

**Draft Minutes  
Board of Selectmen Work Session  
December 20, 2016**

Selectmen Present:  
Randy Subject, Colin Stubbings and Terri Mertz

Also present: Helena Saarion and Diane Stelzner

Chairman Subject called meeting to order at 8:06 pm and announced that the meeting will be recorded for the purpose of accurate minutes; it is a work session so there will be no public input.

Selectman Stubbings explained how the process works and gave an explanation regarding how revenues and expenditures impact the tax rate. There was a lengthy discussion to offset the tax rate. Chairman Subject made a motion to use \$65,000 from the General Fund to offset the tax rate. Selectman Stubbings seconded the motion. All in favor, Motion passed 3-0.

The Board discussed transfers from expendable trust/capital reserve funds to the general fund.

Selectman Stubbings made a motion to transfer \$25,000 from Town Revaluation Capital Reserve Fund to pay for the 2016 revaluation. Chairman Subject seconded the motion. All in favor, motion passed 3-0.

Selectman Stubbings made a motion to transfer \$1,200 from Town Recycling/Transfer Station Expendable Trust Fund to cover the cost of the new covers for the dumpsters. Chairman Subject seconded the motion. All in favor, motion passed 3-0.

Selectman Stubbings made a motion to transfer any excess funds in the Police Department budget to the Police Training and Equipment Trust Fund. Chairman Subject seconded the motion. All in favor, motion passed 3-0.

Selectman Stubbings made a motion to transfer \$250 from Bedford Rd. Expendable Trust Fund to pay for the new bench purchased by the Conservation Commission. Chairman Subject seconded the motion. All in favor, motion passed 3-0.

The Board agreed to pass over the encumbrances until the meeting on 12-27-16.

Selectwoman Mertz provided the Board and others present for the meeting with copies of a memorandum regarding the approval process of meeting minutes. Since the article did not pertain to New Hampshire meetings, Chairman Subject recommended, and Selectman Stubbings agreed, that NHMA should be contacted in regards to the approval process of meeting minutes.

The minutes for December 12, 2016 were reviewed. A correction was made. Selectman Stubbings made a motion to approve the minutes as amended. Motion was seconded by Chairman Subject. Motion passed 2-0. The minutes for December 16, 2016 were reviewed. Selectwoman Mertz objected to a paragraph in the minutes stating that she had listened to a copy of the recording obtained from Jen Rugar and the discussion referred to in the minutes was not on the recording. Selectwoman Mertz further stated

that she would like an investigation into why the minutes were inaccurate. Selectman Stubbings stated that he did not have a problem with removing the paragraph. Chairman Subject agreed. Selectman Stubbings made a motion to accept the minutes as amended. Chairman Subject seconded the motion. Motion passed 2-0.

Selectman Stubbings made a motion to adjourn meeting. Selectwoman Mertz seconded the motion. All in favor, motion passed 3-0. Meeting adjourned at 9:07 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: