



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

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Selectmen / HWY Meeting 6/13/2023

Approved Minutes

Present: Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney; Accountant Brenda Wiley; Road Agent Dave Morrison

Called to Order: The meeting was called to order at 6:35pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above.

- Reviewed the status, invoices and available funding for the 2023 Mason Highway Department approved projects. Dave anticipates paving on Mitchell Hill Rd will be completed this year.
- Reviewed year to date budget.
 - Dave recently purchased two culverts that are not yet reflected in line item #4311-15 Culverts; there may be a small amount of funding left over in this line item at the end of the year.
 - Line item #4312-14 Vehicle Fuel will need to be closely monitored as this will be over budget.
 - Line item #4311-32 Aggregate will be reviewed again in October; hold off on further orders at this time.
- Magnesium Contract – Dave is in favor of signing the contract. Magnesium is holding up well and Dave has no concerns with the multiple deliveries we have already received. Selectmen are in favor of this contract being signed.
- Hired Plow – Dave to reach out to K&J Contracting to secure the hired plow contract for the 2023/2024 season.
- Use of personal tools and equipment to complete work orders was discussed. Dave to inform highway team it is ok to bring personal tools and equipment to work however housing such items at the Highway Department is not authorized.

- Selectmen reviewed that town property and equipment shall not be used for personal use.
- Medical Calls – There was a discussion regarding how to account for an employee’s payroll hours when they leave during their shift to attend a medical call (due to being an active Fire/EMS member). Selectmen Suiter will look into this further. At this time, Selectmen agree the employee shall not lose out on scheduled hours due to attending a Fire/EMS call. Selectmen support any employee interested in joining the Fire/EMS Department.
- Performing employee reviews and the process of pay increases were discussed.
- 061 Grader – All gravel roads have been graded at least once; the engine rebuild work for the grader is scheduled to begin 7/5/23. Kate motioned to pay \$18,119.09 from the Highway Equipment Capital Reserve Fund to Thistle Mobile Service, LLC for the grader engine rebuild work; second from John. Roll call vote Kate-aye, Charlie-aye, John-aye.
- Tree work is still happening; no major concerns at this time.
- NRPC Long-Range Metropolitan Transportation Plan – Reviewed, not applicable to our needs at this time.
- Dave discussed an opportunity to purchase a used utility trailer. Selectmen suggest Dave look into the cost of a new trailer and to budget accordingly if the equipment is needed.
- Dave to review the SS4A grant program.
- Jeds Lane Update – Intent has been filed.
- Underground Storage Tank Update – John will get an estimate for removal; Dave will confirm what date we have until to get this removed.

Adjournment: There being no further business, Kate motioned to adjourn, second from Charlie. Roll call vote Kate-aye, Charlie-aye, John-aye. Meeting adjourned at 7:38pm.

Respectfully Submitted,
Jennifer Tenney
BOS Administrative Assistant