

October 11, 2017

- I. Call to Order:** The special meeting of the Board of Selectmen was called to order at 6:02 p.m. Selectmen present – Russell Gray, Lincoln Cooper and John Firlik. Staff present – Dale Boisselle, Anna Gagner, Heather George, Joyce Gustavson, Penelope Keith and William Sebastian.
- II. Pledge of Allegiance:** All stood and recited the Pledge of Allegiance.
- III. Discuss Coverage for Locking the Building:** R. Gray began the meeting by reading the section of the employee handbook that covered “all other duties as assigned”. Discussion was held regarding the increased usage of the building during the evening hours and the need to make the duty more equitable among the staff as it has generally fallen to a handful of individuals. R. Gray stated that J. Gustavson will make a calendar of the nights that require staff to come back to lock up the building with all full time staff and selectmen rotating the responsibility for securing the building.
- IV. Fiscal Year Ending June 30, 2016 Audit Summary Results:** Discussion was held regarding the findings of the audit. Auditors cited issues with written policies and procedure manuals, monitoring procedures and timely financial reporting. The consensus of the group was to ask for clarification from the former auditors on what changes they would recommend. R. Gray will reach out to Marcia Marion of O’Connor Davies, LLP to schedule a meeting.
- V. Financial Policies and Procedures:** Discussion was held regarding the need to revise our current Policy and Procedures for the individual offices as well as having the selectmen meet with each office to better understand what duties are required on a day to day basis. The auditors are requesting more documentation regarding money handling and checks and balances.
- VI. Job Descriptions:** The job descriptions need to be reviewed and if needed updated as roles have evolved over time. The selectmen will meet with staff to increase their understanding of each office.
- VII. Adjournment:** L. Cooper made a motion, seconded by J. Firlik to adjourn the meeting at 6:20 p.m.

Attest: _____
Dale Boisselle, Recording Secretary