

Arrowsic Selectmen's Meeting

December 14, 2015

Present: Sukey Heard, Michele Gaillard, Mary McDonald

Paul Kalkstein, Michael Kreindler

**Special Town Meeting preceded this meeting:** See additional minutes.

**Treasurer's Report and Warrant:**

Warrant #11 (\$62,536.39) and #11A (\$47,714.86) were reviewed, approved, and signed.

**Appointment of Town Clerk:**

At a special town meeting, held prior to this Selectmen's meeting, there was a vote of those present to recommend that the Selectmen appoint Gretchen MacLeod as Town Clerk. The Selectmen voted to do so. Ms. MacLeod will hold the position until the election during Town Meeting in June.

**Minutes:**

The Selectmen voted to approve the minutes of Select Board meetings on November 9 and November 23, 2015.

**Web Site/Webmaster:**

The Selectmen met with Paul Kalkstein regarding email addresses for town officials to use for official business. To more easily meet Freedom of Information requests, Paul will design the accounts to forward to personal email accounts but records of activity will be held municipally. There was a discussion of account naming conventions. The Selectmen formally appointed Paul as the Town Webmaster, a position that Paul has (thankfully) held informally for more than 15 years.

**Town Computing:**

Bill and Sukey reported on a meeting held last Thursday with Matt Rice from Burgess Computer regarding the Town's computer systems: hardware, software and security. Burgess will develop a proposal with a timeline for replacement of several machines and the cost of the security necessary if any of the computers are connected to the web. The integration with Trio, which is the Town's municipal software program will be an important component of the decision making.

**Tax Abatement:**

The Selectmen approved a tax abatement for \$294.91 for a landowner whose property was incorrectly assessed due to a mistake in the acreage following a property split.

**Kiosk Rebuild:**

The Selectmen approved the kiosk design based on architectural drawings by Michael Kreindler and discussed the pool of local contractors to whom the RFP should be sent. Bill will send the RFP, requesting an expression of interest and provisional cost estimate based on the approved design. The Selectmen will then review based on agreed upon criteria and award the job. The job should be completed by end of June.

**New Tax Maps:**

The Selectmen reviewed the new tax maps and discussed updating them on the Town website.

Meeting adjourned at 7:55 pm

Respectfully submitted,  
Michele Gaillard