

**Minutes
Board of Selectmen
Work Session April 6, 2017**

Selectmen Present: Colin Stubbings and Randy Subject
Selectwoman Mertz was unavailable.

Chairman Stubbings called meeting to order at 7:02 PM and announced that the meeting will be recorded solely for the purpose of accurate minutes, he further stated that others in the room may be recording, but have not declared so. Chairman Stubbings stated it was a work session so there would be no public input unless requested and agreed to by a majority of the Board.

Chairman Stubbings stated that Selectwoman Mertz has indicated that she is on vacation until after April 11th and therefore is unavailable for tonight's meeting as well as next Tuesday's.

The manifest was reviewed by the Board and approved.

Chairman Stubbings stated in an effort to move the meeting along he would pass over Agenda Item #3- Discuss Personnel Policy and Procedure Manual until later in the meeting.

At the last BOS meeting, Chief Hebert brought up the subject of having monthly meetings with department heads. Chairman Stubbings agrees that having meetings involving all department heads, supervisors, chairpersons of the various boards, secretaries and managers is a good idea, but it should not take the place of department heads attending Board of Selectmen's meetings. Chairman Stubbings feels it is important to have managers and department heads attend meetings to be available to the public to answer questions and share information. Chairman Stubbings also stated that he feels it would be good to have a member of the Selectboard attend some of the meetings, on a rotating basis. Chief Hebert agreed to organize the meetings to be held every 6-8 weeks.

The Board discussed a letter received from Deborah Whitaker regarding her tax bill. In the letter she states that she did not receive her tax bill for June 2016, nor did she receive a reminder from the tax collector. Upon receiving the December tax bill, Ms. Whitaker did pay the balance in full and is requesting the Board credit her account in the amount of the interest and penalties she paid. The Tax Collector does not recommend the Board approve this request. There was a discussion in which it was stated that it is the taxpayer's responsibility to know when their property tax bill is due. Selectman Subject made a motion to deny the request. Chairman Stubbings seconded the motion. All in favor, motion passed 2-0.

As of Tuesday, Andrew Swift is no longer available to provide the town with IT services due to his busy schedule. Mr. Swift has agreed to continue until we can find a replacement. There was a discussion regarding what services surrounding towns use. Chairman Stubbings met with a representative from All Access earlier in the day and would like to look at more options as well. Jen Rugar, Administrative Assistant will gather information to provide for the Board to secure a replacement within a three week timeframe.

Selectwoman Mertz requested the minutes from March 28th not be reviewed until she is in attendance. As previously indicated, she is not in attendance at this meeting, nor will she attend next week's meeting

so they are going forward with the review. Chairman Stubbings clarified that an email was sent from Selectwoman Mertz to Jen Rugar, Administrative Assistant requesting 2016 figures from the treasurer. The email from Selectwoman Mertz was forwarded to Heather Subject, Treasurer. The information would actually come from the bookkeeper or the Town Report so Susan Belyea was asked to follow up with Selectwoman Mertz. Corrections were made to the minutes. Chairman Stubbings made a motion to accept as amended. Selectman Subject seconded the motion. All in favor, motion passed 2-0.

There will be a meeting for Sewer Users held on Monday April 10th at 7PM in the Old Church Building.

The Personnel Policy and Procedures Manual discussion was tabled until the next full meeting.

Chairman Stubbings stated he does not have a problem regarding public input at work sessions, but feels it would have to be kept short and agreed on by the Board. It will be discussed at the next meeting.

The lead for the microphone on the PA system used for town events is not working. It will have to be decided to replace the existing one or purchase wireless microphone (s). The discussion was tabled until the next meeting.

Selectman Subject moved to adjourn meeting. Chairman Stubbings seconded. All in favor, motion passed 2-0. Meeting adjourned at 7:52 PM.

Also present: Susan Belyea, Diane Stelzner, Helena Saarion, Rebecca Bailey, and Chief Hebert

Respectfully Submitted,

Jen Rugar

Board of Selectman:

Colin Stubbings

Randy Subject

Approved: 4/11/17