

Arrowsic Selectmen's Meeting

September 12, 2016

Present: Bill Savedoff, Michele Gaillard, Mary MacDonald, Christine Woodman

6:00 pm

Treasurer's Report and Warrant:

Warrant #5 (\$3,415.84) was reviewed, approved and signed. With a successful audit behind her, Mary provided a detailed review of fiscal year 2015-2016 including balance statement, statement of revenues and expenditures, lien breakdown, general ledger, accrued payables, and warranted expenditures against actuals with variances noted.

Minutes:

Minutes for the Selectmen's meeting on August 22, 2016 and the Fire Department planning session on August 28, were approved as written.

Local Health Officer:

The Selectmen met with Christine Woodman who has agreed to be appointed as the local health officer. Christine has already completed the local health officer training sponsored by DHHS. She has lots of plans for upcoming health activities including a wellness clinic and flu shots. The Selectmen are looking forward to having her expertise in many situations including fire department emergency health calls and general assistance issues. Her appointment passed unanimously.

Revaluation RFP:

The Selectmen continued their review and discussion of the RFP for the town property revaluation. It has been sent to the Town attorney for legal review. Once we receive those comments and changes, we will try to finalize the document at the next meeting. Based on a suggestion from Ken Gunston, the Selectmen plan to send a town-wide email with the proposed project schedule to keep residents informed of the process.

MMA Risk Management Loss Control Visit:

MMA provides property insurance for the Town at a very reasonable cost. Part of their due diligence is an annual site visit/inspection. The most recent inspection produced several required property enhancements. The town must install emergency lighting in the Town Hall that will increase safety in the event of a power failure. New exit signs must be installed. The lighting at the back door of the fire station needs to be repaired or replaced. We have also been informed of a slight increase in the value of our properties which will result in a \$63 increase in our premiums.

Properties Committee:

Since the Properties Committee disbanded, the Selectmen have had a difficult time keeping up with maintenance projects and project planning and implementation. Several residents have been approached about providing support to the Town in this area. In addition to the project required for our insurance coverage, a problem has been identified with the siding on the north side of the Town Hall, which is deteriorating because of water coming off the roof. We are in discussion on how best to handle the issue, either with scraping and painting or siding replacement. More to come.

Cash Management Policy

The Town has been asked by our auditors to provide a document that outlines our cash management practices. Working with Liz, Mary and Gretchen, Sukey has developed an outline which is undergoing review. Sukey also plans to attend a cash management seminar sponsored by MMA sometime this year.

Welcome Packet:

The welcome letter and information packet is ready to send. The same information is now on the website so new residents have a central place to find out how things work in Town. We have submissions from the Conservation Committee, Education, Fire Department, Solid Waste & Recycling, and Codes Enforcement. It is also our intent to inform the local real estate agents of the great information available to people lucky enough to purchase a property in our town.

Software Upgrades:

A module is available as part of our municipal software program, Trio, that automates and provides accurate information about car values as part of the process of registering vehicles. As Town Hall office hours have become busier, the Tax Collector and Town Clerk are having trouble keeping up because of the tedious process of filling each application out by hand. The Selectmen have determined that this is a necessary next step in increasing efficiency and improving the working atmosphere for our town employees. It is also soon to be a standard that all towns will need to meet. Many towns are also using a program that allows hunting and fishing licenses to be purchased on-line, which could also be used in Town Hall. The Selectmen are working to implement these programs in the near future.

Sand Lot:

A letter offering the property (Map 4/Lot 6) to both abutters was sent on July 26. Sukey met with the new owners of Map 4/Lot 5 and walked the adjoining lot with them. They have made an offer of \$5,000 to purchase it and add it to their lot, thus removing the non-conformity. The Selectmen voted to accept the offer and work with our attorney to produce the relevant documents to implement the sale.

Wedding Parking:

The Selectmen approved a request from a resident to use the Town Hall lot for parking for an October 8 wedding.

Computer Stories:

There are still issues with the Wi-Fi at Town Hall and the Fire Station, which may be the result of our installation of an extender to the Fire Station. Bill will be working with Burgess Technology to solve the problems.

Meeting adjourned at 8:10 pm

Respectfully submitted,
Michele Gaillard