

**SPECIAL SELECTMEN'S/TREASURER'S MEETING  
MARCH 10, 2014**

Attendees:

Ryan Thurber, Steve Wright, Mike Charette, Betty Charette, Charlene Foster, Gail Rutkowski, Avis Bruce-Hurley, and Rob Thurber

Betty Charette opened the meeting at 6:20 pm.....this meeting was recorded.

Charlene Foster introduced Gail Rutkowski, stating that she has lived in Woodford for the past 15 years and that she works at the TrustCo Bank.

Charlene noted that she and Gail would be utilizing NEMRC during the first year and that the treasurer and the assistant treasurer would be signing the checks.

Ryan then suggested that the board of selectmen "organize" itself after the March election.

Mike made the motion to have Ryan as the chair of the board, Steve 2nd, all in favor: yes.

Mike made the motion to have Steve as the road commissioner, Ryan 2nd, all in favor: yes.

Ryan made the motion to nominate Mike for the vice-chair of the board, Steve 2nd, all in favor: yes.

Ryan noted that Charlene is on the "corporate resolution" as an authorized signer and he asked how she would like to move forward.....He noted that Ed Shea had presented him another possibility of utilizing NEMRC to assist them. He stated that there would be a \$7,200 cost for a one-year contract with NEMRC and that there would be little money left to pay the treasurer in the budget. He noted that the treasurer's salary had a budget of \$11,400 and out of that money, \$7,200 would go towards NEMRC if that was the avenue that they chose. He stated that it was up to them totally.

Ryan said that Jim Horrigan had used NEMRC and Charlene noted that the town clerk had stated that he would not assist them.....Charlene's concern was, "How do we learn?".....her feeling was to have NEMRC come on board to assist them for one year.

Ryan reiterated that there was \$11,400 allocated for the treasurer and another \$3,000 for an independent clerk that would be available to fund the treasurer. He wanted to be very open as to the dollar amount available.

Ryan made mention that there would have to be something worked out for the “collection of taxes” with the treasurer and NEMRC.

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Charlene inquired about the hours of the treasurer and Ryan told her that it was up to them to set their hours, as there was flexibility.

Betty inquired whether or not Jim Horrigan had NEMRC on his computer and Ryan stated, “Yes.”

Ryan mention that there was \$170,00 for the town’s working budget.....roughly \$70,000 of that was for donations.....realistically, around \$100,000 for the operating budget.

Ryan stated that he did not have a great deal of information on the school’s portion of the treasurer’s duties and he advised Charlene and Gail to speak with Rick Pembroke to get further information. He also stated that it had a separate salary and separate responsibilities.

Avis stated that the warrants for the school were done at the central office.....a school director has to review the warrants and approve them. Then the central office will cut the checks and then by the Woodford school board’s decision, the treasurer will sign each of the checks. She said that the school’s financial office would be more than glad to help. She also stated that the treasurer would have to make up his or her’s own statement out of their own reports.

Mike asked Avis what the school treasurer’s salary was and she was not sure, but that it was a great deal less than the town’s treasurer’s salary.....Mike thought that it was roughly \$3,000.

Ryan asked who would like to be the appointee for the treasurer.....his concern was that currently, Charlene’s name was on the “corporate resolution”.

Gail decided that she would be the person to be appointed as treasurer.

Ryan made the motion to appoint Gail Rutkowski as treasurer.....Mike 2nd, all in favor: yes.

Ryan then made a motion to approve the contract for NEMRC, as worded.....should the new treasurer decide to utilize the service. Therefore, there would not be any additional road blocks going forward.

Mike 2nd the motion made by Ryan to approve the “NEMRC bulk time purchase agreement” .....all in favor: yes.

Ryan encouraged Charlene and Gail to call Jim Horrigan and to see exactly where he was with the finances.

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A motion was made by Ryan to accept Jim Horrigan’s letter of resignation, Mike 2nd, all in favor: yes.

Mike asked what the process was to have Gail added to the “corporate resolution”.

Ryan suggested that Charlene and Gail would have to go to the banks to talk with them. He also suggested that it would be a good idea to talk with Jim Horrigan to find out which banks needed their attention.

Betty asked about the bonding for the town as well and Ryan stated that he was not even going to guess and that it would be another question to ask Jim Horrigan.

Avis noted that according to Woodford’s charter the treasurer is automatically put on the “Board of Trustees”, which means that the “oath” has to be taken for the “treasurer” and the “Board of Trustees. She also noted that if Steve had not taken the “oath”, he too would have to do so.

Mike agreed, as Steve was not elected as a “Board of Trustee” before the charter was implemented.

Gail inquired about which meetings she would have to attend....Ryan noted that in the past, the treasurer had gone to the selectmen’s meetings to provide the warrants and a list of the unpaid bills, so that if any questions had come up, answers could be provided to the board.

Mike noted that Jim Horrigan would be needed to access the computer, as his password would be needed to be changed to what the new treasurer would want. He also noted that it should be kept private.

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

The meeting adjourned at 6:55 pm.

Betty Charette  
acting secretary