

Select-Board Working Meeting: 01-04-2013

Attending meeting: Board members, Vic St. Cyr, Kevin Whittum, Julia Simonds

Meeting called to order by Chairman, Vic St. Cyr at 4:00 pm

Meeting was to review Invoices/Statements. Review Budgets.

The Board opened a letter from Sandra York. The Board read the letter. In the letter Sandra York resigned effective immediately from the Town Clerk position.

Chairman, Vic St Cyr asked for a motion to except the letter and the immediate resignation as Town Clerk from Sandra York.

Motion made by Kevin Whittum.

Seconded by Julia Simonds.

Motion passed 3/0.

The Select-Board instructed the Administrative Assistant to review policy and procedure manuals and to write a policy for how money issues will be handled for the town going forward.

The Administrative Assistant explained to the Board that he was unable to contact all Departments

Heads at this time but would continue to make contact for the 2013 Budget Proposals.

Chairman made motion to adjourn meeting.

Motion made by Julia Simonds.

Seconded by Kevin Whittum

Motion Passed 3/0

Meeting adjourned at 5:00pm