

Arrowsic Selectmen's Meeting

February 26, 2018

Present: Sukey Heard, Bill Savedoff, Michele Gaillard, Mary McDonald

Treasurer's Report and Warrant:

Warrant #16 (\$4,783.96) was reviewed, approved and signed.

Minutes:

Minutes for 02/12/18 were reviewed and approved.

Administrative Assistant Progress:

Bill has continued to meet with his ad hoc committee and discuss the options for reorganizing the municipal administrative tasks. To that end, he has produced a draft proposal that presents three options. The first is to continue with the organization that we presently have. The second is to hire a Town Administrator who would work on a slightly less than full-time basis but fulfill administrative, clerical and IT duties for the Selectmen, and provide back up and assistance to the Town Clerk, Tax Collector and Treasurer. The third option would be to create several smaller but specifically scoped jobs that could be combined based on the skill set and time commitment of the candidate. The Selectmen plan to present these options and a recommendation at a special meeting on March 29.

RSU 1 9th Grade Community Service Day May 16:

Tim Harkins asked if the Town was interested in coming up with an Arrowsic community service project that could be handled by 9th graders on May 16. The Selectmen decided to decline the offer because finding a person to create the project and supervise it midweek did not seem possible. We will keep it in mind for next year.

Annual Report:

Sukey requested, received, and accepted a price quote of \$1,050 to produce 250 copies of the Arrowsic Town Report from Bath Printing. Laurie Holland has given the Selectmen a tentative timeline based on their turnover window. Sukey has already contacted the committees with their new orders.

Financial Policy Editing:

The Selectmen discussed the auditors' comments on our Financial Management policy with Treasurer Mary McDonald and made appropriate changes. A few issues remain, which will be worked on and revised before the next meeting.

Spirit of America Award:

The Selectmen discussed the timetable for nominations for this award and will take it up again in June.

TRIO Conversion Update:

The Selectmen and Treasurer discussed the parameters and timing of the required upgrade to our municipal management software. Many cities and towns in the state will need the upgrade so the rollout is likely to take several years. The Selectmen discussed coordinating

our upgrade and mandatory training sessions with Georgetown to reduce the travel and lodging expense. Sukey will sign the contract, which will put us in the queue, but we will not schedule the upgrade itself until after September 2019.

Mail:

We were contacted by Maine Office of Policy & Conservation Management regarding a survey of conservation easements in town.

Maine Revenue Services wants to know if Arrowsic is undergoing a revaluation and the timing thereof, and to certify the homestead exemptions on file.

The US Census Bureau sent a questionnaire regarding the documentation of any changes to the town's legal boundaries.

DHHS informed us that our General Assistance program is in compliance with State statutes.

Meeting adjourned at 8:30 pm

Respectfully submitted,

Michele Gaillard