

January 8, 2013
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

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

Agenda:

Appointments:

1. Catherine Schwenk, Moderator met to set hours for town election and meeting dates. Town elections are Tuesday, March 12th at the Town Hall. A motion was made, seconded and voted to set the polling hours from 11 AM to 7 PM. A motion was made, seconded and voted to set Town Meeting for Saturday, March 16th at 9AM at the Mason Elementary School. Mrs. Schwenk thanked all the officials for their help and cooperation at the Presidential elections. She spoke of the positive feedback for using the Mason Elementary School as the polling place. Note was made that more clip lights are needed for voting booths. She discussed possible changes to the voting if school is in session during elections. Police Chief Hutchins was present for this discussion and raised a concern if a registered sex offender who is allowed to vote, comes to vote and then is in the same building with children. The Chief will review this issue further with the Moderator. Mrs. Schwenk mentioned a possibility of having a "duty officer" during voting. No decision was made on this. There was also a question whether the town needs to use the school during regular town elections or reserve for use only during Presidential elections. At this time it was decided to continue to use the town hall for town elections. Mrs. Schwenk also noted the setback requirements for the set up for elections, such as an additional 6' to the ballot box tables, etc. and beyond. These setbacks prevent problems with observers getting too close. Chairman McGinnity summarized the discussion and recommended that the Moderator work with the Police Chief for security issues for using the school for elections and to work with the School Board on the cost to use school for elections. The charge for the recent use of the school for the Presidential elections was much more than anticipated.
Mrs. Schwenk also discussed the term of office for Moderator. Currently the term is 2 years; she would like to have the term changed to 3 years. After some discussion the Selectmen agreed to insert a warrant article for town meeting to change the term of the Moderator to 3 years.
2. Road Agent Fred Greenwood discussed the following:
 - The heating system in the Highway barn is cracked even though it is less than 2 years old. The unit is undersized for the building and the ductwork is also undersized. The barn needs a new unit as soon as possible. Mr. Greenwood is seeking prices for units that can also be transferred to another building, if needed. He is looking at a radiant heat unit that would emit from the ceiling. Selectmen gave approval to replace the heating unit in the barn. No decision was made, at this time, on the budget line that will pay for the new unit.

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- NH DES will be inspecting the underground fuel storage tanks on Friday. Road Agent Fred Greenwood and equipment operator Kenneth Patria are certified as A & B operators and will be present for the inspection.
 - Questions on the status of Jones Crossing. This is an unaccepted road with five residents that has been maintained by the town for several years. In the past year it has been plowed, sanded and swept by the Highway Department. Chairman McGinnity suggested that the Board give the Road Agent direction to maintain the road and then the Board will seek advice from town counsel. Selectman Moser stated that the town should not accept the road in the winter when it is not visible. He suggested having Mr. Greenwood figure out an estimate for bringing up the road to a Class V. Because the town has maintained the road for a number of years, does that weigh in as far as continuing to maintain or can the town stop and allow the residents on the road to maintain it privately.
 - Questions on the status of Whittier Lane: Is it a town road, Class V or VI? Selectman Richards believes it's a Class V. The road seems to be a private driveway off of Fitchburg Road, entering one residence. More research will be done on this issue.
 - Payroll issue – Road agent feels it is difficult to do payroll for holidays especially in the winter. If overtime was worked after the payroll was called in, then it will not be paid until the following week. Unfortunately the direct deposit timing dictates an earlier call-in for the payroll. Selectmen will research this issue to try to find a better compromise.
 - A thank you card was received from residents Joanne and Dean Gates, Pullman Road, praising all the maintenance roadwork done by the Highway Department.
3. Gary Gauvin, new resident at 1479 Starch Mill Road, met to discuss his plans to operate a part-time gunsmithing shop. Mr. Gauvin explained that for gun licensing purposes, ATF wants to make sure that any gun business is compliant with local town ordinances. Chairman McGinnity reiterated the criteria for home businesses: must be official residence; business cannot occupy more than forty percent of the residence; business cannot have more than non family employee. He also explained that the Selectmen cannot give legal opinions but are the zoning enforcers. After more discussion, based on what is described that Mr. Gauvin's proposed business is in compliance with the town ordinances for home occupations.
 4. Cynthia White & Paul Parker, 470 Barrett Hill Road, met with the Board to discuss their tax payments. They have fallen on hard times and would like to see if they could a tax payment plan. They currently owe over \$9,000 and have paid off their 2010 taxes. Chairman asked what they could comfortably pay per month because the interest rate at 18% will require substantial payments to reduce the balance. He also explained the lien process leading to tax sale. Mrs. White stated that she would use her tax refund payment to pay off the 2011 tax lien. After more discussion, it was decided not to do a tax payment plan at this time. If circumstances change, then a payment plan can be established.
 5. Police Chief Barry Hutchins discussed the following:

