

April 9, 2013
Selectmen's Meeting/Approved Minutes

Present: Selectmen: R.P. McGinnity Chairman, C. Moser, B. O'Grady & A.A. Milkovits
Also present: Treasurer Pat Letourneau, Deputy Treasurer Garth Fletcher & 4 residents.

Agenda:

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

Appointments:

1. Police Chief Barry Hutchins introduced Sergeant Kevin Maxwell to the Board. Sergeant Maxwell will be the Officer-in-Charge when Chief Hutchins is away in June and July for training with the National Guard unit. Selectmen assured the Sergeant that they are available for whatever he may need during that time. Sergeant Maxwell asked what expectations the Board had for him. Chairman McGinnity expressed the Board's position for the Sergeant to keep the same standards, shifts, etc. as Chief Hutchins for a seamless transition.
2. Joanne Tramontozzi, DRA Real Estate Appraiser and her Supervisor, Gregory Heyn DRA Real Estate Appraiser met with the Board to discuss the upcoming assessment review. Mrs. Tramontozzi explained that 2013 is the year for the town's assessment review by the DRA. The guidelines on the review are the standards; firm parameters of what the town must have. The review will include checking the exemptions, credits, ratio study, assessing practices, current use applications, town assessor's contract, A-9, A-12 forms, and data accuracy on the property cards. Mrs. Tramontozzi will review a sample size of properties about 33, comparing the information on the assessment cards with the actual field measurements. She explained that she will send out postcards to the property owners to inform them of the upcoming review and will also check in with the Police Department when she is in town working. She also discussed the PAP report that was done by the town's former assessor. The report is not compliant and will need to be reviewed. The new assessor Todd Haywood will not be held responsible for this report. She will send a copy of the report to the Board. There was discussion on the Equalization Ratio Study. The town has not received the 2012 ratio. Mr. Heyn explained some of the terms and ranges that are allowed with the ratio such as the Median range 90 – 110, the COD under 20, the PRD which is the higher end homes vs. lower end homes. The Selectmen will have the Mr. Haywood review the EQ ratio study.
3. Pam Lassen, Starch Mill Road, discussed the open position of town webmaster. Ms. Lassen presented her resume and application to the Board. Chairman McGinnity explained that there may be more time needed in the beginning to work on the website to bring it up to date. Later there will be time for uploading minutes, updating the calendar, adding other information as needed. Ms. Lassen has a great deal of experience working with Word Press and managing websites. She has the capability to work from home, scan documents, set up links to work from the website, synchronize all events, upload, set up a rsvg to enable visitors to the website to sign up for emails, etc. No decision was made at this time as the position is open until April 23rd.

April 9, 2013
Selectmen's Meeting/Approved Minutes

4. Police Chief Hutchins discussed acquiring a different database for the Police Department. Presently the PD uses Crime Star but Hollis Communications recommends IMC as the software works with the dispatch center through the police cruisers. It allows the officer to go directly to the dispatch center. The Chief got a quote of \$20,000 from the company for a PD of Mason's size. He believes there is a 50/50 match grant through Highway Safety. The budget line for Communications is \$39,000. After all payments to Hillsborough County, Hollis Dispatch, and other maintenance items are paid, there should be a balance of \$8,900 remaining in the Communications budget. Chief Hutchins would like to use the remainder balance to help purchase the IMC system. He will check figures from Hollis Dispatch and Highway Safety before asking for the software purchase. Chairman McGinnity stated that officer safety and the safety of the town's residents are of utmost importance and he would not be opposed to getting the new software system. Selectman Moser is concerned for upsetting the budget. Chief Hutchins explained that he is just giving the Board a heads up to consider the new system. The purchase would be for modules which also includes training. Then there would be an annual maintenance fee after that. Question was raised on whether the PD laptops would need to be replaced to be compatible with the new system. Chief Hutchins responded that the laptops will need to be replaced anyways regardless of the new system. No decisions were made on purchasing the system, Chief Hutchins will return at a later date with more information on the grant, etc.

Selectmen reviewed the following:

Old Business:

1. Re: 2013 TAN – Treasurer Patricia Letourneau, Deputy Treasurer Garth Fletcher, Town Clerk Debra Morrison and the Board signed all the final paperwork for the settlement of the 2013 TAN. The TAN line of credit requested is \$700,000 at 1.81% interest, due December 31, 2013. First draw is \$275,000 for Thursday, April 11, 2013.
2. Re: Minutes – Selectmen Meeting minutes and Staff Meeting minutes from March 26, 2013 were approved as written.
3. Re: Quarry Conservation Easement Deed, Attorney's review, residents' comments – The Selectmen had previously met with town Attorney Drescher, whose comments and suggestions will be sent to both the Conservation Commission and the SPNHF for inclusion in the final Conservation Easement deed for the quarry gift. Selectman Moser has been working on the "hold, harmless" clause which will be forwarded to the Conservation Commission for approval. Selectmen and some members of the Conservation Commission will meet on April 22nd with risk management specialist from LGC to walk the quarry and get recommendations for any signs or other noticing needed to protect the town from any liability issues.
Re: Concerns of residents – Selectman Moser explained that one of benefits of our liability insurance is that the quarry will be covered by the town's insurance 100% at no extra cost. Selectmen will acknowledge the residents' comments and

April 9, 2013
Selectmen's Meeting/Approved Minutes

assure them that their concerns will be part of discussions before the acceptance of the quarry.

