Select Board Meeting

Town Office at School

17 Oct 2022 @5:00 pm

Present: Rusty Spaulding, Paul Zera, Mary Catherine Graziano, Mary Labrecque, Debbie Spaulding, Peter Brzozwy, Steve Mank, Lorrie Mank, Barbara Callahan, Sylvia Jensen

Meeting called to order by Chair R. Spaulding at 5:03 pm.

1. Additions/Deletions to Agenda: Sylvia Jensen wanted to discuss the website (missing minutes) and Paul Zera brought up that the Trustees of Public Funds have not posted their minutes from meetings on 13 January 2022 and 06 October 2022.
2. Executive Session: To be determined after interview.
3. Interviews for Town Clerk/Treasurer positions: There is only one candidate present, one submitted her application after the deadline, and the other had a family emergency and could not attend. Stephen Mank introduced himself. Chair Spaulding asked about Saturday coverage. Stephen responded that he would like to get town input before setting hours, however feels having the office open on Saturdays is important. Chair Spaulding also inquired about digitizing as many records as possible, to make access as easy as possible. Stephen responded that this was a particular strength of his. He also discussed a digital calendar so that all information is available as needed. Another idea is to put a work station in the office, and teach those interested how to use it. Mary Catherine Graziano inquired as to his experience with budgeting and accounting. Stephen responded that he has experience building businesses including raising venture capital. He feels that putting in the right checks and balances will help develop a sense of trust, and to lessen the mindset that “somebody is hiding something”. Mary Catherine asked if systems he put in place would be transferable and the response was that they must be both transferrable and transparent. She further asked about his ideas to ensure that there is maximum public awareness of meetings. Stephen responded that some of it depends on the design of the website, and if the website is intuitive to people they will be able to find the information they need, and to use “push messaging”. He also mentioned setting up a committee or even having a contest involving local colleges to look at ways to implement an updated website. Mary Catherine further inquired as to his plans to learn the statutes related to the Town Clerk/Treasurer position. He replied that he intends to learn whatever is needed and intends to never be in crisis mode. He would like to find ways to engage without being adversarial and that finding ways to solve problems is a lot better than creating problems.
4. The Select Board decided that no executive session would be necessary. Chair Spaulding made a motion that Stephen Mank be appointed interim Town Clerk and Treasurer, seconded by Mary Catherine Graziano. All in favor. There was conversation around swearing in the new Town Clerk/Treasurer Stephen Mank, and he was sworn in.
5. Audit decision: Normally an audit is performed when there is a change in Treasurer. Chair Spaulding stated that he wasn’t sure they would be able to find someone but the Select Board will try. Mary Catherine Graziano inquired about the process, and the response was we usually put it out to bid. Sylvia Jensen suggested an independent firm.
6. Sign Audit agreement: This agreement is with HRH Smith. Chair Spaulding commented that he had reviewed the 18 points that Batchelder and Associates had noted during an audit in Grand Isle and felt that most of them were due to problems with the Select Board itself and that most of them had been corrected in 2020 and 2021. Mary Catherine Graziano commented that because the estimate for the audit is over $5,000 we should be putting it out to bid per the Town Ordinance. Chair Spaulding agreed.
7. Training position and compensation discussion/decision: This is for the compensation for Sarah Noble to assist/train the newly appointed Clerk/Treasurer. Board Clerk Mary LaBrecque stated that Sarah is currently paid roughly $28.00/hour with the insurance stipend and $24.95 without it. There was some discussion about hiring NEMRC to train which will cost $110/hr. Mary LaBrecque commented about the many varied tasks that the Clerk performs and that it would be more helpful to have the outgoing Clerk assist with that training. She also pointed out the upcoming elections and that assistance will be needed. Sylvia Jensen inquired about training modules available and Mary replied that there are, but that NEMRC is an old outdated system and in several conversations with NEMRC has found that many practices have changed in recent years and that she believes making the investment into some onsite NEMRC training is a good idea. There was discussion between Chair Spaulding, Mary Catherine Graziano and Mary LaBrecque about the budget concerning training. Mary LaBrecque commented that there has been no assistant town clerk since April and that Sarah Noble is only being paid for the hours she works. Motion to pay Sarah Noble $24.95 for training made by Mary Catherine Graziano, second by Paul Zera. All in favor.
8. Other Business: Sylvia Jensen brought up missing Zoom links and meeting minutes on the agenda. Mary LaBrecque replied that while editing the website she accidentally erased the entire Select Board minutes page. Everything is in Word Press, and it is just taking the time to repopulate the pages. Sylvia then requested that the page be repopulated with signed minutes and the reply was that that will take more time. We will take a look at it. Sylvia Jensen announced that the School Board will be having a meeting on 26 Oct 2022 at the school. The purpose of the meeting is to ask for public input as far as alternate educational uses for the school. Mary LaBrecque inquired of Sylvia if she is aware of where the recreational department equipment is that was stored in a corner of the cafeteria. There was further discussion between Paul Zera, Sylvia Jensen, and Mary LaBrecque about obtaining a list of equipment. Paul Zera then inquired of Barbara Callahan where the minutes are for the 13 January 2022 Trustee of public Funds meeting. Mary LaBrecque reminded Barbara that she had recently gone into the book and asked if she had put the minutes in the book. Barbara couldn’t remember, so Mary said she would look again the next day.

Adjourn: Motion to adjourn at 6:00 pm made by Mary Catherine Graziano, second by Paul Zera. All in favor.

Respectfully Submitted,

Mary LaBrecque

Select Board Clerk

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Rusty Spaulding

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Paul Zera

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Mary Catherine Graziano

**Selectboard Meeting Sign in Sheet**



