

November 27, 2012
Selectmen's Meeting/Approved Minutes

Present: Selectmen: R.P. McGinnity Chairman, A. Richards, C. Moser & A.A. Milkovits

Also present: Treasurer Pat Letourneau & Deputy Treasurer Garth Fletcher
One resident

Meeting opened at 7:30 PM. The check manifest was reviewed and approved.

Agenda:

Appointments:

1. Steven Wolsky, manager of MicroTime, an IT management service in Amherst interviewed with the Board for the IT management service position. MicroTime has been named the top IT Company in the Souhegan Valley area. Mr. Wolsky has had 12 years with this business. He explained how the server the town presently has, is in tough shape, about 7 years old. He also described some of the work that needs to be done such as re-configuring the server and all computers for anti-virus, spyware, filtering, etc. The general consensus in the past at the town office was that the computers should work until they break. Mr. Wolsky feels that his customers should pay to keep their systems running right, not to fixing them. He explained the bid package that he had submitted: remote monitoring and managing of the computers, archives and backups, onsite and offsite backup, everything backed up to a server, unlimited help via remote or onsite, and more for a monthly fee of \$310. Problems with the computers could take 5 minutes to remotely fix or an hour to drive to Mason for onsite maintenance. The monthly fee did not include hardware costs. Mr. Wolsky stated that it should take about 10 to 12 hours to get all the computers up to date. Selectmen requested a separate bid from MicroTime for a new server and to run wireless for a guest network, totally encrypted. Mr. Wolsky estimated the cost to be about \$4,000 for software and hardware. The bid will be sent next week. A motion was made, seconded and voted in the affirmative to accept MicroTime as the town's IT management service provider and the contract as presented for recurring monthly maintenance and configuration at \$310 per month. A technician will start on Thursday to configure all the town office and library computers with new virus protection, spyware and for 24 hour remote monitoring.
2. Police Chief Barry Hutchins discussed the Town ordinance as regards to police details. He stated that no company has followed the town ordinance by consulting the Police Chief prior to working in town. The Chief cited RSA 105:9 III that gives the Police Chief the authority to assign police details. Since the RSA already gives discretion to the Police Chief for details, Chief Hutchins requested abolishing the town detail ordinance as redundant to the RSA. The Selectmen do not wish to be hasty to abolish the ordinance. The Chief explained that he had discussed this issue with the Fire Chief and the Road Agent and all three departments have experience working details at times, such as: at accidents, fire scenes, during roadwork maintenance, etc. Chief Hutchins's recommendation to the Board was to allow highway and fire personnel to be appointed as traffic aides to augment the Police Department for detail work. This would ensure having trained people to do traffic control. The traffic aides would be chosen at the discretion of the department heads. The Selectmen agreed with his recommendation as long as all personnel have the proper equipment and proper

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training. A motion was made, seconded and voted in the affirmative to allow the use of Highway and Fire personnel as traffic aides for police detail work. These personnel will be appointed by the Selectmen. Meanwhile the Selectmen will re-work the town detail ordinance to refer back to the RSAs.

3. Matthew LeClair, Fitchburg Road and co-owner of Barrett Hill Farm, expressed an interest in purchasing the town tax deeded lot K-52. He owns abutting pieces, lots K-55 and K-56 and since lot K-52 is landlocked that would work well for him for farmland. He would also consider a conservation easement on the lot. At one time the Police Department was going to use the lot for K-9 training and other Police training but is now using the antenna site lot on Townsend Road. After more discussion, the Selectmen told Mr. LeClair that they would be interested in selling the property but keeping the lot in farming and not building. The land will be appraised by the new town assessor market value and Mr. LeClair will be contacted when that is done. Further negotiations on the sale of the lot will be done at that time. The Board also encouraged him to speak to the Conservation Commission about placing an easement on the property.
4. Recreation Committee members met with the Board to discuss the issue of receiving funds for the Committee. This meeting came about due to a notice by the Rec. Com. placed in the Mason Grapevine for a fundraiser. Since the Committee did not have any fund in which to deposit receipts, the Selectmen shut down the fundraiser until this meeting. Chairman McGinnity explained the procedure for the Recreation Revolving Fund per RSA 35-B: 2, (II), citing the information provided by town counsel. This fund, after vote of Town Meeting to create it, would allow the Rec. Com. to deposit revenues from fees and other charges in a special fund and then expend the money by the vote of a designated agent. After more discussion, the Recreation Committee recommended establishing the Recreation Revolving Fund. Town Counsel Drescher will write the warrant article to establish this fund.
5. Attorney William Drescher, Conservation Commission members, and Ian McSweeney, Director of Russell Foundation met to discuss the quarry land gift of George Schwenk. Attorney Drescher outlined the following points which were discussed by all present:
 - Selectmen have authority to allow CC to accept property. This was done at a previous meeting.
 - Easement should be placed on the land before transfer to the town.
 - Better for donor to set terms for easement.
 - Now is the time to work on the easement with the donor to finalize details. The ConCom is just starting the discussion.
 - If the gift of land to goes to Con.Com. and then to town meeting for the easement, that will be difficult. So many more options could be considered at that time and possibly the easement could be voted down.
 - Better to acquire property with whatever restrictions are created with the land.
 - If easement is to be held by third party, SPNHF, then that would need to be voted at town meeting. Cost of easement is \$10,000 to be paid by

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ConCom. Town can accept unencumbered gift but town cannot convey easement to third party – only town meeting can do that.

