

PRESENT: Selectmen, Roland P. Nutter and Bill Greathead; Tracie Looney, Administrative Assistant
The meeting was called to order at 4:00 PM. Pledge of Allegiance was said. Mr. Nutter announced that the meeting is being broadcast live and recorded for rebroadcast.

6/5/2018 - Minutes

1. Action Items

APPROVE WARRANT/SIGN PURCHASE ORDERS: The Board signed the warrants.

1.1. Discussion Of Authorization Of Employee Payroll Changes

Mr. Nutter announced that with the recent void of a Town Administrator, the Town Council advised the Board hold an Emergency Board meeting to speak to the questioning of the validity of the authorization of the signing of the payments to employees and vendors in the office by Ms. Ferolito. Mr. Nutter mentioned that these documents are administrative duties that need to continue in the absence of a Town Administrator. Mr. Nutter would like to be able to cast a vote to have one or more members of the Board to authorize to sign the documents in question until the interim TA arrives on June 14th.

The audience members asked if the chief was appointed as the emergency TA and how that responsibility would carry over to these administrative duties. Mr. Nutter mentioned these are not emergencies but administrative duties that need to be carried out for vendors to get payments and for employees to get paid. Mr. Nutter mentioned the payroll changes that he signed were under the HR Resource manager line on the form that were previously signed by the TA.

Mr. Nutter mentioned anyone on the board could sign papers because they are the next level up since the TA is not here to sign.

The audience also brought up as to why was the time of the meeting being held at 4:00pm. MR.

Greathead mentioned that due to a death in the family, lead to the time frame of the meeting.

Mr. Greathead mentioned he felt these administrative signings were not emergencies and didn't need to be signed by Mr. Nutter.

The documents that were signed by Mr. Nutter were retrieved by the Administrative Assistant from the Accountants office to ratify the signatures. Mr. Greathead mentioned he would come into the office every day to sign as long as it is done the right way. Ms. Looney presented the Board with the payroll change forms that were signed by Mr. Nutter. Ms. Looney also mentioned that the signatures on the forms for the vendors to get paid are not important since the Board is ultimately signing the warrant that encompasses the payment to the vendor.

Mr. Greathead made a motion to accept and ratify the signature on Sandra Gargan's (BOH) retirement papers. Mr. Nutter second the motion. All in favor.

Mr. Greathead made a motion to accept and ratify the signatures on a payroll change notice for Andrew Donohoe (Detail Officer) as of 5/21/18. Mr. Nutter second the motion. All in favor.

Mr. Greathead made a motion to accept and ratify the signature on a payroll change notice for Anne Sidel (Assessors) to go into effect on 6/5/18. Mr. Nutter second the motion. All in favor.

Mr. Greathead made a motion accept and to ratify the signature on a payroll change notice for Justin Zink (Communications) 5/27/18. Mr. Nutter second the motion. All in favor.

The Chief asked if something needs to be signed between now and Monday the 11th, can one or more Board members sign. Mr. Greathead said that it will have to wait until Monday so all Board members have an opportunity to review the documents.

Mr. Wetherbee inquired about having a conference call with the Board members when a member cannot attend. Roland mentioned it would have to go to a Town Meeting to be accepted.

ADJOURNMENT: On a motion by Mr. Greathead and seconded by Mr. Nutter, it was unanimously voted to adjourn the meeting at 4:33 PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

APPROVED:

Roland P. Nutter, Chairman

Lisa Ferolito, Clerk
