

MINUTES OF SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, April 25, 2017
6:30 PM
Hope Town Office

Board Members Present:

- Brian Powers Jr., Wendy Pelletier, David Bosken, Dick Crabtree & Mike Brown

Others Present:

- Samantha Mank, Mary Tolles, John Monroe, Mike Ames, Gretchen Richards, Tom Farley, Jessica Snyder, and Todd Snyder

Call to Order:

- The meeting was called to order at 6:33 PM by Brian.

Minutes:

- Dick made a motion to accept the 4/11/17 minutes as written. Seconded by Mike.
Motion passed 4-0-1 (Brian)

Administrator's Report:

- Town Meeting Warrant has been prepared and the moderator has been scheduled for the Town Meeting.
- Some minor repairs at the Town Office are being done such as the ceiling tiles that were damaged because of the leaking roof and additional security measures.
- There are 27 real estate accounts for 2016 that have liens and will foreclose in January 2018 if they remain delinquent.
- I have made contact with the other town employees/contractor to go over job descriptions and expectations.

Old Business:

- Award Winter Maintenance Contract: There were a total of 3 bidders for the Town Winter Maintenance Contract. The Road Commissioner contacted all of the bidders and reported to the Selectmen that all 3 were capable of fulfilling the requirements of the contract. There was a lot of discussion from members of the public who were present. Dick made a motion to accept the bid and award the 3-year Winter Maintenance contract to the low bidder, Jacob Esancy. It was seconded by David.
Motion passed 4-1 (Mike)

New Business:

- Sign Annual Town Meeting Warrant: Selectmen reviewed the warrant. Brian noticed a typo that was promptly corrected. Selectmen signed the corrected warrant.
- Sign Special Town Meeting Warrant for Hope Elementary School: Selectmen reviewed and signed the warrant.
- 3rd Quarter Financial Report: Mary presented the 3rd quarter financial report to the Selectmen. She was very thorough and went line by line to ensure that all were well

informed about the financial state of the Town. She also pointed out that there are some “leftover” designated funds for things that no longer exist. She asked the Selectmen to consider what to do with these funds. There was some discussion about Small Community Septic Grant Program. Samantha will provide the Selectmen with information about the program. The School Reserve line has \$45,586.01 in it which does not include any custodial accounts. Brian wants to know who keeps track of custodial funds. Cash money that is collected during sporting events, dances, concession stands, fundraisers for class trips, etc. What is the current mechanism in place, if any, that can assist the Selectmen in knowing that proper controls are in place at the school to properly account for this money. Mary suggested that the school be asked to provide the monthly bank statement and reconciliations for these accounts.

- Removal of old “bad debt” totaling \$1,970.60 from Town books: In 2008, an error was made in refunding money to a mortgage company. The company did not return to the Town the money it had been given in error. The company has since gone out of business and this money is not recoverable. The bookkeeper has asked the Selectmen to write it off. Dick made a motion to mark the \$1,970.60 bad receivable (debt) as uncollectible thereby removing it from the Town books. It was seconded by Mike.

Motion passed 5-0

Other Business:

- Hope Chest: Dick would like to have some clarity regarding the purposes for which the Hope Chest can be used. Everything that he has read indicates that it was created for fuel assistance. In addition, he thinks there should be some kind of written policy indicating how the Hope Chest is to be used without restricting the ability to actually use it. David want to have something written down as well. Our current Town Clerk is very compassionate. She is also the face of the Town. She more or less has the ability to know who of our citizens are in need. We should be educating the people at the desk about this.
- Reimbursement to Town Employee: Dick reminded the Selectmen that the Town Clerk assisted one of the Town residents in order to help her avoid additional fees. The resident is on a fixed income and could not financially make the deadline. Our Clerk paid for the expense out of pocket. David made a motion to reimburse the Town Clerk for the expenses incurred (\$17.00) with the stipulation that the Town Administrator will discuss appropriate protocol going forward. It was seconded by Dick.

Motion passed 5-0

- New Town Website: David wanted to know when the Town was going to have the new website ready. The expected date to go live with the new site is Friday, May 12, 2017. If people want to continue to get email from the Town and have agendas and minutes emailed to them, they must go to the website and sign up for e-alerts. This will allow each individual to decide what kind of information they want to be given. There are no other interactive areas on the website. However, the Town does have a Facebook page.

Review & Sign Warrants #'s:

- Selectmen reviewed warrants 80, 81 & 82. Dick made a motion to accept and sign the warrants. It was seconded by Mike.

Motion passed 5-0

Adjournment:

- Dick made a motion to adjourn at 9:01 PM. It was seconded by Mike.

Motion passed 5-0