

**Selectboard Meeting
August 19, 2015**

DRAFT

ATTENDEES: Ed Shea, Virginia Ulitsch, Tom and Cathy Slee, John and Linda Dovitski, Gail Rutkowski, Ryan Thurber, Betty Charette

Absent: Steve Wright

This meeting was recorded.

Ryan called the meeting to order at 7:05 pm. Ryan informed the public that he wanted to add “other business” to the agenda after item 6 on the agenda, as he had overlooked it.

General Public: Ed inquired about interest in amending Woodford’s charter to provide for “appointing” vs “electing” the following positions: clerk, treasurer, and delinquent tax collector. He noted that there should also be specific descriptions for the positions within the amendment. Ryan stated that he personally was interested. Mike expressed interest as well some of the public did as well.....Ryan expressed that he would like to hear input from the citizens about policy and procedures, as drawing from a larger pool of voices is more advantageous.....Both Mike and Ryan were receptive to the idea.

Approval of previous meeting minutes: Ryan made the motion to approve the “Special School Board Meeting minutes” of August 11, 2015, Mike 2nd; all in favor: yes. He further stated that the minutes should be attached to the “March Town Meeting Minutes” for future reference.

Ryan made the motion to approve the August 6, 2015, “Tax Rate Meeting minutes”, Mike 2nd; all in favor: yes.

Ryan made the motion to approve the August 17, 2015 “Special Selectboard Meeting minutes”, Mike 2nd, all in favor : yes.

Ryan made the motion to approve the regular “July Selectboard Meeting minutes”, Mike 2nd, but Betty reminded Mike that he was not in attendance.....Ryan made the motion to approve them while addressing any issues at the next meeting, if necessary, due to not having a quorum.

Treasurer’s Report Warrants/unpaid bills: Accounts Payable Warrants (attached), July Payroll (attached). Ryan inquired if anything had been paid out for the month of August and Gail replied that there had been from the beginning of August to the end of the month. This was due to the resignation of the town clerk’s. It reflected the salary, as the resignation came before the end of the month.....Ryan suggested holding on the warrant, as he wanted to discuss it in the executive session.....Bills (attached)...Ryan questioned the five (5) hours paid to Joseph Rutkowski and Gail explained that the pay was for placing the tax bills in the envelopes. Ryan specially wanted to be reassured that Gail was very careful about utilizing him as her “assistant”.....he had no problem with the stuffing the envelopes. Gail reassured him that he was not her “assistant”.

Gail brought to the board’s attention about the use of a Home Depot credit card which has brought up an issue as to who may use the card. The board suggested that she close out the account and to open a new account. They also suggested that the Staple card be closed out and that another should be opened. It was suggested that the “cards” be opened in the name of “Town of Woodford”.....Gail should hold the card and individuals may use the card with her permission.

Ryan made the motion to approve the 1st warrant, payroll item #7, gross, in the amount of \$2,040.67, Mike 2nd; all in favor: yes.

Ryan made the motion to approve the 2nd warrant AP-7, General, which totaled \$5188.04. Mike 2nd, all in favor: yes.

Ryan made the motion to pay the outstanding bills in the amount of \$3,705.78, Mike 2nd, all in favor: yes.

Discussion for calling a Trustee of Public Funds meeting: Ryan presented information from the financial planner, Brenna Warren, which is attached. He noted that the investments were losing money and that he had contacted Brenna immediately. He stated that if the town stayed as is with their investments as they are currently, that it would take 7-10 years to get back to where they were in the past.....He suggested that at the next regular board meeting that they also include a meeting of the "Trustee Board of Public Funds". He further stated that they could have the representative attend the meeting.

Ed inquired about the distribution of the funds within the portfolio and suggested that he would like to see monies invested into "healthcare".....Ryan stated that there are monthly statements that come to the town and he was welcome to review them. Ryan also reminded him that "private" investments were different than a "public" investment portfolio.

Ryan made the motion to call a "Trustee of Public Funds Meeting" for the next regular Selectboard meeting., Mike 2nd, all in favor: yes.

Discussion of Town Website fund and spending needs for maintenance: Ryan explained that due to new state rules about "public funds" was a sticky issue. Ryan suggested that a separate account be set up for the "Woodford Website Fund", naming the individuals running the website to be the authorized signers of it.

Gail informed the board that the fund is currently in a separate account.....Ryan suggested leaving it as it currently is.

Town Clerk update: Mike made the motion to accept the "resignation" of the town clerk, Ron Higgins, Ryan 2nd, all in favor: yes.

Mike informed the public that Steve Hathaway has secured the town's computer and the town was waiting on Susan presently to take her "oath". He also noted that the files were being backed up regularly.

Linda inquired about the vault and Mike explained that it is difficult to open as it was a vault that was intended to keep people out of during the days of the "Cold War". He stated that he spoke to Eric, from Adam's Lock, and said that Eric was willing to come and give a "free" lesson, if needed.

Ryan discussed the taking of the "oath" for the newly appointed town clerk. He stated that Susan Wright had attempted to take her oath while in Manchester, but was informed that due to the fact that it was an "appointed" position, she would have to have the signature of the selectboard.

Ed inquired if Susan had chosen an assistant. Mike said officially, she has not, but expected Betty Charette to be appointed.

Other Business: John noted that he was contacted several times by an individual who has had an issue with his tax bills for the last couple of years and it had to be straightened out within the deeds.....Ryan suggested that he state what it was that he needed in writing and to submit it to the proper authority in order to resolve the issue.

Executive Session Re: payment of Town Officials (past and present): Mike made the motion to go into executive session, Ryan 2nd, all in favor: yes.....7:50 pm.

The board returned from the executive session at 8:15 pm. Ryan stated that a motion was made in the discussion which included the remaining balance of the account for the town clerk and the independent clerk funds, by Mike and Ryan 2nd; all in favor: yes. The discussion had to do with the overpayments in January, February, and partially into March, which was simply due to the way the election overlaps.

Ryan made the motion to adjourn, Mike, 2nd; all in favor: yes.

The meeting adjourned at 8:20 pm.

Betty Charette
Acting Secretary