

Arrowsic Selectmen's Meeting

February 22, 2016

Present: Sukey Heard, Michele Gaillard, Bill Savedoff

**Treasurer's Report and Warrant:**

Warrant #16 (\$4,623.67) was reviewed, approved, and signed.

**Minutes:**

Minutes for 2/8/16 were reviewed and approved as amended.

**Hire Town Report Editor:**

The Selectmen reviewed candidates and discussed Town needs for the position. Laurie Holland from Woolwich was judged to be the strongest candidate in terms of experience, background and abilities. Michele will draw up a letter of agreement, sign it on behalf of the Selectmen, and get it signed by Laurie.

**Email Access and Protocol:**

The process of setting up dedicated town email addresses for the Selectmen has been complicated so far by the different platforms on which the Selectmen's emails reside. Paul Kalkstein has been working through the problems but has had some challenges with their (our) ability to understand and follow directions. Michael Kreindler would like a Codes email and is willing to work with Paul to get it set up. From there we can use the same method for the Selectmen.

**State of Town Revaluation:**

The Selectmen discussed a potential time table for the town revaluation. If the Town approves \$5,000 at the June Town Meeting, there will be a total of \$35,000 in the reserve fund. An RFP would be prepared by Town Meeting and circulated around July 1. Job awarded in September. Depending on bids, more money could be raised in 2017-2018. RFP templates are available from State Assessors' Association

**Arrow:**

The Selectmen determined to ask the Arrow staff how things are going and seek to clarify some details regarding task responsibility. Also discussed was whether the Arrow expenditures should no longer be deducted from town administrative expenses but added to "Organizations" as a way to support expenses such as postage. Bill reminded us that to make this switch, someone would have to set up The Arrow as a separate non-profit organization.

**Animal Control:**

No firm plans on a replacement for Jeremy Blaiklock as ACO. There has been an expression of interest from a Georgetown resident with experience. Sukey will follow up.

**Laptop Upgrade:**

It is time to upgrade the Town Treasurer's laptop. Bill will talk to Mary McDonald and determine what her needs are.

**Administrative Assistant:**

The Selectmen asked Sukey to draw up a list of administrative tasks that she performs on a regular basis for the Town so that we can clarify the scope of “extra” duties that are now being covered by her. Our intent is to redistribute the tasks if possible and if not, discuss if the Town may need a part-time administrative employee to deal with them.

**Properties Committee:**

With spring approaching, the Selectmen had their annual discussion of Town properties management tasks that have not been handled in a timely manner since the Properties Committee disbanded. Various iterations of the committee have been attempted, none with staying power. The Selectmen will start by discussing what would be helpful to have the committee do, which is likely to range widely from buying toilet paper and changing light bulbs to handling generator maintenance and recommending landscaping.

**Fire Station Septic Field:**

To wit, it has come to the Selectmen’s attention that the fire station septic field is located in an area where people have been parking their cars. The Selectmen discussed using landscaping to segregate it from the rest of the parking lot.

**Freedom of Access Policy:**

The Selectmen reviewed Bill’s draft policy for handling FOA requests. Bill will revise and it will return on next meeting’s agenda.

Meeting adjourned at 7:55 pm

Respectfully submitted,  
Michele Gaillard