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- Personnel changes – A non-public session to discuss personnel issues was called by the Chairman at 8:45 pm. Present were: Selectmen, Police Chief Hutchins and A. A. Milkovits. Chief Hutchins stated that Officer Steven Willette failed the agility section for entrance to the Full-time Police Academy. This is the second time that Officer Willette has not made it into the Academy. Chief Hutchins also received a notice from Police Standards and Training advising that Officer Willette should only work under supervision of a full time officer. Chief had previously discussed this issue with Officer Willette; his continued employment with the Mason PD was based on his ability to successfully enter and finish the Full-time Police Academy. The Selectmen agreed that the Officer will be terminated from employment. According to the town's Personnel Policy and Procedures Manual, it appears that Officer Willette does not fit into the criteria for any benefits therefore he will not be paid any accrued vacation time. The Chief will explain this decision to Officer Willette.
- Kevin Maxwell currently working part-time on the Mason PD is full-time certified with 20 years experience and 10 years as a prosecutor. The Chief would like to hire Officer Maxwell in the vacant full-time position but feels that salary may be a problem. First officer salary line is \$45,000. Officer Maxwell does not need health insurance. Chief Hutchins is trying not to increase the salary line but would like to create a stipend to offset health benefits. The stipend would not deny health benefits to increase the salary. It would also not be guaranteed forever if an employee wants to apply for insurance at some point. Greenville/Temple PD is also seeking to hire Officer Maxwell as a full-time officer but he has told the Chief that he would prefer working for Mason. After more discussion on the issue of offering a waiver/stipend for health insurance, a motion was made, seconded and voted in the affirmative to allow a town employee to waive the health insurance offered by the town. An amendment to the Personnel Policy Procedures manual will be made to allow any full time employee currently receiving health insurance benefits to opt out of the insurance during the open enrollment period. The employee will sign a waiver to opt out. This will not be a contract or agreement but a waiver. Further this waiver will provide the employee with a “stipend” payment of 20% of the present annual cost of the health insurance. The waiver will be renewed annually with the employee. If an employee wishes to apply for the health insurance and drop the waiver, this may only be done during the enrollment period for the insurance. A motion was made, seconded and voted in the affirmative to approve this amendment to the Personnel Policy. Selectmen also approved the Chief's hiring Officer Maxwell as a full-time police officer at \$45,000 and offering him the waiver/stipend for the health insurance at 20% of the annual cost about \$5,400. Chief Hutchins assured the Board that Officer Maxwell will be a tremendous asset to the town with his experience in police work.
- Military pay – Chief Hutchins requested the Board to review town policy on military pay. There is an accepted practice of paying the difference

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between military pay and regular pay when there is a deployment of an employee. There is no legal requirement to do this but the Selectmen agree to this practice. A motion was made, seconded and voted in the affirmative to amend the Personnel Policy and Procedures manual to specify that any employee actively involved in the Reserves or National Guard deployed on military leave be paid the difference between activated pay and regular pay. Chief Hutchins thanked the Selectmen for their generosity. Chairman McGinnity will work on the specific wording of both amendments to the Personnel Policy. Non-public session ended at 9:20 PM. No sealing of minutes.

6. Fire Chief David Baker discussed the following:
 - Training burn of house on Emerson Lane – Selectmen advise to check the deed on the house and check for clear title. Selectman Moser will work with Fire Chief on those details.
 - Communication Service change – Chief Baker discussed Hollis Communications. He advises to pay for the first quarter of Hillsborough County invoice before the changeover is complete. Selectman Moser has misgivings about the cost for the new dispatch but trusts the decision of the department heads. Chairman McGinnity is also concerned for the extra cost but feels the expense is defensible as it is a total public safety issue. Selectman Richards feels that Hollis is offering a better service which would benefit the safety of all involved. The Board agreed that the town has been making moves for higher quality of service. Chief Baker explained that there will also be extra money in the line for other expenses such as electricity and heat for the antenna site. The Highway Department recently insulated the building on the site on Townsend Road which should help to lower the heating costs.

