

Agenda
February 25, 2020
Warren Selectboard
7:00 PM
Warren Municipal Building

✓ 7:00 Public Comment

✓ 7:05 PM – Mac Rood – Town Meeting Preparation

7:30 PM - Credit Card Policy – Dayna Lisaius

7:45 PM – Alycia Bondio – Softball field Request - *cancelled last minute*

8:00 PM – Approval Liquor License for Skinny Pancake, First Class, 1840 Sugarbush Access Road.

8:05 PM – Approval of Liquor License for Ski Club 10, Inc, 74 Snow Creek, Third Class –

8:10 PM – Approval of Liquor License Renewal for Ski Club 10, 74 Snow Creek, First Class -

8:11 PM – Approval of Accounts Payable and Payroll Warrants

8:15 PM - Other Business
\$85,459.75 \$34,674.42

Truck

Minutes of February 25, 2020
Warren Selectboard
7:00 PM
Warren Municipal Building

Members Present: Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Luke Youmell, Randy Graves & Camilla Behn.

Others Present: David Campanelli, TV 44/45, Mac Rood, Dayna Lisaius & Cindi Jones.

7:00 PM Meeting called to order by Mr. Cunningham.

7:02 PM – Public Comment – Mr. Campanelli had a follow up from the last meeting regarding the Department of Public Works Position. He has thoroughly read the budget and reports and does not see enough information regarding the Department of Public Works to justify having a budgeted position. He suggested that maybe they could provide a handout on what this position is if there is no job description available. He commented it appears that the board is proposing to get rid of a position highway position with this Dept of Public Works Position. Mr. Cunningham commented they are not proposing to get rid of anyone. Mr. Cunningham commented that this will be discussed more at Town Meeting and Mr. Campanelli is welcome to bring up his questions then.

7:05 PM – Mac Rood – Town Meeting Preparation – Mr. Rood announced that his will be his last year of being moderator as he is moving out of town. Going through the Town Report – Pages 8-41 are reports and the Selectboard will answer any questions if any arise. Article 2 – the Selectboard will move the budget of \$3,707,211. There will be a slide show presentation with it and the board will answer any questions on the budget. Article 3 – will be moved from the floor. Article 4 – will be moved from the floor. Article 5 – A Mad River Ambulance member will be present to answer any questions from the floor. Article 6 and Article 7 – It will be moved from the floor and members of the Warren Conservation Commission will address any questions. Article 8 – boiler plate – floor. Article 9 – moved from the floor. Article 10 and Article 11 moved from the floor. Article 12 -Move by Ms. Goss or Ms. Lisaius and they will explain and answer questions. Article 13 – Moderator will move and Article 14 will be moved from the floor. The board thanked Mr. Rood for coming in.

7:15 PM – Town Credit Card Policy – Dayna Lisaius – Ms. Lisaius presented a Credit Card Policy for the board to review. The Town currently has a card with a limit of \$3,000 and there are three departments that use it, the Library, the Constables/Fire and Town Administrator for the highway. The issue is that Ms. Lisaius has been having trouble getting receipts for purchases that are made and have them coded into the property budget line. Having this policy will help to enforce and receive receipts in a proper timely manner so that they can be paid.

Motion by Mr. Ackland to approve the Credit Card Policy with a minor tweak of adding that the card number, security code expiration date is not stored in any manner on devices that are not town owned, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Other Business:

New Truck Purchase as scheduled – Clarification that the new purchase will proceed and start to get quotes and that the color has to be red to stay uniform with the fleet.

2016 International Truck Accident Status – The board agreed to go ahead with the repairs on the truck Questions from insurance to follow up on are: 1) If the truck is repaired and the insurance treats it as totaled salvage, what kind of daily insurance is left on the vehicle? 2) If the insurance deems that the truck is repairable at the cost from Clarks, then can it treated as a regular repair so that it does not become a salvage vehicle to retain a trade in worth? Ms. Jones will contact PACIF regarding these s= questions.

7:50 PM – Approval of Liquor License for the Skinny Pancake, First Class - Motion by Mr. Ackland to approve the Skinny Pancake Liquor License Renewal, second by Ms. Behn. All in Favor: VOTE: 5-0.

7:55 PM – Approval of Liquor Licenses for Ski Club 10 First and Third -Motion by Mr. Ackland to approve the First- and Third-Class Liquor Licenses for Ski Club 10, second by Mr. Youmell. All in Favor: VOTE: 5-0.

7:56 PM – Approval of Minutes for February 11, 2020 – Motion by Ms. Youmell to approve the Minutes of February 11, 2020, second by Ms. Behn. All in Favor: VOTE: 5-0.

7:57 PM – Approval of Payroll Warrants – Motion by Mr. Ackland to approve the Payroll Warrants as presented for \$34,674.42, second by Mr. Youmell. All in Favor: VOTE: 5-0.

7:59 PM – Approval of Accounts Payable – Motion by Mr. Ackland to approve the Accounts Payable Warrants as presented for \$85,459.75, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:00 PM – Motion by Mr. Ackland to go into Executive Session for personnel, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:14 PM – Motion by Mr. Ackland to come out of executive session, second by Ms. Behn. All in Favor: VOTE: 5-0.


8:15 PM – Motion by Mr. Ackland to adjourn, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Minutes Respectfully Submitted by,
Cindi Jones, Warren Town Administrator

The Warren Selectboard



Andrew Cunningham, Chair



Bob Ackland, Vice Chair



Luke Youmell



Randy Graves



Camilla Behn

SELECTBOARD POLICY REGARDING USE OF CREDIT CARD

PURPOSE: Credit cards provide a convenient method of obtaining goods and services for the Town of Warren. However, by their nature, credit cards provide opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town of Warren business.

CREDIT CARD: Currently the Town of Warren has one credit card issued by TIB.

CARD LIMITS: Town officers and department heads of the Town of Warren will be authorized to use the credit cards. However, they will not be allowed to exceed the normal purchasing policy limits or the total credit limit for this card. The MasterCard is held in the Treasurer's office and may be signed out by a department head with the understanding of the Town's policy. This account has a credit limit of \$3000.00.

CREDIT CARD USE: Town credit cards may only be used to conduct Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the authorized purchase limit. Any employee who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees will be subject to disciplinary action for misuse of a Town credit card, up to and including termination. The MasterCard will be retained by the Treasurer and a log will be maintained of who the card was released to, the date released, and the date returned. Unless otherwise preapproved by the Selectboard, Town Administrator or his/her designee, the credit card may not be signed out for more than two business days. The MasterCard requires issuance of approval by the Town Administrator or his/her designee before it can be signed out.

SECURITY: Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Treasurer, Selectboard and the credit card company if the card is lost, stolen or an account has been compromised.

DOCUMENTATION: After each use, all receipts and supporting documentation will be turned into the credit card user's supervisor to approve. Weekly, with submission of the credit card receipts to the Treasurer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased with GL account number. For over-the counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and the order confirmation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.

For receipts not received prior to the credit card monthly payment it may result in the loss of credit card use privileges until the situation is rectified or may cause the amount charged to be classified as a personal purchase by the card user. The Town will keep

statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law.

SEPARATION: Prior to separation from the Town of Warren, the employee will surrender or remove any credit card they are presently using to the Treasurer's office or the Selectboard.

The foregoing Policy was adopted by the Selectboard on _____ day of _____ 2020.
