

March 25, 2014
Select Board Meeting
Approved Minutes

Present: Chair Charlie Moser, Selectmen Bernie O'Grady, Newly Elected Select Person Louise Lavoie, Building Inspector Eric Anderson

Numerous citizens, including Bob Bergeron, Nancy Richards, Catherine Schwenk, Garth Fletcher, Wally Brown, Harry Spear, Michael and Bettie Goen

I. Called to order at 7:34 PM by Chairman Charlie Moser

II. Approvals

- a. Payroll Manifest for 2/19/14, 2/26/14 Done
- b. Accounts Payable Manifest 2/25/14 Done
- c. MS-2 form Done

III. New Business

- a. Minutes

October 22, 2013

Corrections:

Police Budget Change \$250,000 to \$38,000

Approved, as amended, by Selectmen Moser and O'Grady.

January 28, 2014

Corrections:

First paragraph: Insert underlined words so it reads: Charlie moved to enter non-public session, the purpose to discuss personnel issue.

Spelling change of Coin Lane to Coyne Lane

Approved, as amended, by Selectmen Moser and O'Grady.

January 28, 2014 Executive Session

Approved and sealed by Selectmen Moser and O'Grady

March 17, 2014

Corrections:

Selectman to Selectmen in header

Meeeting to Meeting in title

Approved, as amended, by Selectmen Moser, Lavoie and O'Grady.

March 21, 2014

Correction: Change Jeanine to Jeannine

Approved, as amended, by Selectmen Moser, Lavoie and O'Grady.

Select Board Minutes Missing

1/28/14, 2/11/14, 2/25/14, 3/11/14

Selectman Moser will contact past Interim Administrative Assistant Carlotta Pini.

12/117/13

Assistant Administrative Assistant Martha Ward took minutes.

Budget Meeting Minutes Missing

1/21/14, 2/4/14

Selectman Moser will contact past Interim Administrative Assistant Carlotta Pini.

b. Building Inspector

Selectman Bernie O'Grady: Assistance for Eric Anderson, Building Inspector, is imperative. Bob Bergeron is willing to help out; an assistant has been needed for six months so Eric is pleased about this development, as he has had three or four meetings this week.

Eric Anderson would be pleased to have someone else take over the position as he is so busy with his business, but will continue week to week, month to month, to mentor someone else; if necessary, will continue even after his term expires in May.

Selectmen need to advertise for the position.

Scott Tenny, licensed electrician and inspector for Greenville and New Ipswich, would like to pick up another town. He would need to reply to advertisement and to apply for the position.

Bob Bergeron will review rules and regulations to become familiar to building inspection process.

From Building Inspector Anderson: Of greatest importance is the need to verify if the building is actually what is on the plan.

There are three or four new house plans which are open. Eric will call Bob to discuss them.

Eric and Bob are to independently submit bills to Selectmen's office.

Former Building Inspector Ken Wilson billed one half hour for taking a phone call; that is no longer is the case; mileage to be billed to the nearest mile.

Selectmen will investigate rates for building inspector and the assistant.

Eric has talked to web master about posting forms on the town web site, www.masonnh.us. Forms need to be retyped as copy is not clear enough to be scanned. Interim Administrative Assistant Jeannine Phalon can do this.

Eric has always accommodated people for appointment within two days.

Selectmen need a set of keys for Building Inspector's filing cabinet and desk; also the archives in room upstairs.

c. Appointments:

- Planning Board: Louise Lavoie to be ex officio; Louise will vacate her position on the Planning Board to become ex-officio; then resign as regular Planning Board member.
- Charlie Moser resigned as ex officio to Planning Board immediately due to conflict of interest at tomorrow's Planning Board meeting, so Louise Lavoie will officially take over.
- Charlie Moser volunteered to be Nashua Regional Planning Board representative.

- Bernie O'Grady is happy to be on the Forestry Committee which has been inactive for several years; no report was available for 2013 Town Report.
- Charlie Moser will be the representative to the regional Wilton Recycling Center.

