

Minutes of the Westmoreland Selectmen's Meeting
Friday, January 5, 2018

BOARD MEMBERS PRESENT: Jack Zeller, Clayton Stalker, Russ Austin

The scheduled meeting for Thursday night, January 4th, was canceled due to a snowstorm.

1. The meeting was called to order at 10:30AM by Chairman Zeller.
2. Approval of Minutes: December 21, 2017 and December 29, 2017. A motion was made by Russ Austin, second by Jack Zeller to accept the minutes as printed. Motion passed 3-0.
3. Accounts Payable: A motion was made by Jack Zeller, second by Clayton Stalker to approve a manifest of \$126.72 for the Highway Department and \$246,099.19 for all other bills for a total of \$246,225.91. Motion passed 3-0.
4. Guests/Public Business:
 - A. Jan Hurley, Library Trustee, was present to review the 2018 Library budget. The Selectmen questioned what they thought was a high amount (\$3,300) for replacing the carpet in the children's room at the library. Jan has asked Monadnock Flooring, who gave the estimate, for a breakdown of the cost. She has not received a response as of today. If money is approved at town meeting, three estimates will have to be done. Russ Austin asked if the Trustees had considered using money from the Library Building Fund to pay for it. Jan will bring the question to the Trustees at their meeting next week. The Selectmen had no issue with the remainder of the budget items.
 - B. Harry Nelson, Fire Chief, was present to review the 2018 Fire & Rescue Budget. Harry is asking for an increase of \$1,500 to pay the stipend for firefighters who go on calls. It has been \$5,000 since 2009. Selectmen had no issue with the increase or any other part of the fire/rescue budget. Harry would also like to apply for a federal grant to purchase a new Jaws of Life for the department. The grant is for \$35,204.85, with the town's share being \$1,765 (5%). A motion was made by Jack Zeller, second by Clayton Stalker to put an Article on the 2018 Warrant to apply for the grant. Motion passed 3-0. Chief Nelson reported that the department has received \$235,700 in grants in the last several years. Harry asked the Selectmen to consider putting \$20,000 in the Fire Equipment Capital Reserve Fund. The rescue truck chassis needs to be replaced soon. The Selectmen will be addressing Capital Reserve Funds during the budget process, but agree that money should be added to the Fund.
5. Old Business:
 - A. Financial Audit: Recommendations from auditors, MelansonHeath, continue to be worked on. A Receipts Policy is being written to establish adequate financial controls and accountability in order to ensure the safeguarding of town funds.
 - B. Direct Deposit for employees has hit a snag unless the pay date of Tuesday is changed to Thursday. To have the funds available on the pay date, two banking days prior to the pay date are needed, which would mean the data would have to be into the bank on the prior Friday and the workweek doesn't end until Saturday. Further discussion will occur.
6. New Business:

Signature Approval was given for the following:
Payroll Manifests: December 30 & 31, 2017

- A. Medora Hebert has requested that the Selectmen follow-up with a Warrant Article passed on March 10, 2015 regarding campaign finance reform. The Article instructed state and federal representatives to enact resolutions and legislation. The Selectmen suggested that Medora contact Rep. Paul Berch and Senator Jay Kahn.
 - B. Following-up on a newly built shed on the property of Clyde Simino, it was discovered that the shed was to replace one that was previously taken down. Selectmen determined that a permit should be obtained for any new construction to ensure proper ordinance and setback requirements are followed. Mr. Simino will be instructed to contact the Zoning Administrator.
7. Correspondence: *All correspondence is available for review in the Selectmen's office.*
A thank you was received from CASA and the Community Kitchen for the recent appropriation made by the Town.
8. 2018 Budget: The Selectmen continued to work on the budget. Following the meeting today with the Fire Chief and Library Trustee, the remaining department to meet with is the Town Clerk and Tax Collector. She will be asked to attend a meeting on Thursday, January 11 at 11am following her work day. The goal is to have the budget completed in the next two weeks.
9. The meeting was adjourned at 12:15pm.

Respectfully submitted,

Jo Ann LaBarre
Town Administrator

BOARD OF SELECTMEN

Jack Zeller, Chairman

Clayton R. Stalker

Russ Austin

NEXT MEETING – Thursday, January 18, 2018, 6:00PM
MINUTES ARE INITIALLY POSTED AS UNAPPROVED
SIGNATURES BY SELECTMEN DENOTE APPROVAL OF
MINUTES