Selectmen reviewed the following:

Old Business:

1. Re: Minutes – Selectmen Meeting minutes from December 18, 2012 were approved as written.
2. Re: Hollis Communication – proposal with breakdowns of set up, phone lines etc. The dispatch service will cost about \$35,000 per year.
3. Re: Road Bond from NESI (Georgia Stone Quarry) - received check for \$3,500 to be held in escrow for any road damage.
4. Re: Settlement Meeting: Calphams Bedford Holdings, LLC paperwork- the interest will be recalculated to the new assessments of the lots. The abatement will be applied directly to the taxes and interest owed. Since there is no refund the standard six percent paid on a refund is irrelevant.
5. Re: Puritan Press - quote for town report, example of cover, etc.

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New Business:

1. 2013 NRPC Contract: Motion to approve contract for NRPC Planning Board Circuit Rider. Chairman Mc Ginnity signed the contract.
2. 2013 Brookline Ambulance Service Contract: this was voted and signed by the Selectmen.
3. Petitioned Warrant article for SB2 submitted by Robert Ziminsky – Board accepted the petition which will be forwarded to the Supervisors to verify signatures.
4. 2013 Cleaning Proposal - The proposal was reviewed and accepted by the Board.
5. Copy of Doonan Conservation Easement annual monitoring report
6. Copy of Lot B-17-1, Fletcher Conservation Easement annual monitoring report
7. From Conservation Commission: Copy of letter to Brackett, Starch Mill Road concerning encroachment on conservation easement property lines.
8. From EBI Consulting- Invitation to Comment - AT&T tower changes. Since the changes are all internal there is no need for a hearing by Selectmen.
9. Abatement application for McGinnity, 59 Black Brook Road - this will be forwarded to the town assessor for review.
10. Building Permit application from Mason Congregational Church for a deck - Since the Church is in the Historic Preservation District, the Selectmen acting as the Historic District Commission will hold a hearing on this application. Date to be determined after contacting the Church Trustees.
11. Application for Veteran's Credit: Timothy Colleton – this was approved by the Board beginning 2013 property tax year.
12. From NH D.E.S.: Utility Maintenance Notification Form: Vegetative Maintenance of ROW
13. Police logs - In light of content in the logs concerning Alfred Stauble, resident and past incidences with Mr. Stauble, A. A. Milkovits requested that the Selectmen direct the Town Clerk's Office to restrict Mr. Stauble from entering their office. (Presently, Mr. Stauble does not enter the Selectmen's office.) Selectmen agreed and will send a memo to the Town Clerk of this restriction. From now on, all town business with Mr. Stauble will be conducted at either office door.
14. From DRA: Timber Tax & Excavation Tax procedure changes – the state will no longer use the multi-form Intent to Cut.
15. From LGC:
 - Notification of completion of Wage, Salary & Benefits Survey - available by download only.
 - Notification of NHMA 2013 dues: \$1,094.78, slight increase over 2012 dues.
 - From LGC-PLIT: information on recent Board actions.
 - From LGC-HealthTrust: information on recent Board actions.
 - Notification of Public Official Schedule Bond and changes to calculations of bond.
16. 2013 Proposed budget spreadsheet - Selectmen set the first budget meeting for Tuesday, January 15th at 7:00 PM with Fire, Police and Highway Departments' budgets to be reviewed. Selectmen determined budget split for IT company. The

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monthly fee is \$310, which will be split forty percent each for Town Clerk and Selectmen's Offices and twenty percent for the Library.

17. Other:

- From Tax Collector: update on payment activity of Joseph Iodice - Mr. Iodice has made no tax payments since he last met with the Selectmen.
- 2012 Audit to start on February 14th & 15th.
- Health & Wellness 2012 Campaign summary
- A.A. will attend conference for 2013 Health & Wellness campaign on Tuesday, January 15th at LGC.
- Town website – Selectmen are not happy with the site as there is still not enough information on it. Some boards and committees continue to send their minutes and other information to the “unofficial” website and to the Town Clerk's email list. Notice will be sent to all departments, boards and committees to send information directly to Kerri Griffith, who is to be considered the webmaster. If the site does not improve within six months, it will be closed.
- Other correspondence

Meeting adjourned at 10:23 PM.

Respectfully submitted,
Barbara L. Milkovits
Administrative Assistant