

**Approved**

**SANBORTON BOARD OF SELECTMEN MEETING MINUTES**  
**August 2, 2019**

In attendance were Chairman Olmstead, Vice Chair Katy North and Clerk Tom Salatiello. Town Administrator Trish Stafford and Interim Town Administrator Jim O'Mara was also present.

Chairman Olmstead called the meeting to order at 1:03pm.

Town Administrator Trish Stafford and Interim T/A Jim O'Mara reviewed with the Board of Selectmen a chronology of personnel changes in the town clerk –tax collector's office, responses to current recruitment efforts, advised the board that the temporary staffing plan is working well and they are working on a more permanent solution going forward. T/A Stafford suggested the Board consider not filling the deputy clerk/tax collect position because it requires residency in Sanbornton. By creating a position of "assistant" town clerk/tax collector, which does not require residency therefore, we would enjoy a wider applicant pool. She advised that no resident has applied for the clerk/tax collector's position nor the vacant selectman's position either.

The board asked when the annual audit was scheduled to begin, T/A Stafford indicated the auditors would be in to perform field work the last week of August. She further advised the "letter of engagement" from the auditor is set to be discussed as an agenda item at the next regular board of selectmen's meeting on 8/7/2019. Selectman North expressed concern that we, as selectmen, were signing Town of Sanbornton checks for account payable and payroll that may not cash. Selectman Salatiello indicated that last week there were about 15 deposits made by the town clerk/tax collector and that tells him the funds collected in that office were not being deposited in a timely manner. Last year the auditors cited the clerk/collector for not using best practices and the clerk/collector committed in writing to making daily deposits and reconciling monthly with our finance department and treasurer. To the best of his knowledge these were not being done.

Chairman Olmstead asked Jim O'Mara if he could stay at least another week given all that is going on in the town. Jim indicated he would.

Selectman North moved to authorize the interim T/A another week. Second by Selectman Salatiello. Motion passed unanimously.

Selectman North asked that the MRI contract be available for review and discussion at the meeting on 8/7/19.

Chairman Olmstead asked if an assistant town clerk/tax collector job description could be ready for review by the meeting next Wednesday. T/A Stafford indicated she would have a draft ready.

Motion by Selectman North to adjourn. Second by Selectman Salatiello.

Motion passed unanimously.

The meeting ended at 1:21pm.

Respectfully Submitted,

Interim, TA Omara

Approved on 8/7/19 \_\_\_\_\_

Selectmen's Clerk