

**Town of Grafton  
Board of Selectmen  
Tuesday, January 21, 2020**

**Members Present:** Leon Dugan, Chairman, Steve Darrow, Jennie Joyce, Sue Smith (recorder)

**Others Present:** Cindy Kudlik, Dotty Campbell

The meeting was called to order at 9am.

**Acceptance of Minutes:**

Steve motioned to accept the minutes of January 7, 2020 and January 15, 2020. Jennie seconded the motion. Leon abstained from the acceptance of the January 15, 2020 minutes. Motion passed.

**Selectmen Announcements:**

Jennie stated that she received a call from Dotti Ernst regarding a payment that needs to be paid online for a training class for both Russell Poitras and Mitchell Briggs. Dotti inquired if the Selectmen will reimburse the Ladies Auxiliary as she will be using their debit card to register for the training. Jennie recommended that Dotti also speak to Steve. That conversation has not taken place. Jennie also stated that she received a phone call from the treasurer of the Ladies Auxiliary about this same issue but instead of the reimbursement requests coming from the Grafton Volunteer Ambulance, they will come directly from the auxiliary. After a brief discussion, the selectmen made the decision to reimburse the Ladies Auxiliary directly and will send a letter to the auxiliary that will layout the terms of the arrangement.

**Ex-Officio Reports:**

Steve stated that he attended the American Legion meeting on January 15, 2020. He gave a brief update on the the plans for changing the layout of the current memorial. A question was raised during the meeting about accessing the Veterans Park Capital Reserve Fund for the project. After some research, it was discovered that the selectmen are agents to expend and Steve will inform the American Legion.

**Public Comment:**

Cindy Kudlik commented that the Town Clerk's office will be closed for the next three Fridays; two of which are during the candidate sign-up period. She also stated that for last day of sign-ups, which is on Friday, January 31<sup>st</sup>, will be in the selectmen office. The Administrative Assistant stated that sign-ups for that day will be from 3pm to 5pm and that she was sworn in as pro-tem during this time-frame.

**Appointments:**

Dotty Campbell, Treasurer, met with the selectmen to discuss the history of the ambulance debit card account. In April 2019, the debit card account was opened with \$1,000 (taken from the Ambulance Revolving Account per the approval of the selectmen) and was closed on December 31, 2019 and the amount transferred back into the revolving account was \$736.97 (per the decision of the selectmen on December 17, 2019). The account was opened so that the Ambulance Department could make online

registrations for training as well as purchase products that require debit/credit card payments. Dotty explained to the selectmen that the difference of \$263.03 was the amount that was spent when the debit card was compromised. This was not caught until several months after the incident took place. Because it is a business account, and the timing of finding out what happened, the monies have not been able to be recovered. Dotty also informed the selectmen that it has been requested from the Ambulance Captain that the full \$1,000 needs to be put back into the revolving account. Dotty stated that she does not have the authorization to do that and would not even know where to get the monies from. The selectmen informed Dotty that the amount that was put back into the revolving account will stay as is and the loss will be a write-off. The selectmen also recommended that the auditors be contacted to discuss this issue.

**New Business:**

The selectmen reviewed and signed the 2020 Town Warrant.

**Other Business/Correspondence:**

The selectmen reviewed, approved and signed a Veterans' Credit application.

The selectmen reviewed and discussed the following correspondence:

- Email from the Grafton County Commissioners re: a public hearing that will take place on January 27, 2020, 10am at the Grafton County Admin. Bldg to discuss a Grafton County Supplemental Appropriation Request
- Letter from NHDES re: Alteration of Terrain Bureau Permit Application for Map 20 Lot 1084
- Letter from NHDOT re: the completion and construction of Route 4 that took place in 2019
- Email from NHDES re: the Revised Groundwater Management Permit for the Recycle Center
- Town Meeting and School Meeting Handbook

**Public Comment:**

Cindy Kudlik inquired if the upcoming subdivision located off of Bullocks Crossing will affect the Town. Steve stated that the subdivision will end up having two lots. The larger lot, vacant land, will be overseen by a forestry company out of Massachusetts and the lot with the house will more than likely be sold.

**Final Comments from Selectmen:**

Leon stated that the dedication for the 2020 Annual Report has been submitted and he will work on the selectmen report this week.

Steve motioned to adjourn. Jennie second. Motion passed. Meeting adjourned at 9:50am.

Respectfully submitted,

Sue Smith, Administrative Assistant