

**Finance Officer Job Description: *Will the Board approve the revision?***

**Proposed Holidays** for Town employees other than Library: This is in keeping with what the Personnel Plan states with the one optional being whether it is the day before or the day after Christmas. ***Will the Board approve these?***

1. New Year's Day- Tuesday January 1st
2. Civil Rights' Day- Mon. January 21st
3. President's Day- Mon. February 18th
4. Memorial Day- Mon. May 27th
5. Independence Day- Thursday. July 4th
6. Labor Day- Mon. September 2nd
7. Columbus Day- Mon. October 14th
8. Veteran's Day- Mon. Nov. 11th
9. Thanksgiving Day- Thurs. Nov. 21st
10. Day After Thanksgiving- Fri. Nov. 22nd
11. Christmas- Wednesday December 25th
12. Day after Christmas-Thursday December 26<sup>th</sup>\*

Transfer station staff may take Tuesday December 24<sup>th</sup> instead of the 26<sup>th</sup> and open that day as a day of greater demand for disposal. ***Does the Board approve this holiday schedule?***

**Proposed charge for water committee:**

1. Monitor and study the use of surface and underground water supplies by other municipalities.
2. Monitor and study the future demands for water supply by users within Barrington and by other municipalities.
3. Project future needs for disposal of waste water including septage and possible community treatment systems.

***Does the Board wish to propose with this charge and wish to appoint a committee?***

**Bond Counsel Engagement Letter or other decision relating to Town Hall, Police Station and Library.**

**Response from Chairperson Library Trustees:** Thank you for your patience while the Trustees and Foundation discussed your request regarding postponing a second attempt for a new Library building. As you know, the weather last week coupled with the holiday caused us to postpone our November meeting.

The Trustees and Foundation members alike fully appreciate the due diligence by the Select Board while you look to plan the Town Hall project. We appreciate that a new Town Hall has been something the Select Board has been interested in pursuing for several years and we fully understand your commitment to getting the project moving forward. Given what we've learned with the Library proposal, we agree there's a lot of value for having the next year to fully craft your proposal, develop conceptual drawings, put forth a clear budget and plan, and conduct hearings/ listening sessions to learn about voter needs and concerns. We also recognize the benefit to having only one bond on the ballot at a time, yet we hope you'll understand that it would be unreasonable for us to commit to not going back to the voters again in 2020 if our bond doesn't pass next March of 2019. We have nearly half million dollars of private donations committed for the new Library project and our constituents want a fair shot at getting public approval for the project. In our Campaign Plan (which I can send to you if you would like, the portion below is on page 7 of the plan) states, Bond Request. Under current policy, in the event voters do not approve the warrant article for the town's portion of the project costs, expected to be presented in March of 2019, the Leadership Council and campaign volunteers will continue in earnest to raise private funds and will re-submit the bond request (likely to be a revised amount) in the successive two years as necessary. Lastly, in all good conscience, the Library Trustees and Foundation Directors cannot undermine the months of effort by its scores of community volunteers nor withdraw its commitment to donors who have given so generously to the project and is, therefore, obligated to re-submit a bond request in 2020 if necessary. At the budget presentation on October 29th the Select Board agreed that the bond counsel for the Library work would be paid for by the town. The engagement letter that I presented to you all on November 19th is an updated version of what has been signed by the Select Board in January 2018. This version reflects the updated bond amount and fees owed to Devine and Millimet for their work. Please let us know when we can expect action on this. Thank you very much for your support of this effort and we hope you can appreciate that we need to uphold commitments made to our supporters, just as we will advocate for and support efforts you seek toward continuing exploration of a future Town Hall. ***What does the Board wish to do?***

**Bounced Check Policy: *Will the Board adopt the following?***

#### **BAD CHECK POLICY**

##### **A. Notification Schedule**

- First Returned Check/ACH: The customer will be notified in writing by applicable Department Head
- Second Returned Check/ACH: The customer will be notified in writing by applicable Department Head; this will be the second and FINAL warning
- Third Returned Check/ACH: The customer will be notified in writing that they may now only make payments via cash, money order, or bank certified check indefinitely

##### **B. Fees**

- It is the responsibility of the customer to cover all associated fees regarding returned checks/ACH

**C. Authority to Reinstate**

- The Department Head, Finance Director and/or appointed designee has the authority to reinstate a repeat offender due to unusual or extenuating circumstances

**D. Tracking/Notification Responsibility**

- Each Department Head shall track bad check/ACH offenders separately and send out department specific notifications
- At month-end each department shall send their list of customers who received notifications to the Finance Department; the Finance Department will keep a running master list