**TOWN OF LIVERMORE**

**Board of Selectpersons**

**MINUTES**

**July 6, 2021**

**6:30 p.m.**

**BOARD:** SCOTT RICHMOND, MARK CHRETIEN, TRACEY MARTIN, RANDY OUELLETTE

**DEPT HEADS:** AARON MILLER

**RESIDENTS/GUESTS:** TOM GOULD, TIM SMITH, DAVID AND JILL LOVEWELL

**PRESS:** PAM HARNDEN

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
   1. June 22, 2021

Tracey moved to approve the minutes, seconded by Scott; 4-0.

1. Administrator’s Report

* Aaron reported auditors from RHR Smith will be in the office during the week of July 12th to 16th to begin the annual pre-audit.
* Office staff found an old box with ministry records, notified Murial Bowman at the historical society.
* Advertised paving.

1. Old Business
   1. Cemetery tree cutting

Tim Smith reported he has about 80 feet of tree that needs to be taken down at Lakeside Cemetery and still has stump grinding that must be completed.

* 1. Street Lights

Aaron reported that he has signed paperwork needed to move forward with converting all street light bulbs to LEDs. He asked for the locations for additional street lights. The board agreed to have one installed in front of Longreen’s Variety; corner of Turkey Lane and Route 108; approximately 50-feet from the intersection of River Rd. and Boothby Rd.; and the intersection of Norlands Rd. and Boothby Rd.

* 1. Town Meeting

After seeking legal advice, Aaron reported that the citizen’s initiative to change the open town meeting format to referendum voting is merely advisory. Absent a charter, it is the selectboard’s decision whether to hold an open town meeting or referendum vote.

Tom Gould asked if the board would considering holding an open town meeting in April. No decision was made.

1. New Business
   1. Payroll 2021-2022

Scott motioned to approve wages as discussed with the budget committee and as reflected at town meeting, seconded by Tracey; 4-0.

* 1. Proposed Internal Control Policy

Aaron presented a proposed Internal Control Policy for review.

* 1. Proposed Credit Card Policy

Aaron presented a proposed Credit Card Policy for review.

* 1. Personnel Policy RE: Sick Time

Aaron suggested adding language to the personnel policy that does not allow employees to use sick time to accumulate overtime or comp time during the same pay period. He was asked to bring a copy of the personnel policy to the next meeting for discussion.

* 1. End of Year Budget

Aaron presented end of year revenue and expense reports.

1. Warrants

The board signed warrants. There was discussion regarding closing the office during the End of Year closeout process.

1. Other

David Lovewell said that he and his wife Jill wanted to stop in for a few minutes to keep the lines of communication open with the town. David said they were surprised at the number of people who attended their event in June and were not expecting a large turnout at their next event.

1. Adjournment

At 7:38 p.m. Scott motioned to adjourn, seconded by Tracey; 4-0.