

SELECTMEN'S MEETING

July 22, 2014

Work Session

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

Others Attending: Dean Huber, Jason Walter, Carol Raynor, Winston O. French, Alex Lange,

The meeting was opened by Chair David Upton at 7:00 PM.

This meeting was called as a work session with the Fire Chief and Deputy Fire Chief to review the status of the Fire Department and to review responsibilities for documentation delivery to the Town office.

The review included a document listing and the delivery time requested by the Board of Selectmen for each item listed.

The Board asked for the name of the designated contact that will be responsible for the deliveries to the Town office.

Agreement was reached as follows:

Personnel Certifications within 10 days of receipt – delivery by Bud French or Jason Walter

Equipment Service Certification/License within 10 days of receipt – delivery by Bud French or Jason Walter

Service or Squad license or certification within 10 days of receipt – delivery by Bud French or Jason Walter

Invoices within 5 days of expenditure receipt – delivery by Bud French or Jason Walter

Payroll quarterly as noted in payroll package – delivery by Bud French or Jason Walter

Fire Inspection Reports within 10 days of inspection – delivery by Bud French

Budget Development Info – Preliminary by November 15th – Final by December 15th – delivery by Bud French

Annual Reports by January 20th – delivery by Bud French

A draft copy of the Nelson Fire and Rescue Policies and Procedures as well as a draft copy of the Nelson Fire and Rescue By-Laws was presented to the Selectmen for review.

July 30, 2014 and August 27, 2014 were scheduled as the next times for the Fire Chief to meet with the Selectmen. 5:30 PM was set as the meeting time for both dates.

With nothing further, Maury made a motion to adjourn.
Susan seconded the motion.
The motion then carried by a vote of 3-0.

Meeting adjourned at 7:49 PM.

July 22, 2014

David Upton, Chair

Maury Collins

Susan Hansel