

SELECTMEN'S MEETING

November 12, 2012

Executive Board Attending: David Upton, Susan Hansel, Maury Collins, Edie Drinkwater, Admin. Assist.

Others Attending: Teri Upton

The meeting was opened at 5:05 PM by chair David Upton.

Teri Upton came before the Board to discuss the 2013 budget for the Town Clerk/Tax Collector.

Teri reviewed her budget and indicated that more training will be necessary in the early part of 2013.

Maury asked that an accounting of actual hours worked be calculated. More work hours actually take place when the office is closed to the public than most people realize. Much of this work would be impossible to complete during open hours with constant interruptions.

Teri explained that the method of compensation for the Town Clerk/Tax Collector varies from Town to Town. Many receive incoming fees in addition to their regular salary.

It was agreed that other Towns will be contacted to see how their compensation method compares to Nelson.

There was a lengthy discussion about how to make a comparison when the population of small Towns vary widely and the services are compensated in different ways.

Susan inquired about the possibility of having professional audits done in the future and it was decided that more research will be needed.

Teri indicated that the Supervisors of the checklist must be involved with the appointment of an auditor.

It was suggested that a general audit, by a professional, take place four years in a row and on the fifth year a full audit be done.

After a great deal of discussion it was decided to gather more information and to check with the previous Accounting firm to get a bid on both general and full accounting.

Teri explained a new program called Avitar Cloud. With this program all tax information would be loaded onto this program and available online.

There are two levels of the program available.

Level one would allow information viewing only while the full program would allow for credit card payments online.

Both options were discussed in length. It was finally decided that level one would be the best choice for now.

It is less costly and could reduce the number of general inquiries coming into the TC/TC office. Level two is more costly and would add additional accounting requirements which would result in added labor costs.

Research will begin to gather information on office staff salaries, methods of compensation for the Town Clerk/Tax Collector and number of people needed to perform the various jobs.

There was discussion about the formatting of some articles which are actually a part of the general operation of the Town's various departments. Items of this nature should be defined within the appropriate department's budget.

Eddie reported that the DRA has questioned one of the veterans' exemptions that has been granted for several years. More research will be done to determine if the proper qualification has been met.

There was a brief discussion concerning a closed bankruptcy where the court ordered terms have not been met. The TC/TC is required by law to follow the legal steps toward a taking of the property. It was agreed that Teri will obtain legal advice before proceeding.

Next, all paperwork was presented for review and signing.

David made a motion to approve and sign the Tax Warrant for presentation to the Town Clerk/Tax Collector.

Maury seconded the motion.

The motion then carried by a vote of 3-0.

David made a motion to approve the minutes of the November 5, 2012 meeting as presented.

Susan seconded the motion.

The motion then carried by a vote of 3-0.

David made a motion to approve the minutes of the November 7, 2012 meeting as presented.

Maury seconded the motion.

The motion then carried by a vote of 3-0.

Eddie reported that three assessing bids have arrived and a least one more is expected.

Finally, it was agreed that a letter of "Request to cut" will be drafted to be used when a landowner needs to be notified of a tree which is considered a potential danger. The letter will include a place for the owner to grant or deny permission.

Maury then made a motion to adjourn.

David seconded the motion.

The motion then carried by a vote of 3-0.

Meeting adjourned at 7:07 PM

November 12, 2012

David Upton, Chair

Maury Collins

Susan Hansel