

**Selectmen's Workshop #2**  
**Monday, May 5, 2014**

Chairman Morgan called the workshop to order at 3:30 PM. Present were Selectmen Richard Morgan, Frank Riley and Robert Freeman Ellen White, Town Administrator, Elaine Sherman, Finance Manager, Natalie Hall, Treasurer, and Kellie Skehan, Town Clerk/Tax Collector.

White issued a summary of revisions made to the purchasing policy as well as a statement of the purchase procedure issued to the auditors. Morgan agreed with the revisions made.

Sherman stated she would like to see section 7.4 changed so it is not the Finance Manager's responsibility to accept a prescribed form of security. Discussion took place on Sherman's responsibilities in her position.

Skehan suggested revising the policy so the Treasurer is the one responsible for verifying funds availability, not the Town Administrator. This revision was agreed by all in attendance.

White suggested further defining the Conflict of Interest section. She presented an example from the Town of Exeter. Morgan stated the section should be replaced altogether with the suggested verbiage.

Hall stated that Northway Bank has donated computers to the Town in the past and questioned whether that would be an accepted practice. Morgan confirmed and added that the donation should be accepted by the Board in a public meeting.

Riley suggested removing the word "field" from field purchase orders. Sherman asked the amount of when a purchase order would be required. Morgan stated they need to delineate the difference between small and large purchases. He added that the small purchases are not the problem. He suggested all Department Heads receive BOS approval for purchases over \$500 that are not budgeted for. Further discussion took place on authorized spending authority.

Sherman and White commented on the budget software's inability to function with the Town's manual purchase order procedure. Sherman stated that it will create additional paperwork and double-entry of information. Riley commented that he does not want to create additional work for Sherman.

Skehan stated that the Department Heads need to be involved in this discussion and that the Board needs to define the difference between a bookkeeper and finance manager.

Due to time constraints, continuation of this discussion will take place at a later date.

Adjourned at 4:13 PM.

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Richard H. Morgan

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Robert C. Freeman

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Franklin R. Riley

To be approved 5/5/2014

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