



Town of Piermont

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Board of Selectmen Work Session Minutes of Meeting May 22, 2014 at 7:30 AM

Present: Chairman, Colin Stubbings; Selectmen, Robert Lang, Ernie Hartley; Executive Assistant, Jennifer Collins; Police Chief, Robert Garvin; Barbara Fowler.

Chairman Stubbings called the meeting to order at 7.33 am and stated that it was being recorded for the purpose of accurate minutes only.

Discussion was held on the proposed date for the Camp Walt Whitman Mediation of June 30 and it was noted that neither Chairman Stubbings nor Selectman Hartley would be able to attend and therefore no decisions could be made and therefore Stubbings would ask for it to be rearranged.

A review of the information supplied by Steven Schmidt, USDA, with regards to furniture available for the Town Clerk's Office at no cost was done. It was noted that the Tax Collector, who shares the office, had not been involved in any discussions. Given the size of the proposed modular furniture and that the current set-up had two desks the planned single desk would appear an unworkable solution. Although the furniture was being offered at no cost there was a total of 10 hours of labor for two men to arrange to collect it plus the diesel cost. If it could not be utilized immediately the Town's ongoing problem of lack of space would also cause a problem. It was agreed to ask Town Clerk, Bernadette Ratel how the proposed layout had come about as well as asking for more information from Steven.

Discussion on the work required for the intern, Brendan Jones, was had, especially in regards to the proposed list supplied by the Executive Assistant, Jennifer Collins. This developed in to a discussion on the requests made upon the office and the responses. Jennifer was asked why there was so much filing outstanding. She stated with everything that needed to be done she did not have enough hours to do so. Chairman Stubbings reminded her about a form that the Board had previously given her to complete on where her hours were being spent and that she had not done so since the first week. He further stated that the Board required this information to help them review and make any necessary changes. The Board pointed out a number of items that they are doing which should be done by their support staff. Chairman Stubbings stated that the mail needed to be opened daily by Jennifer and that he attempts to collect it and bring it to the office timely. Stationery needed to be ordered when required as delay can disrupt other departments like the Town Clerk and Tax Collector. Additionally the office must be kept tidy. It was agreed that improvements are required. The Board concurred that the intern, Brendan Jones, could learn the accounts payable function. He could also continue the filing within the safe but Jennifer stated that there needed to be something placed on the wire shelving as this caught the files. It was agreed that this should be done.

Chairman Stubbings stated that the Report from the County Attorney was still in the hands of the Town Counsel and that discussion on contract renewal with Chief Garvin would commence upon the response.

Jennifer Collins, was asked if she had mailed the letter to the Orford Selectboard following Tuesday's Board of Selectmen's Meeting and said she had not been able to get to the mailings and planned to do so today. She was also asked to ensure that Chairman Stubbings was added to the May 28 Agenda for Orford.

Jennifer was asked whether the Avitar update problem had been resolved and she said it had.

Selectman Lang offered to draft up the proposed letter to residents and tax payers regarding the office hours they would like to see for the various departments.

Resident Barbara Fowler asked about the copy of the minutes that she had received and whether Jennifer was aware of what she had given her. Jennifer explained that the typed date was incorrect only.

Chairman Stubbings mentioned that the benches and flagpoles were now in place at the Piermont Veterans Memorial Garden.

Jennifer is to contact Stacey Thomson for the start date of his intent to cut. Selectman Hartley explained how the cut would occur and this alleviated the concern on the removal of the shielding surrounding it.

There was a discussion on the computers systems within the offices and that we should consider having someone who we can contact when there is a problem. Chairman Stubbings pointed out that a server solution had been provided for in the budget. He further stated that the website training, for which both Nancy Cole and he were attending, was occurring at 10.30 that morning.

Chairman Stubbings stated he was still finalizing the May 15 Work Session minutes that day and will be presented at the next Work Session for approval.

A motion to enter Non-Public was made by Selectman Lang and seconded by Selectman Hartley. Motion passed 3-0 and the Board entered Non-Public at 8.54 am. The minutes of the Non-Public were sealed in the meeting.

At 9.36 am Selectman Hartley motioned to adjourn the Board of Selectmen's Work Session, this was seconded by Selectman Lang. The vote passed (3-0).

Respectfully submitted
Colin Stubbings
Chairman