board Chair, was here to discuss the proposed 2023 budget. Dane anticipates the same workload for 2023 and would like to note the Planning Board is under budget for 2022 because a larger, more expensive scanner, was budgeted for than what was purchased.

- Line Item 4191-01 (Advertising) increase to \$400 for non-application publication notices
- Line Item 4191-03 (Supplies) Dane suggests removing if the town will be providing a shredding service
- Line Item 4191-12 (New Equipment) Increase to \$2100 to account for an automated application process. Jen to get an estimate.

#### Zoning Board

- Line Item 4192-03 (Advertising) Selectmen discussed decreasing to \$1 since the applicant reimburses fees
- Line Item 4192-04 (Postage) Selectmen discussed decreasing to \$1 since the applicant reimburses fees
- Line Item 4192-06 (Training) Selectmen discussed decreasing to \$1

#### Government Buildings

- Line Item 4194-05 (Repair/Maintenance Supplies) & 4194-06 (Town Building Supplies) Consider how these line items would be affected if Jen takes on the department ordering

- Line Item 4194-10 (Records Preservation) Talk to Town Clerk Deb Morrison on what is involved with this process

#### Cemeteries

- Proposed 2023 budget was reviewed

#### Police Department

- Reviewed at the 11/7/22 Selectmen / Department meeting

#### Fire Department

- To be reviewed at the 11/22/22 Selectmen / Department meeting

#### Building Inspector

- Jen discussed that she spoke to Building Inspector Jacob Olson earlier today regarding the Building Inspector Office that is being put together in the Mann House. Jacob expressed it would be great to have a printer and computer, along with a phone line, upstairs in his office. Jen to work with Jacob on an estimate for this.
  - Consider how a computer upstairs would affect the IT costs and how setting up the office upstairs would affect the maintenance budget

#### Highway Department

- Line Item 4311-11 (Drug & Alcohol Testing) Increase to \$1600 due to increase of costs
- To be reviewed further at the 11/22/22 Selectmen / Department meeting

#### Parks Recreation

- Line Item 4520-05 (Toilet Facilities) decrease to \$1
- The rest of the proposed 2023 budget was reviewed and approved

#### Library

- Proposed 2023 budget not provided
- Jen discussed that the Librarian Judy mentioned replacing the carpet. Jen to have Judy provide an estimate for this and to ask Judy to attend the next Selectmen meeting to discuss the budget further

#### Patriotic Purposes

- Proposed 2023 budget was reviewed

#### Conservation Land Management

- Proposed 2023 budget was reviewed

#### Energy Commission

- Proposed 2023 budget was reviewed

#### Misc

- Discussed potential cost of living pay rate increases. Brenda to provide a breakdown for the percentages discussed by the Selectmen.

- Discussed increasing health insurance “opt out” annual stipend to \$5k in lieu of the health insurance offered by the town. Selectmen are in agreement.
- Proposed Mason Tax Map Budget prepared by Bob Larochelle. Selectmen are in support of creating budget line items for Mason tax map purposes. Proposed 2023 budget was reviewed.
- Town Hall Renovation Committee is requesting an email address.
- Line Item 4153-01 (Legal Expenses) discussed increasing to \$15k
- Kate made the following suggestions for warrant articles (draft version only):
  - **Municipal & Cemeteries Equipment:** To see if the Town will vote to raise funds for the purchase of a zero-turn mower.
  - **Recreation Revolving Fund:** To see if the Town will vote for further naming the Selectmen as agents to expend from the Recreation Revolving Fund for recreation purposes only.
  - **Recreation Funds:** To see if the Town will vote to raise funds (\$10k suggested) for recreation purposes.

**Non Public:**

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

- *RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll call vote to enter non-public session – Kate-aye, Charlie-aye, John-aye. Entered non-public session at 10:05pm.

Motion to return to public session made by Kate, second from Charlie; returned at 10:20pm. Motion from Charlie, seconded by Kate, to seal the minutes because it is determined that divulgence of this information likely would

- affect adversely the reputation of any person other than a member of this board.

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

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

- *RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll call vote to enter non-public session – Kate-aye, Charlie-aye, John-aye. Entered non-public session at 10:21pm.

Motion to return to public session made by Kate, second from John; returned at 10:34pm.

**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 10:40pm.

Respectfully Submitted,

*Jennifer Tenney*

BOS Administrative Assistant