

December 30th, 2019

Selectmen Meeting

Selectmen present: Art Hudson, George Glines, Cheryl Gordon

The meeting was called to order at 10:00 AM

At the March Town Meeting 3/15/19, Al Edelstein, Town Treasurer requested that we go over what his duties are and what is expected of him. He requested a review. The Select board agreed to meet with Al and go over his duties as prescribed in the RSA'S, as well as, what the Town's Job description listed as the duties. The Board considered this a meeting and not a job review. Al is an elected official and does not fall into the same criteria as the hired staff.

All duties were gone over and suggestions were made to improve the Treasurer's position.

Suggestions were made by the Board. Al was asked to use a laptop computer to record his deposits and mileage. It would save a lot of time, this was one of Al's main concerns. He stated the amount of time it takes to do a deposit, the BOS explained with the use of a laptop it would save a lot of time. Al stated he was not be comfortable using a computer to record his transactions. He was asked to look into investing some of the Town's monies. He had reservations about doing this. He had never been asked to do this. It is part of the duties in the RSA's of the Treasurer. BOS will look into the investment portion before proceeding further.

Al was asked who his deputy was he did not know he had one. We informed him he did. BOS will check with Jan to see if the Deputy position is in place.

Al was asked where a copy of his records were. It was a concern of the Board that he did not keep his own records of what he deposited and relied solely on the reports generated in the Town Office. He checks the amounts and signs off on these reports. He produced lists of his mileage to the Bank and lists of cash deposits he made.

Al's currently takes cash to the bank, reviews and signs A/P Manifests and Account reconciliations. All other functions scanning checks and depositing, bad checks are handled in the office by the Accounts Payable Clerk and Town Clerk-Tax Collector's office.

Al wanted the same COL wage increase as the hired staff.

He wanted to be treated the same as the hired employees. It was explained that he was elected and does not fall in to the same criteria as hired staff.

The Selectmen thanked Al for coming in.

Respectfully for the Board.

Cheryl Gordon