Bob Larochelle should e-mail Selectmen list of people to be reappointed to Conservation Commission.

d. 8:00 PM Public Hearing -- Mary and Mark MacDonald, Old Ashby Road, with Historic District Commission application

By default, for lack of official Historic District Commission, the Selectmen act in that position.

From Mark and Mary McDonald:

- presented photographs of wood shed as it was when a cease and desist order was received;
- before building, they examined historically correct sheds and plans;
- many details were followed, including lumber and square nails;
- will be stained black to match carriage house;
- roof is cedar shakes so will weather;
- size 6' by 12' so no building permit was needed;
- application into Mason Zoning Board for variance;
- if denied, would sell shed;
- appearance on property is their main consideration;
- from 2013, hearing with Historic District Commission and Zoning Board of Adjustment on a separate building--are waiting for building to arrive;
- clearing for landing was prepared when property was purchased;
- Selectmen received a complaint regarding placement of woodshed being too close to the road.
- Mr. and Mrs. MacDonald did not receive any complaints until woodshed was in place.
- A plot plan is on file from last year showing leach fields and set backs.

Mrs. MacDonald: Did complainants ever complain in person? No, but Select Board received complaint.

From Select Board: Any building within 35 feet of road needs to go through Planning Board.

Select Board Chair closed hearing. Deliberated on request.

- aesthetics and style quite acceptable;
- consideration and concern is of placement;
- variance needed for location.

Select Board Chair Moser made a motion to approve building design as presented, conditioned upon approval of variance Zoning Board of Adjustment.

Seconded by Bernie O'Grady.

Unanimously approved.

e. Webmaster expenditure request

Request from Alanna Casey, Town of Mason Webmaster to expend \$88 to upgrade e-mail notification to html; with this change, email can be sent directly instead of being redirected to web site. This adds functionality to web site.

Motion made by Selectmen Bernie O'Grady

Second by Louise Lavoie.
Unanimously passed.

f. Debra Lane of Reed Road Letter

Debra Lane on Reed Road wrote a letter which requested that the highway department plow all the way from Churchill Road to Marcel Road. The Town can not legally do this as part of it is a Class 6 road; by statute, the Town may not legally expend funds on class 6 roads.

Selectman Moser will draft a response letter and enclose a map. Selectman O'Grady suggested enclosing the RSA for clarity. The same issue was addressed in a letter a number of years ago to the same resident.

g. Personnel -- Compensation for Interim Administrative Assistant

- consideration of tasks requested of her;
- salary of comparable town employees paid.

Chairman Moser: This is a temporary position which Jeannine Phalon is willing to fill. She

- has previous experience in the Town office;
- is filling in, but not true Administrative Assistant;
- is doing the job mainly to help the town.

Selectman O'Grady made a motion for temporary hire of Jeannine Phalon.

Selectman Moser seconded.

Passed unanimously.

h. Public Service of New Hampshire

PSNH requests that three poles be replaced on Starch Mill Road; approval granted. A cover letter is to direct that old poles should be removed within 30 days of the wires being moved.

IV. Old Business

a. Spacht Land Purchase Inquiry

Ken Spacht inquired about Lots A-30 and A-13 which are town owned through unpaid real estate taxes. Mr. Spacht came to board previously, wanted to purchase land which is adjoining his property. He is willing to place covenants so the land will not be subdivided; a covenant will be on the deed so that it can not be subdivided, in legalese, "runs with the land".

Another issue is lack of sun in the area due to heavy forestation. From Highway Agent Greenwood's perspective, clearing the land will allow sun to reach the road.

