

**Draft Minutes  
Board of Selectmen  
Emergency Meeting December 12, 2016**

Selectmen Present:  
Randy Subject and Colin Stubbings

Also present: John Metcalf

Chairman Subject called meeting to order at 7:32 pm and announced that the meeting will be recorded for the purpose of accurate minutes.

Chairman Subject stated that this is a work session so there will be no public input.

The setting of the Tax Rate was discussed. The Board of Selectmen is reluctant to set the tax rate prior to reviewing all of the revenue figures. Susan Belyea, Bookkeeper reported that she has been working on inputting all of the revenues. At this point she has input all of the figures from January through July for the Town Clerk deposits. Ms. Belyea will continue to input the revenues so the Board will have all of the required figures to use when working on setting the tax rate. A sign will be put on the BOS office door instructing people to use the Town Clerk's entrance on Tuesday and Thursday. Jen Rugar will answer all phone calls to keep office distractions to a minimum.

Timber tax warrants for Map R12 Lot 12, Map R03 Lot 30 and Map R17 Lot 13-3 were reviewed and signed by the Board. They will be forwarded to the Tax Collector for processing.

Donations to non-profit organizations were discussed. The donations for 2015 were not paid in 2015; funds were encumbered and paid out in 2016.

Selectman Stubbings made a motion to adjourn meeting. Chairman Subject seconded. Motion passed 2-0. Meeting adjourned at 8:10 pm.

Respectfully Submitted,

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Jen Rugar

Board of Selectman:

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Randy Subject

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Colin Stubbings

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Terri Mertz

Approved: