

**Arrowsic Board of Selectmen
Minutes, January 12, 2021
Amendment from DK**

Present: Walter Briggs, DeeDee Jorgensen, Will Neilson, Brett Jensen, John White Jr., Don Kornrumpf, Sheila Spear

The meeting was called to order at 6.11 pm.

December 22, 2020 Minutes

Approval of December 22 Minutes, as amended, was moved by Will, seconded by Walter, approved unanimously.

Treasurer's Report and Warrant

Warrant #13, for \$88,187.20, was approved on a motion by Will, seconded by Walter and approved unanimously. Brett reported that property taxes were coming in reliably.

ABA Broadband Update

Don and Will provided the following information to the Board:

1. RFP NO/ISP issued Dec 31 with full participation from ABA team. The questions period has now started. LCI has sent in questions, Axiom intends to do same. We are following up with the other four primary invitees. ABA will respond but utilize Mission where technical support is needed.
2. Project Engineers - Question letters ready for CHR, Finley & Tilson with reviews by most of the ABA team. Mission input was only in a one hour zoom conference, to contain costs.
3. USDA closing documents: Kristin hopes to meet a Jan 14 target. DMK has followed up with Kristin, awaiting response. Will mentioned Peter Aimable has undertaken to close our documentation.
4. Mission contract: the warranties and insurance level provisions Don previously inserted, can now be omitted as our risk from Mission poor performance is significantly reduced. We are waiting for a final opinion from KMC.
5. Funding: Bank \$150,000: KMC is preparing a Town attorney opinion authorizing the borrowing.
6. ABA Town Web Site and Community communications: In coordination with Paul Kalkstein and Alex Schwartz, ABA is creating a Town ABA Landing Point for ABA communications.
7. Broadband Survey- A updated survey which will assist in our marketing decisions is close to completion.
8. The Target date for completion is still November 30 2021.

There is still one document for certificate of authority waiting for Walter's signature.

Town Hall IT

- update on email: Walter is planning to move the email system to BlueHost next weekend, which will make maintenance much simpler. There will be a complete set of instructions for users.
- CEO email: currently the codes address is going to Michael but this will be taken care of in the switch to BlueHost.
- TRIO access from other computers: Walter will review the cost and Harris contract after January 14.
- Microsoft 365 for 5 users: Sheila will consult with Jon and Barbara; Jack will send pricing comparison to Walter.

Assessment matters

Sheila asked the Board to consider reviewing the tasks and responsibilities involved in town assessment, and the role of the assessors' agent. DeeDee and Sheila will take the TRIO training on January 14. Walter will reach out to Bill van Tuinen.

Budget planning 2021

Sheila is just starting on the annual report preparation. She will send a request for budgets and annual reports to town officials in early February, and will include select board members on the emailed message. The deadline is currently April 1.

New comprehensive plan

The Board will ask around to find a person to lead the project.

The meeting was adjourned at 7.31 pm on a motion by DeeDee, seconded by Will, approved unanimously.

Planning ahead:

- PA system - purchase?
- Inquiry about M5/L1 (Town Clerk)
- Arrowsic Education Committee
- Remote Access to TRIO for the Assessing Agent
- Conservation area for summer 2021
- Swearing in of town officers; Registrar this year.