

Draft Minutes  
Board of Selectmen  
**Tuesday September 6, 2016**

Selectmen Present:  
Randy Subject and Colin Stubbings

The meeting was called to order @ 7:00 pm by Chairman Subject. The meeting will be recorded for the purpose of accurate minutes.

Mr. Marvin led us in the Pledge of Allegiance.

**Department Head Update:**

**EMD-** Bernie Marvin is working on updating 911 streets and numbering. The additional ambulance coverage agreement is still be worked on. Clay Odell from Upper Valley Ambulance would like additional figures relative to the additional ambulance coverage agreement.

**Fire Dept. –** Tim Cole reported the opening date of the grant they will be applying for is October 11<sup>th</sup> and will run through November 18<sup>th</sup>. Mr. Cole has most of the necessary information to start processing the photo Id badges for the election workers.

**Town Grounds-** John Metcalf reported the mowing of the town grounds has been reduced this year due to the dry conditions. The pool was closed on August 23<sup>rd</sup>. The clean-up of algae in the pool should be less work than last year because closing the pool early and draining the water reduced the growth. Mr. Metcalf will look into sending a sample to be tested in an effort to identify the origin of the algae.

The Memorial Garden looks good thanks to the reasonably good job of weeding done by volunteers.

Mr. Metcalf stated that he may be a little over budget on one line item, but has some left over in the mowing line. His overall budget isn't changed.

The sewer numbers are all in the range they should be. Jay's Septic will be pumping it at the end of this month. Mr. Metcalf will arrange with Chief Henry to flush the sewer system when it is pumped.

The landfill will be bush hogged one more time before winter.

**Treasurer-** Heather Subject gave an update on Town accounts.

**Administrative Assistant-** Jen Rugar discussed a visit from Rick Evans, Timber Appraiser for Department of Revenue. Mr. Evans provided some training for Susan Belyea, Assessing Clerk/Bookkeeper regarding the process of timber cuts.

**Transfer Station-** Chairman Subject read the report submitted by Wayne Godfrey. The Compactor will be covered by warranty and will be fixed this week.

**Town Clerk-** Bernadette Ratel submitted a Month End Report for the Board to review. Chairman Subject requested the Town Clerk submit one each month.

**Road Agent-** Although not present, Frank Rodimon submitted his 90-Day Performance Evaluation of Dalton Thayer to the Board to review and be placed in his personnel file.

**Approve Manifest-** The manifest was reviewed and signed by the Board.

**Old Business-** none

**Public Input-** Heather Subject asked about the return of ID badges at the end of employment/term of office. Chairman Subject stated that the badges will need to be returned to the town; there needs to be a form to be used when a person is issued their badge and then signed when they return their badge.

As Susan Belyea, Assessing Clerk/Bookkeeper was leaving the meeting she noticed a completed employee timesheet on the windowsill near the table she was seated at. When she picked it up she noticed a mesh bag positioned underneath the paper. Ms. Belyea went to return the bag and see if the timesheet should be taken to the Town Office for processing. Ms. Belyea noticed a red light on inside the bag and realized it was an active recording device. Ms. Belyea asked the Supervisors of the Checklist if it belonged to any of them. Mr. Mertz responded that it was theirs. The timesheet was that of Helena Saarion.

**Approve Minutes-** Minutes from August 30, 2016 BOS Work Session were reviewed; corrections were made. Selectman Stubbings made a motion to approve minutes as corrected. Chairman Subject seconded. Motion passed 2-0.

**Non-Public Session** – none

Chairman Subject asked if the timesheet that had been located had been handled properly. Ms. Saarion replied that it was hers and it had been taken care of.

Chairman Subject requested the minutes reflect the absence of Ms. Mertz from another entire Board of Selectmen Meeting.

**Motion to Adjourn** - Selectman Stubbings made a motion to adjourn regular meeting. Motion seconded by Chairman Subject. Passed 2-0 Meeting adjourned at 7:58 PM.

Attendees: (from sign-in sheet) Heather Subject, John Metcalf, Tim Cole, Bernie Marvin, Susan Belyea. Not on sign-in sheet but present for second half was Helena Saarion.

Note: Supervisors of Checklist held their session in the hallway at the front entrance to building 7:00 PM to 7:30 PM.

Respectfully submitted,

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Jen Rugar

Board of Selectmen:

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Chairman Subjeck

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Colin Stubbings

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Terri Mertz

Approved:

DRAFT