



Selectmen Meeting 12/28/2017

Approved Minutes

**Present:** Selectmen Louise Lavoie, Charles Moser; Kathy Wile, Brenda Wiley, Pat Letourneau; Bob Larochelle, Bill Fritz, Dane Rota, Bob Bergeron; joined by Dotsie Millbrandt

**Called to Order:** The meeting was called to order by Louise at 7:34 PM.

**Approvals:**

- Noted that Accounts Payable Manifest and Payroll Manifests were signed.
- Minutes of meetings of BOS for December, 12, 13 and 19 were reviewed prior to the meeting. Charlie motioned, second by Louise to approve all 3three sets of minutes as written. Unanimously approved.
- Two Intent to Cut Timber applications were presented; both reviewed, noted as complete, and signed by both selectmen.
- NRPC contract for circuit rider services had been received. Noted the same services and cost as in 2017. Charlie noted that the amount of the contract should be looked at in the Planning Board budget to ensure consistency. Charlie motioned, Louise second, to authorize Chairperson Lavoie to sign the contract on behalf of the BOS. Both voted to authorize her signature; contract signed.
- Plodzik and Sanderson, the auditors for the Town, had sent in a Letter of Understanding to provide services for audit of the Town's 2017 books. Same services, same price as last year's contract, no other bids had been sought. Charlie mentioned the need to match the contract number to the amount in the administration budget line, and that the auditors did a thorough job and produced a good report. Agreement approved; both copies were signed by Louise, then Charlie.
- Dane Rota was present to accept appointment to the Planning Board as an alternate member. Louise noted he had attended 2 meetings, and has been given the handbook and procedures book. He is soon to retire, and will have time as well as interest in attending trainings. Appointment papers were signed by Louise and Charlie, and will be available in Town Clerk's office for him to be sworn in at his convenience next week.
- Health Trust asked for the annual update to the Secure Portal Authorized Users Certification. Both BOS administrative staff members, Kathy Wile and Brenda Wiley, are listed as having portal access. Charlie motioned to authorize Chairperson Lavoie to sign on behalf of the BOS, second by Louise both voting to authorize her signature. Signed by Louise.

**New Business:**

Bob Larochelle, chair of the Mason Conservation Commission, was present to present his budget. Before budget discussions, Louise said that BOS wanted to have a conversation about Roles and Responsibilities of CC and other town board members. She reminded him that any zoning, health, safety or lot line concerns need to go through the BOS who is the enforcing body of those regulations. There are protocols that board members, as agents of the town, need to go through regarding entering private properties. There are additional responsibilities that are not owned by general citizens, and hunters rights to access do not

apply, as was thought. This will be a good training opportunity for all boards, and Bob was asked to share the information with the rest of the CC as that committee especially is out in the field.

Conservation Commission Budget was reviewed, and compared to last year's budget as reported in the Town Report. Distinctions between different CC accounts, and how those fit into the Town budget, was discussed, and the presented budget conformed to the 2 line items of the CC Town budget as follow:

Line **6028-01 Conservation Commission Expenses** is proposed at \$608, a decrease of \$18 from last year.

Line **6028-02 CC Railroad Trail Maintenance** will be renamed Conservation Land Management to reflect the inclusion of other properties in addition to the Rail Trail. \$1400 was requested for this line, a decrease of \$13 from 2017.

Request for \$200 for the 250<sup>th</sup> celebration activities was tabled for now, as was a similar request from other departments, pending either inclusion in the funds available from that trust fund, or an increase in the amount requested for that fund on the town meeting warrant. The \$2000 for Commitment to SPNHF comes from Conservation funds not the town budget, and does not need to be included there.

Conversation between the bookkeeper and CC chair concerning best way to accurately relay which accounts were to be used to pay which bills followed.

