

Select Board Meeting Minutes-March 3, 2021

Present:

Selectwoman: Jennifer L. Locke

Selectman: Harry McGovern

Selectwoman: Denise Cartwright (via zoom)

Administrative Assistant: Robyn Gilmartin (via zoom)

Gayle Clement (Town Clerk) (via zoom)

John Wright (via zoom)

Andy Brackett (Road Agent) (via zoom)

Heidi Sagar (Treasurer) (via zoom)

Meeting was called to order at 6:20pm. Roll call was taken.

Checks were signed.

Andy Brackett has submitted a logo to represent the Town on the new mower. The Board approved the logo and will be looking to update the Town's letter heading as well.

Harry will forward a copy of the original logo used on the older trucks.

Andy also noted that roads will be posted starting next week.

Deposit policy was discussed. Heidi Sagar will designate in writing Gayle Clement to do deposits for Town Clerk. Heidi will take the tax collector deposits to the bank weekly. Robyn will provide a form to be used for each person involved in a deposit taken by the treasurer. This form will allow for each person to sign off on deposit being done, it will also document any discrepancies. Heidi confirmed that she will be able to make temporary delegations for times she unable to make deposits. Heidi will create a designation form to be used. Heidi will be given the Tax Collector's key to the drop box. Gayle will provide Heidi her key to the tax collector file cabinet, this will be used as a secure spot to hold money between tax collector deposits. Deposit Policy will be finalized next week for signature and will go into effect week of 3/17/2021. Jennifer will forward this to Tax Collector

Gayle Clement verbally resigned as deputy tax collector. She also made the suggestion of a locked tax drop box for residents to utilize when offices aren't open.

Voting for officials as well as zoning ordinance amendments will be Tuesday March 9 11-7. Gayle has 7 absentee voters at this time. The Select Board will be present for elections, Harry McGovern 11-2, Denise Cartwright 2-5, and Jennifer will be there 5-7. All Select Board members will be at the Town Hall at 7 pm to help with ballot counting.

Town report has been submitted. Publisher reported a delay due to SAU. Printing should be done Thursday 3/4. Robyn will notify the Board when they are completed so they can be distributed.

Jennifer relayed information from the School Board. The increased expectation due to out of district placement has been cancelled and the school proposed budget will reflect this change.

Corrections on minutes from January 27 through February 24 will be made and submitted to Robyn for signature's next week.

The Board will meet in closed session at 5pm March 10 with Attorney Bernie Waugh to discuss letter of complaint by Errol Peters. Regular meeting this day will resume at 6pm.

Robyn will check with DRA to be sure budget lines for capital reserve transfers are reported correctly.

The Board is developing a new letter head with both Town Hall and Blue School pictures incorporated in the design.

The Board approved the form provided by Chief Baily for residents to utilize when they are away and would like the police to be aware. Robyn will forward this to website.

Robyn will also forward updated welfare applications to the website.

From the Tax Collector: DRA is looking for last billing tax committal verification. Robyn will upload this.

The Board reviewed several contract proposals for Assessing. A discission to accept KRT out of Haverhill MA was made. Jennifer will notify KRT as well as the other applicants of the Boards discission. Robyn mentioned computer and office space for Assessing. Robyn will check with Certified Computer on options of using an existing computer for this purpose.


At 8pm the Board went into closed session for reputation purposes.

The meeting returned to open at 9:04 pm.

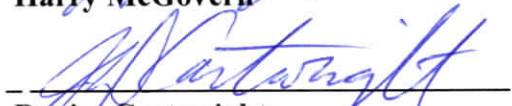
There being no further business, the meeting adjourned at 9:10 p.m. The foregoing minutes were approved on May 19, 2021, by the following members of the Select Board:



Jennifer L. Locke



Harry McGovern



Denise Cartwright.