The town assessor will be requested to determine a fair market value.

b. Mann House Repair

Selectmen will repair wobbly, large table in Mann House meeting room.

c. Department of Revenue Administration

Assessment Equalization, Municipal Assessment Data Certification form needs to have contact person changed.

d. Printer

- Copier upstairs is dead from old age.
- Copier in Selectmen's office is fairly new but difficult to operate;
- Investigation of refurbishing machine in selectmen's office;
- Cost of leasing machine should be investigated;
- Repairman worked on machine in Selectmen's office last month, then within days was not working right.
- Interim Administrative Assistant Jeannine Phalon should call repair company to resolve this issue and investigate a possible lease on a machine for upstairs.

e. Road Bond for Garland Lumber/Bill Downes/Response to NH Timber Owners Association

- Town requirement is to post bond for equipment over 80,000 pounds;
- Town has no recourse if they refuse, but can send letter that they are removed from approved vendor list;
- cost for required \$3500 surety bond is couple hundred dollars;
- no general fine for not complying with town ordinances.

Bill Downes knows how the Selectmen feel about his lack of support as town forester.

No response is necessary to letter from Timberlands Association.

The Local Government Center made an alternative suggestion which is having temporary driveway permit before timber can be moved.

g. State Fire Marshall Regarding Fireworks Update

None is needed because there is no Town ordinance regarding this issue.

h. Quarry Policy

Selectman Moser will talk with town attorney regarding final rules so Conservation Commission can prepare signs.

i. Review unfiled material in basket

Can be done after meeting.

V. Informational Items/Communication

a. Four tractor trailer trucks were on Wilton and Sand Pit Road week before last. Suggestion was made to send a letter to Pilgrim Foods requesting a road bond as so many trucks are frequently lost in Mason. The difficulty is that Olde Wilton Road, Greenville, NH 03048 is misdirected by GPS to Wilton Road, Mason, NH 03048, as it is reached before the correct Greenville address.

Selectmen will compose letter to Pilgrim Food on Olde Wilton Road in Greenville regarding this on-going problem.

Roads are posted for vehicles in excess of six tons. What are the penalties? Research needs to be done.

b. Debora Pignatelli provided a newsletter of Executive Council business for the Mason area.

c. No report from former Interim Administrative Assistant Carlotta Pini this week.

d. Select Person Louise Lavoie discussed budget items which don't reconcile. She will work with Interim Bookkeeper Brenda Wiley to make necessary corrections.

Select Board Member Lavoie questions large variances with many line items with discrepancy between proposed and actual amounts, which she will continue to investigate.

A promise regarding financial reports was made to the People at Town Meeting which needs to be fulfilled.

e. Information of proposed Luminos Insurance Plan needs to be posted on web site, per promises given at Town Meeting.

Did the insurance committee keep minutes? Former Selectman R. Peter McGinnity was on the committee, so perhaps will have information. He had also mapped out the process.

Selectmen Moser and O'Grady understand the proposed insurance program. Many issues still need to be resolved, however.

f. Written reports are essential from every committee.

g. A long term plan for road maintenance needs to be fulfilled. Baseline is already in place in the Report from Road Committee of 2011. Request needs to go to Road Agent Greenwood for written five year plan.

Selectmen need to be accountable for every dollar spent on roads.

h. Are maintenance logs for equipment being kept? Need to be.

For 14 years, the back hoe was not greased and maintained as it should have been.

i. Building maintenance for 2013 was \$24,000.

A list of priority items of maintenance issues is needed; regular maintenance list needs to be written.

Painting of town buildings needs to come out of that budget, not a separate warrant article.

These issues will be addressed very shortly.

j. Temple Town Report was discussed as the town and road mileage are very similar to Mason. Capital Improvement Plan is essential. Temple has capital equipment log with a five year plan.

All equipment inventories are in Temple Town Report so projections can be used in budget planning.

k. Forestry Truck belongs to State of NH, not the town. Fire Department needs to make a request to the State if this one needs a great deal of work. The truck is used very little.

l. Proposed legislation in Concord would change notice for meetings be increased from 24 hours to 72 hours. Contact legislators if concerned.

m. Transparency leads to more community support.

n. Where is sign for over front door of Town Hall? Whoever is in charge of the building needs replace it, as it is imperative people coming into town can identify the building.

VI. Meeting adjourned at 9:48 PM

Minutes taken by Barbara DeVore, Volunteer