- Bill Fritz represented the BOA for their proposed budget.  
Line **6006-05** is proposed at \$780, an increase of \$60, to reflect an additional possible meeting over the year.  
Lines **6006-07 and 08, Advertisement and Postage respectively** were questioned by Charlie. Are these not reimbursed by applicants? Revenue vs budget conversation followed, and proper way to get fees deposited into the general account. Clerk does that, there have been two applications this year, Brenda tracked the information.  
Further suggestion from BOS that BOA look at the fee schedule used by Planning Board, and clarify their process and fees.  
Final budget proposed of \$1680, and increase of \$60 over 2017.
- Dotsie Millbrandt represented the Planning Board for budget discussion. She explained the advertising and postage lines were there to reflect some responsibility for certain mailings and postings, as well as the fact that fees from applicants go through these lines.  
Line **6006-02 Planning Board Training** is requested at \$750, an increase of \$450 over 2017, to reflect the need for training for several new members and keep the continuing members current.  
Line **6006-04 Postage** was reduced to \$10, reduced by \$20 from 2017.  
Line **6006-12 NRPC Assistant** was adjusted to \$5040 to reflect the contract just signed with NRPC, and reflecting the charges for planning assistance come from the applicants.  
Reduction of \$460 from 2017. Total budget proposed is \$6570, increase of \$90 from 2017.  
Discussion about adding a reimbursable line item to tidy up those fees followed; Brenda will work on that.  
Dotsie further mentioned, as chair of the 250<sup>th</sup> Celebration Committee, that there is about \$12,000 anticipated in their town budget. The committee will work to specify where funds are going, what is still available, and fund town department costs if possible. BOS requested

that minutes of their meetings be posted on the website and available through the town office, as well as a blanket posting of when/where their meetings are to be held.

- Assessor Todd Haywood has advised the office that Mason is on the list of towns to be reviewed by DRA for Current Use and Exemption records. In preparation for that, he recommended a checklist to go over the applications/approvals on hand, and a template for a letter to send to property owners whose files need to be updated. Selectmen were hesitant to approve the letter on several counts, Charlie will review it further and discuss at another meeting when all selectmen are present.
- Town Clerk/Tax Collector Deb Morrison sent a request for formal authorization to accept pre-payment of property taxes, as there have been several requests this week. Discussion about there not being a bill generated yet, level of tax relief, concerns about possible sale of property while deposit is held, etc. Charlie was not sure what the bond issues might be mentioned within the RSA, and selectmen decided not to authorize acceptance of prepayments until that is further investigated by Louise.

#### **Old Business:**

- Road Agent Dave Morrison had communicated to the office that his research into the state changes to radio communication involve enhancement by cell phone service, not replacement of high band radio. Charlie reported that Gov Sununu announced he expected the construction of an additional 100 cell towers throughout the state. Dave also wanted to be clear the full amount of the radio project is included in the warrant article; selectmen indicated that was their intent. Dave also had sent an agreement with Fuzzey Brothers for crushing aggregate so the leftover amount in this year's aggregate line could be encumbered. After discussion with bookkeeper Brenda Wiley it was decided that amount will not be encumbered as it is needed for other lines within the current budget. There is \$15000 in the proposed 2018 budget to satisfy the agreement for crushing next summer.

#### **Informational Items/Communication:**

- Brenda communicated that the bank had sent a letter that the TAN note had been satisfied for 2017. A total of \$150,000 was borrowed, leading to interest charges of \$2,214 instead of the possible \$6,000. Selectmen thanked Brenda for her good management of money, and the success of the partnership with the school and managing the payment schedule with them.

#### **Public Forum:**

- Bob Bergeron questioned an apparent timber cut near Pratt Pond – there is a current Intent to Cut for the last section of Russell Abbott State Forest; the intent should be posted at the landing site.

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

#### **Adjourned:**

- There being no further business, Louise motioned to adjourn, second by Charlie. Two votes to adjourn the meeting at 9:50 PM.

Next regularly scheduled meeting will be January 9, 2018 at 7:30 PM at the Mann House. Extra meeting for the budget process on Tuesday January 2, 2018 will be posted.

Respectfully Submitted,  
Kathy Wile  
Administrative Assistant