



Selectmen Meeting 11/29/2016

Approved Minutes

**Present:** Selectmen Bernie O’Grady, Charlie Moser and Louise Lavoie; Kathy Wile, Brenda Wiley, Deb Morrison; Cathy Schwenk.

**Called to Order:** The meeting was called to order at 7:35 PM by Louise Lavoie.

**Approvals:** Noted the manifests had been signed.

**New Business:**

- Cathy Schwenk was present to discuss the **Elections Budget**. She notes that in 2016 there had been 5 elections plus a town meeting. She had a team of 65 volunteers and staff helping with the November Federal Election, and that Mason had been given an A+ rating that day by the AG deputies there to inspect the polls. Selectmen thanked her for a job well done, asked if the deputy moderator were up to speed on all aspects of elections, to which Cathy said she was. To the budget – next year there is one election and one meeting scheduled. All proposed numbers were accepted with the exception of **line 6001-26**, about which it was agreed to level fund at \$210.
- Deb Morrison was present to discuss the **Town Clerk/Tax Collector** line items.  
**Line 6001-13** – Software Maint./Update - The actual number will be \$4504.  
**Line 6001-09** – Certification/Training - The \$75 was election training, but keep the level fund training amount for FY 2017.  
**Line 6001-11** – Office Supplies - Under budget this year, as hadn’t needed to replace toner for 2 state printers at \$400 each. Will need them next year; keep proposed level funding for that line.

In addition, Deb asked to revisit the change in hours/staffing for that office as they had agreed to do last year. She was comfortable with the work load, and that she had adequately met job/service requirements. Selectmen agreed community feedback had been positive, and to continue with the hours/staffing as is.

Deb also asked if there were BOS interest in following up on the available program to add \$5.00 to registration fees and earmark that money for the local highway department. Deb will share the RSA information, selectmen will decide whether or not to propose the necessary warrant article.

- Louise talked about **Planning and Zoning 6006**. She had reviewed the 2 budgets, and recommended the following:  
**Line 6006-01 PB Advertising** keep to \$450; last years numbers over due to the light and aquifer ordinances PB had initiated, nothing like that on the radar for next year.  
**Line 6006-02 PB Training** keep level  
**Line 6006-03 PB Supplies** keep level  
**Line 6006-04 Postage** keep level

**Line 6006-05 BOA Salaries** clerk fee is \$60/meeting, not \$50 – raise to \$720 for 12 meetings.

**Line 6006-07 BOA Advertising** keep level, less coming up

**Line 6006-08 Postage** keep level

**Line 6006-09 BOA Supplies** keep level

**Line 6006-10 BOA Training** raise from 350 to 500, get new members up to speed

**Line 6006-12 NRPC Assistant** get number from Jen Czyz

**Line 6006-Planning and Zoning Other** keep level

- Brenda presented numbers for BOS Budget – **6002 – Financial Administration**

Items discussed are as follow:

**Line 6002-08 Bank Service Charges** reduce to placeholder \$35, enough to cover returned check fee if someone does not cover their own check

**Line 6002-09 Conferences** over due to covering the entire cost of all staff workshop. Keep level for next year.

**Line 6002-10 Payroll Services** Brenda had gotten some quotes for other services, ranging from doing everything in house and 2 other local companies. She will get references for one of them and get back to selectmen, keep projected number in that line for now.

**Line 6002-11 Software Maint/Update** this is Avitar, assessing software, typically a small increase

**Line 6002-14 Postage** was over due to the postage meter, should be back to projected level funding number

**Line 6002-19 Advertising** keep level, over this year due to # jobs filled

**Line 6002-20 Town Office Equipment** keep level, overage was sonic wall cost. It was asked what the “extra” costs would be for the internet sharing project, and it was agreed there would be costs, they would be relatively minor, and can come from within the budget.

**Line 6002-21 Telephone & Internet** increasing for new service

**Line 6002-22 Town Reports** increased estimate from the printer. Kathy will get other quotes.

**Line 6002-24 Town Website** increase for webmaster fee, getting it closer to her originally requested amount. Agreed it has become a good tool for the community, talked about content policy.

### **6000 Executive**

**Line 6000-01 Selectmen** level funded.

- **6015-Building Inspection** was next to be discussed.

**Line 6015-01 BI Wages** keep level funded

**Line 6015-03 BI Mileage** reduce to placeholder \$1.00, as new BI is local

**Line 6015-04 BI Expenses** Brenda explained this had covered ¼ of the BOS telephone bill. Decided to transfer that cost back to BOS, reduce the expenses budget to \$50.

- Further conversation initiated by Brenda focused on the ongoing retirement audit, and a decision the BOS needed to make about the prosecutor stipend paying into retirement. A

few options were outlined, and it was decided further conversation should include Kevin: Kathy will arrange a meeting with him and BOS for that. Uniforms line item can also be discussed at that meeting, as it seems high compared with other towns of similar size.

- Brenda questioned the FD air pac warrant article – clarifies as the third/last request of a 3 year plan to replace all pacs, total requested this year should be the same \$20,000.
- New plows for HD were discussed, and it was decided to ask for a meeting with the Road Agent. Kathy will set that up.
- The internet Sharing Agreement with the Mason Elementary School was signed, all parties involved will be advised of that and asked to proceed.

**Adjourned:**

Louise made a motion the meeting be adjourned, seconded by Charlie. 3 votes to adjourn at 10:05 PM.

Next regularly scheduled meeting will be Dec13, 2016, at 7:30 PM at the Mann House.

Respectfully submitted,  
Kathy Wile