

Tuesday, November 8th 2011

Town of Woodstock
Selectmen's Meeting
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Selectmen: Jim Fadden, Joel Bourassa, Gil Rand
Staff: Judy Welch, Steve Welch
Public: Jim Donahue, Patrick Griffin

Joel called the meeting to order at 6:30 p.m. Jim seconded the motion and the vote was affirmative.

Public Participation/Jim Donahue:

Jim stated that they had received a call asking if they would be interested in placing a bid on the Reservoir Road and the Manhole in the middle of the north and east branch of the Pemigewasset River. Both of these were destroyed in Hurricane Irene.

Jim suggested that the Board have specs/plans for projects before asking for quotes or bids. He stated that a contractor has to know certain information before a competitive bid can be placed. Jim went on to say that this is really the only way to put all the contractors on a fair playing ground.

Adopt & Sign/Code of Ethics/CDBG:

Joel read the Code of Ethics Conduct aloud:

Introduction: Consistent with provisions of State law and Federal management standards, the Town of Woodstock has adopted the following code of ethical conduct for public officials, employees and/or affected contractors. The policies and principals described below are intended to cover all aspects of the CDBG program, whether specifically cited or otherwise.

Adoption: This Code of Ethics was adopted by the governing body.

Provisions:

1. Goods and services shall be procured in a manner which maximizes free and open competition
2. Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.
3. Conflicts of interest, or the appearance of such shall be avoided in order to assure public confidence in the operations of government.
4. Every effort will be made to actively recruit women/minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the

Housing and Urban Development Act of 1968.

5. All procurement actions shall be conducted in public and all record thereto will be open to public review.

Joel motioned to adopt the Code of Ethics Conduct as presented. Gil seconded the motion and the vote was affirmative. Joel signed the Code of Ethics Conduct.

Review Financial Management Responsibilities/CDBG:

The Board reviewed the Financial Management Responsibilities for the CDBG Project. Gil motioned to authorize town employee's financial responsibilities as specified on this form. Jim seconded the motion and the vote was affirmative.

Adopt & Sign/Financial Management Plan/CDBG:

Joel read the Financial Management Plan aloud:

State, Local Procedures Apply: Except where inconsistent with federal requirements, state procedures and practices will apply to CDBG funds disbursed by the Community Development Finance Authority (CDFA). Local procedures and practices will apply to funds disbursed by units of local government.

Cash Advances: Cash advances to the Town of Woodstock shall be approved only to the extent necessary to satisfy the actual, immediate cash requirements of (Municipality) in carrying out the purpose of the approved CDBG program or project. The timing and the amount of cash advances shall be as close as is administratively feasible to actual disbursements by Woodstock for direct program costs and proportionate share of any allowable indirect cost. Cash advances made by the Grantee (Woodstock) to subgrantees shall conform to the same standards of timing and amount as apply to advances to Grantee including the furnishing of reports of cash disbursements and balances.

Fiscal Control: The Town of Woodstock will establish fiscal control and fund accounting procedures which assure proper disbursement of, and accounting for, grant funds and any required non-federal expenditures. This responsibility applies to funds disbursed by subgrantees and contractors as well as to funds disbursed in direct operations of Woodstock. Woodstock shall be required to maintain a financial management system which complies with Attachment G of A-102, "Standards for Grantee Financial Management Systems" or such equivalent system as CDFA may require. Requests for payment shall be made according to CDFA's CDBG Implementation Guide.

Claims for payment will be prepared by the Project Administrator, North Country Council, based on actual invoices and/or estimated administrative expenses, invoices will be attached. Requests for Payment will be signed by the Chair of the Board of Selectmen or his/her alternate designee.

Grant funds received will be deposited by the Treasurer or Financial Manager into a separate, non-interest bearing CDBG account.

The expenditures will be placed on the Municipal warrant, for fund disbursement, based on actual invoices. The warrant will be signed by the Selectmen. Checks will be prepared by the finance department and signed by the Treasurer and Selectman as required.

Records of all project financial transactions will be prepared by the Project Administrator and submitted to the Treasurer or Financial Manager. The Treasurer or Financial Manager will maintain account checkbook and reconcile with account bank statements, if applicable.

The Project Administrator will prepare matching funds financial record, if applicable.

Jim motioned to adopt the Financial Management Plan as presented. Gil seconded the motion and the vote was affirmative. Joel signed the Financial Management Plan.

Sign Authorization to Submit Claims/CDBG:

The Board reviewed the Authorization to Submit Claims form for the CDBG Project. Joel motioned to sign the Authorization to Submit Claims form. Gil seconded the motion and the vote was affirmative.

Sign Business & Employment Commitment/CDBG:

The Board reviewed the Business & Employment Commitment for the CDBG Project. Jim motioned to sign the Business & Employment Commitment. Gil seconded the motion and the vote was affirmative. Joel signed the commitment.

Minutes of the October 25, 2011 Meetings:

Gil motioned to accept the minutes of the October 25, 2011 Selectmen's Meeting. Jim seconded the motion and the vote was affirmative.

Sign Intent to Excavate/Donahue:

The Board reviewed and signed the Intent to Excavate for Michael and Bobbi Donahue.

Budgets:

The Board reviewed the following budgets:

Conservation: Jim motioned to approve the Conservation Budget as requested and present it to the budget committee. Joel seconded the motion and the vote was affirmative.

Fire Department: After a long discussion on whether to increase the Fire Department budget to allow for a Fire Chief salary and expenses; Joel motioned to not increase the Fire Department budget for that purpose. Gil seconded the motion and the vote was affirmative. The Selectmen will propose a bottom line of \$57,000 (same as the 2011) to the budget committee.

Library: Jim motioned to approve the Library Budget as requested and present it to the budget committee. Joel seconded the motion and the vote was affirmative.

Lin-Wood Ambulance: Jim motioned to approve the Lin-Wood Ambulance Budget as requested and present it to the budget committee. Gil seconded the motion and the vote was affirmative.

NRCS/Lost River Stabilization Project/Update:

The Town of Woodstock has been awarded the 75/25 funding from the Natural Resources Conservation Service to stabilize a 230 foot section of Lost River's riverbank. NRCS will meet with the Selectmen and landowners on November 10th to sign the agreement. On November 14th there will be a plan review and site showing for contractors. Work will begin on November 15th for ten consecutive days and end by November 25th.

DES/Emergency Authorization Permit/Pemigewasset River:

The Town of Woodstock has received an Emergency Authorization Permit to enter the Pemigewasset River to repair a manhole that was washed out during Hurricane Irene. Jim will have specs/plans drawn up and notify all the local contractors when they are ready and the job is open for quotes.

Other Business:

Signed Checks.

Jim motioned to adjourn the Selectmen's Meeting at 7:45 p.m. Gil seconded the motion and the vote was affirmative.