

**TOWN OF ALLENSTOWN
SELECTMEN'S OFFICE
16 SCHOOL STREET
ALLENSTOWN, NH 03275**

Thomas Gilligan, Chairperson for the Board of Selectmen, opened the meeting at 7:00 p.m. on Tuesday, March 3, 2009

Present at the meeting: Carol Merrill, Selectperson, Roger LaFleur, Selectman; Kelley Collins, Administrative Assistant

Present in the audience: Town Clerk/Tax Collector, Diane Demers, Treasurer, and Carol Anderson

7:00 p.m. Chairman opened the public hearing on the Cash Investment Policy

Selectman LaFleur made a motion to open the public hearing on Cash Investment Policy, Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Selectman LaFleur is creating a block at the top of the policy for a Policy Number. Treasurer asked if changes were being made regarding Section IX. Amendments and X. Effective Date.

Chairman Gilligan suggested revising the Effective Date to read: This policy, and any amendments made thereto shall take effect the Monday following a majority vote of the Board at a regularly scheduled Board meeting and after being recorded with the Town Clerk.”

The Chairman asked if there are any other comments or questions from anyone on this. Chairman asked the Treasurer if this policy requires us to file a Comprehensive Annual Financial Report. The Treasurer answered no.

Do we want to leave this one open and move on to Cash Receipts???????

Cash Receipts Policy

Selectman LaFleur made a motion to open the Cash Receipts Policy at 7:17 p.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Town Clerk asked how to handle daily mail? Will Cindy still be opening mail? Selectman LaFleur asked if Cindy is bonded – no. Diane will open the mail and deposit directly into her system.

The Town Treasurer noted that the petty cash account should be accounted for in the accounting system. The Administrative Assistant will double check how this is being accounted for.

After considerable discussion the following edits and revisions were made:

Page 1 Section 4.1, last sentence: the word "thru" will be corrected to "through"

Page 2 Section 4.2, first sentence on the page: 3 pm will be changed to 10 a.m.

Page 2 Section 5.1.4 heading: "Moneys" will be corrected to read "Monies"

Page 2 Section 5.1.4.2 after second sentence: the sentence "Any discrepancies will be noted and reconciled with the Town Clerk and Administrative Assistant" will be added

Page 3 a new Section 5.1.4.3 will be added and read: "All checks received by the Town shall be immediately stamped with the Town's endorsement

(NOTE: this will require that the Town Hall order endorsement stamps for the police department and fire department)

Page 3, Section 5.1.5 heading: "Moneys" will be corrected to read "Monies"

Page 3, Section 5.1.9 at the end of the sentence period will be changed to a comma and the following phrase will be added "immediately after they have been identified"

Page 4 & 5 there will be a Section 7 added which will read "Signatures" and a Section 8 which will read "Policy & Procedures Revision History"

Policies will be reformatted so they appear consistent. Policies will not be placed on the website.

Selectman LaFleur made a motion to accept Cash Receipts Policy 2009-002 as written and revised. Selectperson Merrill seconded

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Closed the Public Hearing on Cash Investment Policy

Selectman LaFleur made a motion to accept the Investment and Cash Management Policy 2009-003 as written and amended. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

The effective date for both of these policies is 3/9/2009.

NON Public Session 91-A: 3, II (e) at 8:12 p.m.

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A: 3, II (e), Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes
Motion passed

Selectman LaFleur made a motion to leave Non Public Session at 8:22 p.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes
Motion passed

ADJOURN

Selectman LaFleur made a motion to adjourn at 8:22 p.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes
Selectman LaFleur - yes
Selectperson Merrill - yes
Motion passed

THOMAS R. GILLIGAN, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

ROGER LAFLEUR, SELECTMAN