

**SPECIAL SELECTBOARD MEETING**  
**December 21, 2017**

Present: Casey Mathieu  
Allison Hope  
Dave Tilton

Nanette Rogers  
Greg Barrows

Guests: None

The meeting was called to order at 7:04 p.m.

**CHANGES TO AGENDA**

The following change was made to the agenda: added employee request to cash in accrued vacation time to the Discussion section.

**FY'17 AUDIT FINDINGS**

Melanie Rodjenski from Fothergill, Segale & Valley (FS&V) was present to discuss the firm's findings of the audit conducted on the Town's FY'17 financials. The audit was favorable. It was noted that the Town set the Local Agreement rate too high and it appears that the rate for FY'18 is also too high. FS&V recommended the Town have the rate checked prior to sending out tax bills.

The General Fund ended FY'17 with a surplus of \$193,408, which includes the Contingency Fund. The Highway Fund ended with a deficit of \$280,962. The deficit is mainly due to not receiving FEMA funds for the Seymour Road bridge. It was noted that the Town received the funds from FEMA in August 2017. The funds will appear as revenue in the FY'18 Highway Revenue.

**FY'19 DRAFT BUDGET**

The Board continued their work on the admin and highway draft budgets.

The Selectboard received several requests from employees requesting a specific pay increase. The Board approved four of the requests, two of which were for less than what the employee requested. The Selectboard budgeted a 2.5% increase for the remainder of the employees.

**REQUEST TO CASH IN ACCRUED VACATION TIME**

Nanette requested approval to cash in two weeks of accrued vacation time. She currently has three weeks accrued. Nanette accrues the maximum amount of vacation time provided to employees, which is five weeks per year.

Dave Tilton made a motion to approve Nanette's request to cash in two weeks of accrued vacation time, seconded by Allison Hope. Motion passed: 3-0.

**ADJOURN**

The meeting adjourned at 9:18 p.m.

Respectfully Submitted,

Casey Mathieu, Chair  
Selectboard

Nanette Rogers  
Town Administrator

