

VI.	<p><u>NEW BUSINESS:</u></p> <p>A. <u>2017 Balance Report:</u> Reviewed final balance sheet for last year (ending 1/32/18). There are a couple of accounts that were overspent in amounts less than \$1000. A number of accounts ended with surpluses. Will take those variances into account when formulating 2018 budget and annual warrant.</p> <p>B. <u>Administrative Assistant Position:</u> Board has determined that there is a need for 3 hours of office coverage M-F. Mrs. Wakefield is not interested in those hours. It is very difficult for her to do her Treasurer work while also answering the phone and dealing with citizens who come in with questions. We will advertise the position @ \$12.00 per hour, to work 9a-12n Monday through Thursday and 4p-7p Friday with flexibility up to an average of 20 hours per week as per town ordinance. We need someone with some office experience and computer expertise.</p> <p>C. Other: none</p>	<p>Pending</p> <p>Pending</p> <p>0</p>
VII.	<p><u>WARRANT ACTION AND FINANCIAL REVIEW:</u></p> <p>A. <u>Town Warrant #2 approved</u> (2-0) in amount of \$3,085.70</p> <p>B. <u>BLT Warrant #2 approved</u> (2-0) in amount of \$3,595.66</p> <p>C. <u>TIF Warrant #2: NO BILLS</u></p> <p>D. <u>Financial Reports:</u> Reviewed 2017 Treasurer's Town Receipts #6007-6020 and BLT Receipts #5400. Reviewed 2018 Treasurer's Town Receipts #6021-6028 and BLT Receipts #6151-6152. Reviewed final balance sheets for 2017 fiscal year as noted in §. VI. A above. No significant concerns noted. Materials will go to auditor this week.</p>	<p>To Treasurer</p> <p>To Treasurer</p> <p>To Treasurer</p> <p>0</p>
VIII.	<p><u>ADJOURNMENT:</u></p> <p>A. <u>MSV (2-0): To adjourn @ 7:00pm.</u></p> <p>B. <u>Next meeting 2/20/2018 @ 6:00pm.</u></p>	<p>0</p> <p>0</p>

Minutes Submitted By: *Penelope L. Kneeland* 2/18/18