

# Approved

## Town of Grantham

Board of Selectmen Meeting Minutes

April 26, 2017

The Special Meeting of the Board of Selectmen to further discuss the details of the Town's Cable Franchise Agreement with Comcast was called to order at 3:00pm on Wednesday, April 26, 2017 by Chairman Sheridan Brown. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Sheridan Brown; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Comcast Representatives; John Bairos and Melissa Pierce

### **NON-PUBLIC**

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Jones, and seconded by Selectman Kimball to enter into a Non-Public session at 3:00pm. Present were: Chairman Sheridan Brown; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Comcast Representatives; John Bairos and Melissa Pierce

Roll Call vote to enter non-public session:	Chairman Sheridan Brown;	Yes
	Selectman Warren Kimball;	Yes
	Selectman Constance Jones;	Yes

A motion to leave Non-Public session and return to Public Session at 3:33pm was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

A motion to recess at 3:33pm was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

A motion to come out of recess at 3:49pm was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

### **APPOINTMENTS WITH THE BOARD**

Anne Neu, former Treasurer for Grantham, met with the Board to discuss the transitioning of a new Treasurer into the role for future purposes. She reviewed her transition into the role when former Treasurer, Christopher Morris, resigned. She emphasized that Morris held the position for a very long time and had a very good understanding of the duties involved and probably implemented most of the procedures he used. Neu said Morris spent time with her and did the best he could to transition her into the role, however, she felt that when someone has held a job for a very long time, it's not always clear what the job description is. She stressed the

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importance of the position for the Town and thought having a written list of job responsibilities would be helpful to the person looking to run to be elected or appointed and that would also give the Selectmen a way to cross check that the job duties are being met. She also pointed out that there are a lot of legal requirements of the position. She stated that Morris had developed an elaborate Excel spreadsheet and it can take a long time to find where something might be off and wondered if there was some technology out there to make a spreadsheet that is more efficient and pointed out that as it is set up now, the Treasurer would have to be very proficient in Excel. She thought something else that might be helpful would be to have a new Treasurer work with Tammy Letson, Municipal Specialist at Crane & Bell, who the Town contracts with to go over responsibilities, duties and best practices for a town Treasurer for a town this size. She said Morris set things up a certain way with the bank and asked if the town should have something dictated for a town Treasurer. Morris set her up, she set Adamic up and asked what the check and balance is on that in terms of wiring money from accounts. Chairman Brown said that from the Town's perspective, the risk is that whoever gets elected has all the online access. The question is: should it be an elected position or an appointed position to protect the Town's interest. Neu said it is a job that has changed over time and she thought it would be helpful to look at some other towns to see what they have put in place.

Town Administrator White explained that she has spoken with the auditors about the concerns Neu has brought to her over the course of her tenure as Treasurer. She said they liked the spreadsheet that Morris set up and they like the Treasurer to be independent from what is done in the Selectmen's office; that it is an important segregation of duties. The Treasurer takes the information from the Town Clerk/Tax Collector's office and the Selectmen's office and puts it into his/her report and subsequently gives the report to the Town Administrator.

White explained that there is a lot of data entry and the treasurer takes all of that and puts it in the report. She said one way to help automate it would be to buy the check reconciliation module from BMSI but it would require her office to train the individual on how to use the software.

Neu agreed that it is important for the Treasurer to be independent. Selectman Brown also agreed and thought it is important to have a uniform transition, some sort of description of duties and make sure that people come into it knowing what they have to do. He emphasized that we can only do what the statute allows us to do so the Selectmen can't add in additional responsibilities that aren't there in statute or additional powers but thought they could do something to help improve the transition. Neu thought having a background check should be required and Brown stated the issue becomes that you have somebody that is elected and the statutory requirements control so you can't then create an additional requirement if it's not in statute. Selectman Jones pointed out that if the Selectmen could appoint a Treasurer, they could require background checks.

Neu said she thinks it's a great job and the transition time is the most important but it needs some pieces up front to help people understand the full scope of the job. Neu said she took detailed, step by step notes when Morris was showing her how to use the spreadsheet and created a "how-to" document which is very detailed and she gave that to the new Treasurer who said it was very helpful to him. She said she met with him and will meet with him again and is willing to help him. The Board thanked her for that. They also thanked her for serving in the role of Treasurer and bringing these things to their attention.

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## ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Kimball; **by unanimous vote, the Board adjourned at 4:30pm.**

The next Selectmen's Meeting will be held on **Wednesday, April 26, 2017** at 5:00pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper  
Administrative Assistant