



Selectmen Meeting 9/27/2016

### Approved Minutes

**Present:** Selectmen Bernie O’Grady, Charlie Moser and Louise Lavoie; Kathy Wile, Brenda Wiley, Deb Morrison, Dave Baker, Fred Greenwood, Connie Lacasse, Bill Fritz, members of the public.

**Called to Order:** The meeting was called to order at 7:30 PM by Louise Lavoie.

### Approvals:

- It was noted that the accounts payable and payroll manifests were signed.
- Minutes of the September 12, 2016 meeting were reviewed, Louise moved to approve the minutes as written, seconded by Bernie. 3 votes to approve as written.
- Minutes of the September 22, 2016 work meeting were reviewed, Louise moved to accept the minutes as written. Charlie seconded, 2 votes to approve with Bernie abstaining as he was not present at the meeting.
- DRA form PA-16 (“Application for Reimbursement to Towns and Cities in which Federal and State Forest Land is Situated”) was reviewed, information had been entered on size/value of the Mason portion of the Russell Abbott State Forest. Signed by all 3 selectmen.

### New Business:

- Zoning Board – Bill Fritz and Connie Lacasse came to the board to propose Connie’s appointment as alternate and clerk to the BOA. Bill reviewed that the board meets as needed, but notices that there was not a meeting should be chronicled for those months as well as actual meeting minutes. There is a fee of \$50/meeting for the clerk. He wanted to clarify that the previous new members had not expressed an interest in the position of clerk – selectmen said no one had expressed that interest to them. Bill and the BOS both mentioned that the clerk is a last resort as an active member for quorum purposes. The appointment papers were signed, Charlie agreed to meet with Connie regarding files upstairs, getting her the proper keys, etc.
- Deb Morrison came to ask about getting a new computer for the Clerk’s office. One of the Microtime techs that was here estimated the computer to be 10 years old, and suggested replacing it would be need and helpful in speeding up her work. She is awaiting a quote from Microtime. Selectmen agreed hers is a priority machine to replace, that doing so is in the plan they discussed last week with Microtime, and to put it in her budget when they review that.
- Dave Baker and Fred Greenwood came to review Dave’s list with selectmen of thoughts/topics Dave wanted to give them as he retires as chief and Fred begins.  
**EMS calls** (which Dave will continue to help with as he can)-numbers have been high, tough getting coverage during the day. He can get a breakdown of numbers as to day, night, weekends.  
**State of current apparatus-** looking at replacing the 26 year old truck in the near future

**Building expansion plans** – ask for the \$10,000 towards that fund,, but there should be a new well dug to provide potable water to the building – can it be shared with Highway department as well?

**High band radio** - license with FCC in process, no final date given yet for mandated change over but if there is a fund established to contribute to over a few years it will be helpful. Estimated cost is \$85-90,000

**Fire fighter physicals** – one has been completed, but no invoice yet – waiting for that to arrive to be certain the cost is what we are expecting.

**Forestry Tanker and Pump** – tanker was free from state, have found someone who can work on it (military vehicle). The pump is not repairable, but there is a 50/50 grant program with the state that will cover that. Town portion would be \$1000 and will be in the proposed FD budget.

**Water hole** at the station – needs to be cleaned out, too much mud going through and into trucks. Will have an excavator and sewer truck scheduled to do that.

**Insurance information** was also discussed.

Dave also reviewed who will be working in the various roles he has performed: Jeff Partridge has been doing a good job managing the EMS part, and will continue with that; Fred will be fire chief and forest fire warden (signed appointment paper will be returned to state by FD), and Dave will remain as the EMD and 911 Liaison for now. Kathy also has ability to act in the liaison role. He recommended that be a role not filled by a department head, to best free them up to do their jobs in an emergency.

Kathy was asked to draw up appointment papers to sign Fred Greenwood in as the new Fire Chief; these were signed after short discussion, Fred congratulated and Dave thanked for his service. The change in Forest Fire Warden notice was also signed.

- A preliminary report from Todd Haywood, assessor for Mason, regarding the revaluation was reviewed. Overall, the values in town went down 8%, although there were larger changes on each side of that number. It was mentioned that while many other towns have seen increases, the consistency should exist within the same type of houses in a town. This was the first town-wide reassessment in many years, so it was expected that values would change, some quite a bit.
- Brenda Wiley presented a first look at proposed budgets for next year. These are very preliminary, as some departments have not sent in their information yet and certain costs are as yet unknown. She said there will be premium holiday this year for worker's compensation, so the Town will have to pay the full amount. No numbers for insurances as of yet – an 8% increase is average. Rate for retirement will increase by 3% beginning in July 2017. Payroll service has raised rates again – Brenda is looking into another option, as well as offering to do payroll in house, likely adding only an hour of her time as she already does many of the payroll related tasks. Other requested increases came from the PD and wages for the library staff.

Selectmen said they will be looking more carefully through rough budgets and will be setting up individual appointments with department heads to review them.

There was a conversation about status of the Financial Advisory Committee – appointments for last year's committee members have all expired. It was decided that there would be a posting on the website for people interested in working on that committee to contact the BOS office. Previous members will be called as a courtesy.

- It was noted that the Treasurer was not there to sign checks, and that the deposit due over the weekend had not been done until Monday. It was further noted that timing of deposits is bound by statute, and it is an elected position. (Treasurer subsequently arrived and signed checks).
- A packet had been received from Atty Drescher regarding NE Telephone v Town of Mason. Charlie explained it was an ongoing case in which Fairpoint had sued multiple municipalities over the amount they were taxed for utility poles and the like. These cases have newly been consolidated into one, and the packet was that notification and could be filed in the Fairpoint legal file; no action was needed at this time.

### **Old Business:**

- IT at Mann House – Selectmen met with Microtime and Brady Shulman last Thursday. Microtime has since emailed their summary of suggested steps agreed upon at the meeting, along with their proposed contracts for the Mann House and PD. They will be sending someone soon to begin working on the re-wiring project. Selectmen asked that that email be forwarded to them so they can review more thoroughly.
- Workshop for town employees and boards – scheduled for Weds, Oct 12 9:00-11:00 Am at the Town Hall. Louise asked about responses from departments, and to be sure it was understood it was mandatory attendance. Kathy will remind department heads and committee chairs

### **Informational Items:**

- Notice received that HealthTrust Public Hearings regarding rate setting will be held Oct 4<sup>th</sup> in both Littleton and Concord. It was briefly discussed and agreed Mason would not send a representative.
- Town received a ballot to vote for officers for the NH Association of Assessing Officials. Noted that all were running unopposed.

### **Public Forum:**

- It was asked if the Financial Advisory Committee was a requirement for the town.. Charlie responded it was not statutory, but it was agreed that it brought fresh eyes and insights into the budgeting process. It was decided that new members' terms would be staggered over 3 years.
- Nicole Ruggiero was asked to send letters to abutters, and copy the town on the notice, regarding the date, time, nature and reason for the sound test she will be having conducted to measure decibel levels. She was reminded to get decibel levels measure at property lines as well as near the stage area.

### **Non-Public Session:**

- There was a motion made by Charlie

### **Adjourned:**

Motion to adjourn was made by Louise, seconded by Charlie, three votes to adjourn were made at 8:45 PM.

Next regularly scheduled meeting is scheduled for **Tuesday, September 27,2016 at 7:30 PM** at the Mann House.

Respectfully Submitted,  
Kathy Wile