

**APPROVED**

**Board of Selectmen  
16 May 2011  
Minutes**

**5:15 pm** - Chairman Don Guarino called the meeting to order. Present were Chairman Guarino, Selectman Rachel Hatch, Town Administrator Tim Warren and Clerk Lois Dionne. Also present were town clerk/tax collector Deb Cornett and contract accountant Jen Correia. Selectman Lavin arrived at 5:25.

After attendance, everyone stood for the “Pledge of Allegiance”.

**Use of Credit Cards in Town Clerk’s Office** – Deb Cornett has been working on getting things in order so her office can accept credit cards for the payment of property taxes. Deb and Jen Correia reviewed and discussed a contract Deb had received from Global, the company who would process the credit card payments, with the Selectmen. Deb would like to be able to start using credit cards in July.

The Selectmen asked Deb to get more information on some terms in the contract, and said she would also need to establish a cash receipt policy for the Town for accepting the payments.

**6:15 pm – Break**

**6:30 pm – Back in Session**

**Personnel Policy** – The Selectmen began the process of reviewing and updating the town’s personnel policy. The policy update will include some changes that have been mandated by law.

Further updating will be done at a future work session.

**MOTION – Selectman Hatch moved to adjourn the meeting. Selectman Lavin seconded. Motion passed 3-0.**

Respectfully submitted,

Lois Dionne  
Recording Clerk