

Town of Keystone  
Board of Trustees  
April 28, 2023

The Board of Trustees met at 10:00 am, Monday April 28, 2023, for a Special board meeting in the Keystone Community Center meeting room. The purpose of the meeting was to discuss the exit strategy for the finance officer and discuss hiring a new Finance Officer. Present were President Rick Greene, Trustees Bill Babcock, Matthew Fullilove, Casey McNulty, and Sandra McLain. Also present were Finance Officer Cassandra Ott, Will Parks, Candace Lorimor, Lisa Schaeffer, Brandi Hunsaker, Ken Jaques, Tammy Hunsaker, Kristi Nemetz.

10:00 am Meeting Called to order and Pledge of Allegiance recited.

President Greene asked that any questions or concerns be emailed to Board members. Finance Officer discussed that her last day in the Office would be May 24<sup>th</sup> and that she was planning on a short vacation before her official last day May 28<sup>th</sup>. She would be in and out of the office and there would be days that the office would be closed for a few hours as Candace also has a planned vacation. Cassandra is planning on making sure that the claims get paid, minutes get written, agendas are done, packets are put together, bank reconciliation happens, and payroll gets done. She did want to discuss bank access. She requested the same level of bank access as she currently has, as she needs bank access to handle many of the above responsibilities as well as train someone to do those things. She stressed that she does not have sole control of the accounts and cannot withdraw, spend, or transfer any money, unless a board member also approves that action. The board seemed content with this plan. Cassandra requested call back time (or time and a half) after May 28<sup>th</sup>, in order to either maintain these functions through June or to help train the new finance officer. She would be willing to come in for up to a year to help train, as several functions of the Finance Officer only occur once a year. Motion by Trustee Babcock to approve this plan. Second by Trustee McNulty. Vote – all aye.

Motion by Trustee McNulty to advertise for the position in various newspapers and websites. Second by Trustee Babcock. Vote – all aye. They briefly discussed a hiring committee but it was decided that they would have a special meeting and include Candace in the hiring decisions as she will need to work closely with the new Finance Officer.

The list of projects was distributed between board members. Trustee Fullilove is going to handle the Well 6 project, the pedestrian bridge project, the Roy st well arsenic remediation project. Will Parks will handle the Roy Street Bridge Project and the Flood Study / LOMAR. Trustee McNulty will handle the Museum Roof, the Logging on the Harney St Lot, the Cemetery mapping, and the Fire Project. He and Sandi will jointly handle building permits. Trustee McNulty and Will Parks will handle the Swanzey St bathroom project. Lisa Schaeffer and Trustee McNulty will handle the IT project. Trustee Babcock will handle fire safety and the ordinance on burning permits.

Meeting adjourned at 10:50 am.

Town of Keystone, Board of Trustees  
By \_\_\_\_\_  
Richard Greene, President

ATTEST:

\_\_\_\_\_  
Cassandra Ott, Finance Officer  
(SEAL)