

Minutes of Emergency Meeting, June 29, 2017

The meeting was called to order at 7:04 by Gail Cromwell, to discuss transition planning in view of the resignations of two town employees, notice of the Agenda having been given according to the terms of RSA 91-A:2, II.

We agreed upon the following duties:

1. Bill will contact Municipal Resources Inc to ask what they can do for us, the costs, etc..
2. Gail will contact Ed Holz regarding the computer passwords and protection.
3. Gail will contact the auditors to inquire about a special audit of the AA and OA records, and inquire about their recommendation for financial entries.
4. Bill will work with Allan Pickman to write a job description for a PB secretary and a potential budget.
5. We will consider whether specific contract work would be an appropriate means of employing a person in the office.
6. Gail will attempt to schedule a meeting with our town attorney regarding a recent legal matter as voted at our meeting of June 27. She will try for Monday July 10. Ken wishes to attend. If not that date, then as soon as possible thereafter.
7. Ken will advise Debbie of the decision to withhold \$700 from the Library final payment.

The meeting adjourned at 7:40.

Respectfully,

Gail Cromwell

