

Meeting of the Board of Selectmen, Thursday, September 15, 1994
Meeting posted as required.

Present: Phil Dwight, Chairman, Dave Boule', Tom Davis, and
Betty Shaw, Secretary.

Meeting called to order at 3:00 PM.

This meeting was called to discuss the replacement for the town
secretary when Betty Shaw leaves.

Secretary submitted a partial list of job duties as attached.

Secretary pointed out no resignation has been or will be
submitted until a later date. I questioned the job being
advertised before I submitted ~~of~~ my resignation. In the event
something came up, and I decided not to retire, what would happen
if they had filled the position?

It was pointed out ; 1. If a town person is hired, this in
itself can not cause a conflict. Secretary has no authority to
make decisions or do favors for taxpayers.

2. If a person is hired who does not have municipal experience,
answers to questions are as close as the phone. There is legal
assistance from the municipal lawyer, assistance from the
municipal association as well as from the DRA. Any secretary for
a municipality is more than willing to give assistance and help
if a need arises.

3. This would be the time to consider the hours of the
Selectmen's meeting. Also do they want the secretary present or
have the meeting on tape to be transcribed by the secretary?
Some people would like to see the office open on Friday, yet
while the office was open on Friday, about the only people who
came in or called were for the town clerk or tax collector. This
provoked those who did come in or call since the information was
not available for them and secretary could not register their
cars.

4. Anyone with Computer knowledge can easily learn the programs
which the town uses. Again help is a call away.

The selectmen were in agreement to hire a person for thirty five
hours a week and possibly increased to forty hours.

Notice will be sent to the Concord Monitor, Keene Sentinel,
Peterborough Transcript and Peterborough Ledger. Resumes with
salary history are due in Office no later than October 3rd.
Salary commensurate with experience.

Pay, days etc. will be decided at another meeting.

EMS

Bookkeeping, presently Phil does it, but is no longer bookkeeping but data processing. Anyone with basic knowledge in computer can learn the system. When they run into a problem, can call for assistance.

Mail was also part of my job, requiring my reviewing it, pulling information which may help selectmen make a decision when answering particular questions.

Answer all general mail when no decision was required.

Selectmen did not deal one on one with property owners. Taxpayers were encouraged to contact the secretary to set appointment when the Board would meet and make decisions. Any information required to help in making the decision was pulled from files or researched and acquired from other municipal departments. All decisions were made at regular meetings.

Secretary would contact department heads and forward decisions of the board or requests made by the board.

Contact outside agencies such as insurance, legal or companies for information or to forward selectmen's decisions. Most to be followed up with written letter.

Kept in touch with legal advisors or municipal legal for general information.

Notify departments of complaints such as damage to road, (highway), timber cuts on property without a posted permit, (PD). etc.

Keep personnel records such as sick time, vacation, insurance etc.

Keep employees informed of insurance coverage and notify them at least once a year of the cost of all benefits which are paid by the town.

Keep up to date on worker's comp., and unemployment comp., making notations in personnel book on suggested changes to keep town current.

Help employees when having questions on insurance coverage.

Review CUV applications with taxpayers, explaining the difference between classifications and fill out the assessment cost for each parcel.

After approval by board, file new CUV with reg. of deeds.

Figure land release tax, after approval by board, write warrant for tax collector.

Keep aware of legislature updates and how it effects the BOS, Tax Collector and Planning Board, notifying those involved of the upcoming change and final change.

Send required reports to State in a timely fashion.

Warrants for tax collector ie. property tax, yield tax, land

release.

Check all inventory forms and record those late or no returns in order to be fined. Taking information from forms, ie. census, (which is used to help when checking the school list of children), dogs, (then issuing a list to Marita), new construction and renovations, (placing cards in yellow folders for pick ups.)

Explain property assessment cards to tax payers, as well as yield tax and CUV.

Work with State forester on timber cuts. File record of yearly cut with DRA.

Fend off complaints from taxpayers.

Research laws governing municipal matters, permits, animal control, veteran and elderly exemptions as well as tax exempt properties.

Work with house of correction to acquire assistance for all departments such as Library, highway, fire department, parks and recreation etc. See to meals for men and have supplies ready for projects.

Answer phone and general correspondence.

Read micro and list property changes and mortgages. Change cards to new owners and give to Barbara to enter on her computer.

Order supplies. See to meals for ballot inspectors etc. Fill out required form and reserve school for town meeting. Town report. Research property, laws etc. Filing, notary, call for repairs on building when, many times before approval is granted if emergency situations arise. (Bathroom problems, roof leaks, and heat not working, are the major ones).

Screen welfare applications and advising applicants of their need to apply for state, directing them to all state agencies and pointing out the kind of assistance they may be eligible for. Calling Jim to notify him of the need for him to review the application and make a decision. Encourage them to look for work, bring in bills to verify need. etc.