

Minutes of the Selectboard Special Meeting of Thursday, August 15, 2019 at 6:30 pm

Members present: Claudette Brochu, Vice Chair; Roger Arnold; Mary Layton

Members absent: John Pepper, Chair; John Langhus

Also present: Herb Durfee, Town Manager; Linda Cook; and, CATV recorded the meeting

1. Approval of Agenda. At 6:33 pm, Brochu called the meeting to order. Board members agreed to proceed with the agenda as drafted.
2. Public Comment. No public comment was offered.
3. Selectboard Policies Status. Durfee handed out a revised Section 3. Cash Receipts, Petty Cash, and Returned Check Policy, as agreed based on the Board's 7/24/19 meeting. There was general agreement that Board members should review the revised Section 3. Policy and any members with comments should e-mail them to Durfee who would merge them into a single document for consideration at a future meeting. Then, based on their 7/24/19 special meeting, in the same style of review, Board members continued to discuss and amend the draft master financial policy beginning with Section 4. Credit Card Policy. Line by line, the Board proceeded to review and amend the current draft getting through the following sections:
 - Section 4: Credit Card Policy
 - Section 5: Debt Management
 - Section 6: Capital Budget & Program
 - Section 7: Investment Policy
 - Section 8: Trustees of Public Funds – Investment Policy
 - Section 9: Fraud Prevention
 - Section 10: Fund Balance Reserve Policy

Attached is the resulting version of the draft policies.

The Board agreed to take up the remaining sections (Section 11: Balanced Budget; Section 12: Gift Policy; and, Section 3: Cash Receipts, Petty Cash, and Returned Check Policy) at a special meeting to be held on Tuesday, August 20, 2019 at 7:00 pm in Tracy Hall.

4. Adjournment. At 9:55 pm, Layton moved (2nd Arnold) to adjourn. Motion passed unanimously.

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08/15/19**

Respectfully submitted,
Herbert A. Durfee, III

Approved by the Selectboard on August 28, 2019

John Pepper, Chair

Next Meeting:

August 20, 2019 – Special Meeting at 7:00 pm

August 28, 2019 – Regular Meeting at 6:30 pm

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD