

Draft Minutes  
Board of Selectmen  
Work Session  
**Thursday July 21, 2016**

Selectmen Present:  
Randy Subject and Colin Stubbings

The meeting was called to order @ 6:01 pm by Chairman Subject.

Ms. Saarion approached the Board with an envelope. It was stated there is no public input at Work Sessions. Ms. Saarion dropped off the envelope for the Board; Chairman Subject stated that it will be dealt with at the next regular BOS meeting scheduled for Tuesday July 26, 2016.

Chairman Subject announced that the meeting was being recorded for the purpose of accurate minutes.

Mrs. Mertz is absent from another scheduled BOS Work Session.

**Outstanding Action items:**

2014 Audit. A Representation Letter from Melanson Heath was given to the Board to review and sign. Chairman Subject stated that although he was not a member of the Board in 2014, the letter was stating that all documentation was given to the auditors. C. Stubbings made a motion to accept Letter of Representation. Seconded by R. Subject. Motion passed 2-0.

Review and Approve minutes: The Board reviewed a backlog of meeting minutes. June 16 minutes were reviewed; corrections were made. R. Subject moved to accept minutes for June 16, 2016 as amended. C. Stubbings seconded. Motion passed 2-0.

Minutes for June 28 were reviewed; corrections were made. C. Stubbings made a motion to accept minutes for June 28, 2016 as amended. R. Subject seconded. Motion passed 2-0.

Minutes for July 12 were reviewed; corrections were made. C. Stubbings made a motion to accept as amended. R. Subject seconded. Motion passed 2-0.

**New Business:**

Treasurer & Deputy Treasurer: will need to be addressed by full Board, if possible.

Policy Reviews: Primex recommends the Town have updated policies for sexual harassment, employee dismissal, and a volunteer handbook. A handout/leaflet for volunteers may cover the needed information regarding volunteers. The Personnel Policy is being updated and will cover all the areas of concern. Town Building and Library Access Procedures will be addressed at the next Board meeting.

**Other Old Business:**

Roundup- The Conservation Commission will give their recommendation at the next Board meeting regarding the use of Roundup on town properties.

IPR Monies- There has been no update yet.

Fire Department background checks- There is just one remaining Vermont background check to be completed.

IT Update: A call was made to Andrew Swift, IT to come update the computers in the office. Sam Rounds has requested the Town Clerk laptop be connected to the network for use by Supervisors of the Checklist.

Maintenance of the fire ponds will be discussed at the meeting on July 26. The Planning Board has updated the excavation permit to include notification for the Board of Selectmen, the police chief, and the fire chief. The Planning Board will be responsible for doing the notification.

The Recreation Dept. will be discussed at the August 4 work session.

Police Hebert is waiting for bids on the renovations in the Town Office. The cameras are installed, but he is still working on getting bids for the partition/counter in the Administrative office.

Land Usage Designation for CWW is done at the end of the camper season when Jed Dorfmann supplies the Town with the total number of campers each season. This item is tabled until September.

Violet Veillette spoke to Bernadette Ratel, Town Clerk, about the addition on her house. Mrs. Veillette said it was approved by the Planning Board. C. Stubbings said it has not been approved with the Planning Board since he has been at their meetings. Mrs. Veillette will need to come to the next BOS meeting.

C. Stubbings motion to adjourn from the regular meeting at 10:55 PM. Chairman Subject seconded. Motion passed 2-0.

Respectfully Submitted,

Jen Rugar

Board of Selectmen

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Chairman Randy Subject

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Colin Stubbings

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Terri Mertz

Approved:

