



**MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE ABC BOARD HELD
WEDNESDAY, MARCH 31, 2021, 4:00 P.M. ELECTRONICALLY VIA ZOOM**

PRESENT Linda Samarotto, Chairman
VIA ZOOM: Bob Cassano, Board Member
MaLee Keller, Board Member
Peter O'Leary, Board Member
Richard Sayles, Board Member
Commissioner John Kilby, Council Liaison
Debi Choi, ABC Store Accountant

ABSENT: n/a

I. CALL TO ORDER

Chairman Linda Samarotto called the meeting to order at 4:03 p.m.

II. AGENDA ADOPTION

Mr. Richard Sayles made a motion to approve the Agenda. Mr. Bob Cassano seconded and the motion carried 5-0.

There were no conflicts of interest to report.

III. NEW BUSINESS:

**A. ABC STORE OPERATIONS AND HIRING NEW PERSONNEL DISCUSSION
AND POSSIBLE ACTION**

Chairman Samarotto provided Board members copies of current applications received for the store manager and assistant store manager positions at the ABC Store. Laura Lee presented these positions to the public.

Ms. Choi noted damaged liquor should be noted as damaged bottles. She mentioned they have hand scanners available that interacts with the Boss system. When they ring up something it talks to the Boss system and takes it off of inventory. There is a scanner at the register. Mr. Cassano asked Ms. Choi about placing an order in the system and a truck arrives and he receives product, the inventory is verified through the Boss system and the inventory gets paid for accordingly. Ms.

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Choi stated that she will work to find out how they can transfer everything to one computer and only use one system, the Boss system, instead of two systems. The Board questioned if liquor ordered was tax exempt and Ms. Choi noted she'd have to look into it. She mentioned that there are two other ABC Stores that she provides accounting services for and both of those boards have manuals they follow. There is a standard operating procedure manual you can order from the State. The employee policy manual is a separate document. The standard operating manual needs to be in the Store and the employees need to be following it. She mentioned she would get the Board members copies as well as a standard operating procedure for the Store. She stated she would contact Laura Lee to get copies. Chairman Kilby noted that the employee manual has recently been constructed by the Town Attorney and will be reviewed by the Board for adoption soon. Commissioner Kilby noted that he would ask the Town Attorney to review the policy Ms. Choi provided to look over and see if anything in the document should be included in the draft policy he created. She mentioned that she has never saw anything questionable come across in the debit card purchases. It was noted that John D'Ambra used to report the financial statements at one point and the Board asked that these reports be provided again each month to be reported during the monthly meetings.

Commissioner Kilby reported that he would get the make and model of the safe tomorrow. Ms. Choi mentioned that approval for overtime for Michael and Earl paid at straight time while John was there and by law they must be paid by time and a half. She now found out that what she was told by John was not true and they really need to be paid the overtime they worked and have not yet been paid for especially if they were audited. Mr. Cassano noted we know of the one incident in November explained by Michael but in fairness we should ask the employees about this incident in November and if they remember any other time they worked over. Ms. Choi mentioned they've already signed off of the time cards but Commissioner Kilby stated that they may have signed off of the time cards the way they were instructed to which may not have been right. Mr. Cassano felt that these employees should be asked when they worked over. Commissioner Kilby recommended she write up a statement that the employees sign on the hours they worked over to put into their files. Ms. Choi agreed to take a statement about internal review of payroll and found that they were paid straight time and should've been paid time and a half. The new computer system has a way for employees to clock in and out. She stated she can start this clock in system this payroll. This system is password protected for each employee. This system has been available over a year. Ms. Choi mentioned they have the ability for direct deposit and one of the employees is very interested. However, if we go with direct deposit, she'd like to send the time to a board member to be signed off on before being issued and the Board agreed.

Ms. Choi discussed reduction and hazard pay noting that a notice must be issued that they must be notified that pay will be reduced to let them know that hazard pay is being reduced and the date it's being reduced. Commissioner Kilby felt the two employees should be given hazard pay considering they have been keeping the doors open during this past week since the other two employee's positions were terminated. He stated they are going above and beyond to help out. They are supposed to send her the Z tape of the daily and weekly sales to be recorded at the end of each day and it's been hit or miss. They are looking to get copies of the ones that are missing. Chairman Samarotto noted that a letter needs to be sent to the two terminated employees to get

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their personal items to them. She mentioned that we would ask them to provide a list of items that they have at the Store and would not allow them to go inside the Store. She stated she feels comfortable that all of her concerns were addressed.

The Board discussed the number of employees needed at the Store. Commissioner Kilby mentioned that there is a way to use a grading sheet for the applications. Ms. Choi stated that she would provide board members payroll budget for the entire year so that they have the numbers. She pointed out that it is time for the Board to start working on this upcoming budget and she would prep a document for the Board to review. Mr. O'Leary noted we have to know what budget we have in order to decide how many employees can be employed. Mr. Cassano noted the Board also has to decide how many full time employees they can afford and if they get benefits. Ms. Choi noted that Randall and Earl were allowed to choose their own health and dental policies, they pay upfront, and get reimbursed that amount. John was not yet receiving insurance. They can shop for their own policy and present it to the Board. Mr. O'Leary mentioned that this should be spelled out in the standard operating and procedures manual. The Board discussed applicants briefly. Mr. Cassano noted that he plans to put together a work schedule for employees and would speak to the current employees and would then bring back to present to the Board. Also include a schedule of orders and paying bills, etc. An outline of what needs to be done daily and weekly. Mr. O'Leary pointed out that Earl has applied for Manager and Michael for Assistant Manager. Ms. Choi noted that an inventory list can be printed off from what has been put in the Boss system and then can be compared with what's in the Store to find out where we're at. Mr. Cassano suggested meeting the employees next Monday to go over inventories to get everything up to date. Ms. Choi mentioned that inventories should be done on a cycle count once a month (spot counting a section every month so it rotates) and a full inventory count every quarter is what Laurie Lee told her. Ms. Choi asked if the Board does background checks and drug tests. Ms. Choi mentioned they do initial background checks and drug tests and do random drug tests on the current employees also.

III. NEW BUSINESS:

B. ABC STORE ACCOUNTANT CONTRACT DISCUSSION AND POSSIBLE ACTION

Mr. Cassano mentioned that we need a copy of the Contract for the Board to review to come together as a board to make a decision on that. Ms. Choi mentioned that her contract is currently expired and she would update the contract as needed and will provide back to the Board to review.

The Board agreed to recess the meeting until Monday, April 5th at 4:00 p.m. to discuss applicants during Closed Session and the Accountant's contract.

With no further business, Chairman Samarotto made a motion to recess the meeting at 5:45 p.m. Mr. Sayles seconded and the motion carried 5-0.

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ATTEST:

Michelle Jolley,
Town Clerk

Linda Samarotto, Chairman