4. Re: Jones Crossing - Town Attorney Drescher's review: Since the town has already maintained the road for over seven years, Attorney Drescher recommends that the town continue to maintain the road and include Jones Crossing on the current inventory of roads for the Highway Block Grant. Because of the change in the RSAs concerning acceptance of roads, the town will need to vote the acceptance of Jones Crossing at the next town meeting. After some discussion, a motion was made, seconded and voted in the affirmative to continue maintaining Jones Crossing and to submit a warrant article for the 2014 town meeting to accept the road as a Class V road. Selectmen will also look into developing a policy for the conditions for the acceptance of roads. They will consult with the Planning Board for their recommendations for the acceptance of new roads in subdivisions.
5. Re: Walter Alford - wetlands permit request and response/ Mr. Alford had complained that the town Highway Department had filled in a wetland area that caused his driveway to wash out. He had requested copies of wetland permits that the town had submitted to the state. An email response was sent to Mr. Alford to explain that the HD had submitted notifications to NH D.E.S. of culvert replacements, nothing else.
6. Re: Hollis Communications - formal breakdown of costs to the town.
7. Re: Jackson Road Trestle work – email notification that the trestle work will begin this weekend with members of the M.A.N.E. group removing some of the railings. Selectmen discussed the use of volunteers for town projects. There will be many volunteers working on the trestle project. Selectman Moser will work on a template waiver agreement for volunteers which will identify the scope of jobs to be done.
8. Re: Veteran's credit application - Proof of residency was requested from Keith Kullman for his previously submitted Veteran's credit application. Mr. Kullman submitted the proof and his application was approved for 2013 tax year.

New Business:

1. House Number set for business: Barn on lot J-52, 463 Fitchburg Road, owner Charles Griffin.
2. State Septic Approval: Lot L-34, owner Curtis Spacht
3. Building Permits: #13-04 Mason UCC, lot E-47, update wireless facility; #13-05 Griffin, lot J-52 renewal permit, house; # 13-06 Griffin, lot J-52 renewal permit, barn
4. Current use application: Maillet, lot H-50-2, 21 acres in forest-other/ Application was deemed incomplete as the checkboxes were left blank and the map does not delineate specifically the areas that are not in current use. A memo will be sent to the property owners to request corrections.
5. Application for Veteran's Credit: Raymond Rush, Lot K-36-5/Approved
6. Police logs
7. From Erik Blair: Mr. Blair submitted a check for the renewal of his junkyard license at 61 Hurricane Hill Road, lot L-28. Before renewing the permit, the

April 9, 2013
Selectmen's Meeting/Approved Minutes

Board will send the Building Inspector to inspect Mr. Blair's property per the court order criteria. As soon as the inspection is complete and satisfactory, the Board will issue a renewal license.

8. Letter from the Police Chief - thanking members of Highway Department for turning in drug paraphernalia found, during their maintenance of the town roads. Their timely find helps to keep the Town of Mason safe.
9. Notice from Road Agent Fred Greenwood of his vacation from April 14th to April 20th.
10. Notice of Workers' Comp. claim - No lost time.
11. Other:
 - Re: Value of the statue of Boad for the town's liability insurance. LGC-PLIT will no longer cover fine art valued over \$10,000 without an outside appraisal. The Selectmen feel that the statue is worth at least \$25,000. After some discussion, it was decided to ask the creator of Boad, Liz Fletcher, for a written appraisal.
 - Notice from NHMBB concerning changes in the process for issuing bonds.
 - From Tax Collector - copy of notice to Board of Tax and Land Appeals for the date of final tax bill for appeal process.
 - Notice of Mortgage Foreclosure Sale - Schaefer property at 403 Jackson Road.
 - From email: Complaint of dog waste on town common/ It seems that some people are allowing their dogs "free rein" on the town common and especially near the gazebo. After some discussion, it was decided to have the Highway Department put up signs "Curb your dog!" or "Pick up after your dog!" around the town common.
 - It was noted that a driveway has been cut in on Gilman Hill Road. Selectmen will request the Building Inspector to inspect that area to be sure a permit is in place.
 - Reminder to the Board to work on a schedule for the use of the gazebo and fees for the use at a future Selectmen's meeting.
 - RE: Old computer equipment from town offices - Selectmen will have the hard drives cleaned out and removed and then dispose or donate the remainder machines, monitors.
 - Internal controls for financial technology: Selectmen Moser attended a seminar on this subject and feels that the Board is not fulfilling their full duties because they do not review the bank statements, reconciliations, payrolls, etc. At present the Treasurer reviews all the financials and an outside audit firm does the audit every year. This topic will be further reviewed at a future meeting.
 - Server: Selectmen will invite Steve Wolsky, President of Microtime to the next meeting for an update on the installation of the new server.
 - Other correspondence

Selectmen signed the following:

- Yield warrant for \$1,577.90: Stanley Brown, lot D-6 and Michael Farrey, lot G-60

April 9, 2013
Selectmen's Meeting/Approved Minutes

- Intent to Cut: Supplemental - Doonan, lot B-18
- Deputy Forest Fire Warden Appointment: Dean Lambert & Ernest Sullivan

Meeting adjourned at 9:41 PM.

Respectfully submitted,

Barbara L. Milkovits

Administrative Assistant