

July 15, 2014
Selectmen's Work Session/Approved Minutes

Present: Selectmen: Chairman, C. Moser, B. O'Grady, L. Lavoie, & A.A. Milkovits
2 residents were present.

Agenda:

Meeting opened at 7:37 PM. The Selectmen worked on the following action items:

1. Ads for Road Agent position: the ads have been sent for publishing in *Monadnock Ledger-Transcript*, *Nashua Telegraph*, and on the NHMA website classified section.
2. Letters: signed for realtor for Tweedy property, 80 Brookline Road, to confirm proper setback for well and septic; signed letter to respond to *Ledger-Transcript* RSA 91-A request for copies of emails. A CD made up of 130 emails selected by the Board, will be sent with the letter. Any further emails sent will require further review and possible redaction which will cost the newspaper for time and copying.
3. Recommendations from Plodzick and Sanderson on draft 2013 audit:
 - Recommendation that the Trustees of Trust Funds re-adopt their investment policy every year. A memo will be sent to Trustee George Schwenk regarding this issue.
 - Recommendation for a town investment policy: Chairman Moser presented a copy of a sample policy from NHMA for the Board's review. Selectmen reviewed the entire policy. It was decided that Selectwoman Lavoie would review and insert the "Town of Mason" in appropriate areas of the policy and Chairman Moser would check the statutory references for the policy. At that point the policy will be sent to the Treasurer for her review and then sent to Town Counsel for review before final acceptance.
 - Recommendation for an Internal Controls Policy and Cash Receipts Policy: Selectmen had adopted a credit card and fraud policies this year. They will work with all pertinent departments on the other recommended policies.
 - Recommended that the Treasurer keep a Cash Book: this will be discussed with the Treasurer. It should be a simple task keeping the manifests, deposits and copies of bank reconciliations separately by the Treasurer.
 - Recommended for a Code of Ethics: Selectmen feel this is covered by the Personnel Policy. A copy of this section of the Personnel Policy will be sent to the auditors.
 - Recommended plan for disaster recovery: the disaster recovery plan for financial and other records is done primarily through the backup done by MicroTime, the IT company. Disaster Recovery for the town is in an emergency plan held by the Fire Chief/Emergency Management Director David Baker.
4. Welfare Policy: Chairman Moser presented a sample policy from Laconia. Selectmen also reviewed the CD information from LGC. No decisions were made at this time on this policy. More research will be done.

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Selectwoman Lavoie urged the Board to work on the Personnel Policy, specifically to firm up the language around the retirement benefits. After more discussion, Chairman Moser recommended that the Board review the entire Personnel Policy wording for one of the next work sessions. The next work session was set for Tuesday, July 29, 2014 at 7:30 PM at the Mann House. Selectmen will review the MS-5 and the draft 2013 Audit at that meeting.

Public portion of Selectmen's meeting adjourned at 9:30 PM.

A motion was made, seconded and voted in the affirmative by the Board to enter into a non-public session at 9:30 pm for RSA 91-A: 3, II (a). Mrs. Milkovits asked whether the non-public session was concerning her as she preferred that it would be public. Selectmen did not answer her directly but the Chairman did state that she would be discussed during the session. Chairman Moser felt that Selectmen had a right to discuss Mrs. Milkovits without her present. After a bit, Mrs. Milkovits elected to ask her attorney's opinion on the Board's actions and left the meeting. Present: Board of Selectmen Non-Public Meeting minutes were taken by Selectwoman Lavoie. Session ended at 11:08 PM.

Respectfully submitted,
Barbara L. Milkovits
Administrative Assistant