

Minutes
Board of Selectmen Work Session
Thursday July 7, 2016

Selectmen Present:
Randy Subject, Colin Stubbings, Teran Mertz

Chairman Subject called meeting to order at 6:02 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, but there will be a discussion with the Cemetery Trustees. Others present: Eileen Belyea, John and Abby Metcalf, Jean Underhill

Chairman Subject: It has come to the Board's attention that there may need to be a contract for the upkeep of the cemetery. Chairman Subject wrote a letter to NHMA. The letter and the response were read. Legal inquires as to the possible issues with two trustees being employed by the same company that does the grounds maintenance in town.

Discussion followed regarding the history of the existing contract. John Metcalf and Abby Metcalf provided as much information as possible regarding the contract for mowing the cemeteries. Abby Metcalf expressed concern with how things were being handled; if someone needs information why is the person with the information not being contacted directly? Eileen Belyea had concerns with how information regarding the meeting was given to her. The current mowing arrangement has worked well and there have been no complaints. Selectwoman Mertz stated that the \$11,000 line item in the Town Report for Maintenance Contract should be questioned by the auditors. Chairman Subject stated that it is not questioned by them. John Metcalf had asked to have the wording changed from Maintenance and Mowing to Grounds Maintenance. Eileen Belyea stated that we have some of the best looking cemeteries around and there is no reason to change things. Selectwoman Mertz stated that things need to be handled legally and it should go out to bid; there is nothing saying that John Metcalf would not get the contract. A new contract should be written, signed and then it would be possible to renew it as needed. A contract was written in 1994. It will need to be located and updated; Selectman Stubbings will inquire from former Selectman Jean Daley.

There was also an update on Cemetery Trust Funds from the Trustees. There was discussion on the plowing of the road to the sewer plant. The road is not used often so it does not need plowing after each snowfall. The town plow truck is too big so it is not used.

Abby Metcalf stated her disappointment in the way things are being handled. She would like to know why a person isn't asked directly if Selectwoman Mertz has questions concerning the manner in which things are being done. A contentious discussion ensued resulting in Selectwoman Mertz leaving the meeting abruptly.

Building security for the town office was discussed. A double-sided combination lock has been installed between library and town clerk's office.

The meeting minutes from July 5, 2016 were reviewed. Corrections were made. Selectman Stubbings made a motion to accept the minutes as amended. Chairman Subject seconded the motion. Motion passed 2-0.

The minutes from June 14, 2016 were reviewed. Corrections were made. Selectman Stubbings moved to approve as corrected. Chairman Subject seconded. Motion passed 2-0.

The minutes from June 16, 2016 were reviewed. Corrections were made. Chairman Subject made a motion to accept the minutes as amended. Selectman Stubbings seconded. Motion passed 2-0.

Petty Cash Policy was reviewed. Although not all departments have cash drawers, many do take in cash and checks. There is not a reconciliation form to cover all departments. The Petty Cash Policy was tabled to the next work session on July 21, 2016.

Financial reporting deadline and follow-up date will be July 22, 2016

Avitar contracts need to be reviewed. Jen Rugar can locate file.

Outstanding abatements have been taken care of.

Buildings: Nothing

Conservation Commission: Next meeting is July 13, 2016. The RSA regarding stonewall lot lines and other business will be addressed.

Selectman Stubbings moved to adjourn meeting. Chairman Subject seconded. Motion passed 2-0. Meeting adjourned at 9:28 pm.

Respectfully Submitted,

Jen Rugar

Board of Selectman

Randy Subject

Colin Stubbings

Teran Lee Mertz

Approved: July 26, 2016