

Town of Mason
Board of Selectmen

MINUTES OF 3/17/2014 SPECIAL SELECTMENS MEETING

Notice of meeting posted at the Mann House and Town Hall at 11:00 a.m. on Sunday, March 16, 2014 for meeting time of 2:00 p.m. Monday, March 17, 2014 on authority of Chairman Moser. Copy of notice attached hereto.

Meeting commenced at 2:00 p.m. as posted, at the Mann House. Present were Chairman Charles Moser, Selectman Bernie O'Grady and Selectman Louise Lavoie. No members of the public were present.

The Board reviewed a proposal for bookkeeping services that they had solicited from Brenda Wiley. Ms. Wiley proposes to work for the Town, under the direction of the Selectmen, as an independent contractor for the indefinite future. The proposal is in 2 stages: (1) for flat fee services in the amount of \$250 per week through May, including balancing and adjusting the 2013 books in preparation for the annual audit; balancing, entering and adjusting January 2014 through March 2014 financial entries; performing the ongoing booking duties of payroll, payroll taxes, invoice and payment posting, bank reconciliations, cash flow forecasting, and budgeting matters, and; (2) for flat fee services in the amount of \$200 per week for weekly bookkeeping as stated above, commencing toward the end of May, after the audit material is prepared and other 2014 entries are caught up.

The Board discussed the funding available in the budget, and determined that between the funds budgeted for the presently vacant position of assistant to the Administrative Assistant, and savings realized on payroll taxes by hiring an independent contractor rather than an employee, the budget falls between \$500 to \$1,000 short to meet Ms. Wiley's proposal for the remainder of the calendar year. The board voted unanimously to talk to Ms. Wiley about whether she would have the flexibility to work within our existing budgeting parameters, and if so, to have her start as soon as possible.

The Board also had a brief discussion of the need for succession planning for department heads, to avoid being caught short in the event the departure, retirement or disability of key personnel, and agreed that ongoing review and development of a plan should occur.

The Board also discussed the position of Building Inspector, access to the building inspectors' records, and the need to find an assistant/backup building inspector, in case of the absence or conflict of interest with our current inspector.

Selectman adjourned the special meeting by unanimous vote at 3:30 p.m.

Minutes approved 3/25/14