- The Conservation Commission is a steward for the property.
- Discussion on pros and cons for donor's tax issues: whether to sell the land unencumbered or with the easement. Tax deduction should be the same.
- If Con. Com. gives funds and is required to have an executor interest: Executory interest could mean easement interest remains in place, land comes with it and Con Com becomes enforcer of easement.
- Executory interest also gives liability to town.
- Details of easement, appraisal – fee simple appraisal.
- Best way to have grantors convey with easement on land: deed land without restrictions directly to Con Com, then deed land to town and take to town meeting to convey easement to third party (partnership with ConCom). Grantors place important restrictions on land before deeding to prevent changes at town meeting.
- Get terms first, for conveyance – other abutting town and conservation lands to the quarry should not be included in this project.
- Be sure there's no hazardous waste on property.

Final decisions were:

- To do a title search on property
- To insure the title
- To do a site walk on property
- Con Com to work on easement.
- Town Counsel will review easement and send to Schwenks for their review and input.
- Determine how warrant articles will be written for easement or no easement and executor interest and \$10,000 payment to SPNHF
- Set goal to review documents with Selectmen in December

Selectmen reviewed the following:

Old Business:

1. Re: Minutes – Selectmen Meeting minutes from November 13, 2012 were approved as written.
2. Re: School overpayment issue –Selectmen met with Auditor, Greg Colby, Plodzik & Sanderson during the week to resolve this issue. The question was how to handle the overpayment on the town's accounting side. After reviewing the town's school payment records of the past two years, the Auditor was satisfied that all payments were done correctly. His recommendation at this point, is for the town to continue on the present school payment schedule through May, 2013. His office will be completing the audit of the school for FY 2011-2012 and also completing the town's audit of 2012 which will give the auditors a better plan for the June payment. Mr. Colby believes that the June payment, final payment for the school's fiscal year, will be reduced to \$15,347.00. The consensus of the Selectmen was to accept the recommendation of the auditor to continue the

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present school payment schedule through May 2013, with the final payment to be determined after the audits for the town and school are completed.

3. Re: Moose Grant Agreement: Town Clerk Debra Morrison presented the necessary document to be signed before the receipt of this grant: Certificate of Municipality, granting the authorization to enter into contracts with the NH State Library with the resolutions stating the same, naming R. Peter McGinnity, Chairman of the Board of Selectmen as the official on this certificate. This Certificate was so signed and notarized by TC Morrison and Chairman McGinnity. A motion was made, seconded and voted in the affirmative that the official Grant Agreement for the conservation of two tax statistic volumes for \$6,436.00 will be officially signed by Chairman R. Peter McGinnity and notarized, tomorrow.
4. Re: Health Insurance renewal – Selectmen signed renewal to continue the full-time town employees' health and dental insurances for 2013. It was decided to seek other bids for 2014 health and dental insurances in May.
5. Re: Town truck accident – accident report was reviewed. All information has been forwarded to the LGC-PLIT.

New Business:

1. From BTLA: Order for settlement – Calpham Bedford Holdings, LLC & Carl & Mary Chandler by March 14, 2013. Selectmen voted to hold a settlement meeting of both parties and town assessor Richard Rockwood on Tuesday, December 18th.
2. Due to the conflict of the Christmas holiday, the second Selectmen's meeting in December was set for December 18th at 7:30 PM. There will be no staff meeting in December.
3. Building Permits: #12-31 Wagner, lot H-56 gas piping, #12-32 Schimke, lot E-68 generator, #12-33 Smith, lot J-5-3 barn
4. Completion Certificate: Robinson, lot K-3 PV Array & Generator
5. House No.: Dillberger, L-38 1030 Townsend Road
6. State Approved Septic Design: Crory, 784 Hurricane Hill Road, lot H-62-3
7. Email from Selectman Moser- Possible junkyard at 179 Meetinghouse Hill Road, lot E-8. Many truckloads and dumpster loads of scrap metals, small engines and other items were removed from the property. Selectman Moser will call NH D.E.S. to check for any possible pollution on the property.
8. Police logs
9. Personnel matter
10. Other:
 - Conservation Commission minutes, November 14, 2012 & October 10, 2012
 - From Town of Brookline – thank you for mutual aid from Mason Fire Department during recent large structure fire. Mason Fire Chief David Baker was given a copy of this letter.
 - From Jeffrey Closson, owner of lot J-69-7 – thank you to A.A. Milkovits for her helpfulness.
 - Foreclosure notice: Hajjar, 60 Barrett Hill Road
 - From NHES: copy of Mason profile for 2012
 - Other correspondence

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Barbara Devore and Patricia Cross, residents are concerned for political sign located on town land, the swamp on Merriam Hill Road. Since there is a statutory requirement to remove all political signs after the election, the Selectmen will ask the Road Agent to remove the sign. However, he may need to use someone's boat to get to the sign.

Selectmen signed the following:

- Appointments to Mason Fire Department, 2nd Lieutenant positions: Dean Lambert & Ernest Sullivan III.

Non-Public session was called to discuss two personnel issues at 9:46 PM.

- Selectmen discussed previous meeting with A.A., Town Clerk/Tax Collector and Deputy who had concerns about the duties and actions of the Treasurer. Since the A.A. handles all the financial matters of the town, better access to all the town accounts has to be given her. After some discussion, it was decided to send the Treasurer a directive to give online and phone access to all the town's financial accounts to A.A. Milkovits. This will allow Mrs. Milkovits to check on deposit and receipts for the daily balances of the town. However, no access will be given to allow transfers of any monies in accounts.
- Letters from Highway Department concerning interactions between two employees. Selectmen agreed that this is an internal department issue to be handled by the Road Agent at his discretion. Sessions ended at 9:52 PM.

Meeting adjourned at 9:53 PM.

Respectfully submitted,
Barbara L. Milkovits
Administrative Assistant