

SELECTMENS MEETING MINUTES

01-10-2011

Submitted by stoddard on Tue, 01/11/2011 - 5:27pm.

SELECTMEN'S MEETING MINUTES

JANUARY 10, 2011

A. SCHEDULED APPOINTMENTS

1. 7:00 p.m. Terry McMahon – Capital Improvement Plan
2. 7:15 p.m. Virginia GrandPre'
3. 7:30 p.m. Fred Ward

B. SIGNED/APPROVED

1. Accounts Payable manifest
2. Payroll Manifest
3. New Hire – Library Assistant
4. Thank you letter to Garden Club
5. Thank you letter to Ed Saleski

The meeting opened at 7:00 p.m. with the Pledge of Allegiance.

7:00 p.m. Terry McMahon, accompanied by Bob Fee, met with the Board to discuss the CIP. Mr. McMahon stated that each department would get a letter, which would explain the "bulleted" items to be addressed. They would then be returned to the Administrator and forwarded to the Committee. He also suggested integrating this request into the budgeting process and doing both together to save time and effort, along with some postage. The threshold for determining a capital item was discussed. Mr. McMahon stated that the CIP plan uses \$3,000 of value as the minimum. Jim Coffey suggested \$5,000 since this is what the auditors and town were using for GASB 34. After a discussion, Selectman Halter moved to use \$5,000 and a three or more year life expectancy as the threshold. The motion was seconded by Chairman Holland and passed 3-0.

Chairman Holland suggested that capital reserves be established for future capital costs exceeding \$25,000. Mr. McMahon then suggested having some plan to deal with obsolete property, when it is replaced, especially building facilities. Mr. McMahon then asked about the Gould House and the Historical Society's fund raising. Selectman Halter asked Mr. McMahon for an electronic version of the CIP departmental requests. This was agreed to and the final version will be brought in to the January 24, meeting. Selectman Stymest then asked about the input from each department,

which was briefly discussed. Mr. McMahon will bring to the Town Office on January 15, a final version. This will be transmitted to the selectmen to read before the next meeting.

7:30 p.m. Virginia GrandPre', representing the Trustees of Trust Funds, came in to address 9 items concerning the audit and another concern about the posting of agenda's and minutes. Mrs. GrandPre' stated that she had been a town auditor for 15 years. She also stated that she wanted answers to her questions from the Selectmen, only. The discussion followed the list submitted. Selectman Halter, responding to why the Trustees had to allow banks to release information, explained the requirement to confirm directly with the banks despite the presence of bank statements. The McCourt Trust Fund was discussed and due to declining revenues the money was held in the General Check Book for the Cemeteries. Selectman Stymest suggested having the auditor come to a meeting. Selectman Halter then went on to explain that a management letter will be sent which contains recommendations. There was mention of filing the MS forms timely (Department of Revenue Administration- Municipal Services Division financial forms) and Selectman Halter explained that they were. Mrs. GrandPre' then cautioned the Board on adopting GASB 34. She wanted the Board to read the entire accounting standard. Mrs. GrandPre' stated that it will change how we report to the State. It was agreed that her concerns will be looked into and an answer be available for the next meeting. The final question concerned the posting of agenda and meeting minutes. There was discussion about the Town Clerk having to put into the official record of the Town minutes that contain electronic pop up advertising.

8:00 p.m. Fred Ward met to ask about the Gould House and POSH. He asked what would happen if the Gould House was repaired with POSH donations and the Town sold it. It was explained that it is Town property and the proceeds would go to the Town. Mr. Ward asked if this was a slap at Town Meeting. He then asked if the Board has the authority to accept the proposed gift. Chairman Holland answered that they have the authority. Mr. Ward then asked about a streetlight discussion from the previous meeting. Mr. Ward voiced concern over having brighter lights and stated that they were not safer. It was concluded that it was something being looked into and not decided.

8:10 p.m. Lou GrandPre' asked about the posting for the grant acceptance hearing on January 24. He asked where the notice was being posed and it was stated that it was being posted at the Post Office, Clerk's office and Town Hall, as well as the website.

8:12 p.m. George Davenport asked about SOPs for town department's He wanted to know what the policy was when an employee is arrested. He expressed concern about documents leaving the office. The Board agreed to develop a policy regarding documents. The motion was made by Chairman Holland, seconded by Selectman Stymest and passed 3-0. This was followed

by questions concerning background checks on employees when they are hired. This was followed by the suggested that Mr. Coffey has a conflict of interest since he also works for Windsor. Selectman Halter explained that it is common for a person to work for several small towns since the necessary skills are specialized. He mentioned that when Dan Eaton was the Stoddard police chief, he was also a Keene officer.

8:20 p.m. Mr. Ward then reminded the selectman that several years ago PSNH proposed changing the street lights and the Town wanted no change.

At 8:25 Chairman Holland moved to adjourn. Selectman Stymest seconded the motion and it passed 3-0.

Respectfully submitted

James Coffey, Administrator

Approved

Sandra L. Holland, Chairman

Arnold Stymest

John D. Halter

Board of Selectmen