

Arrowsic Selectmen's Meeting

November 28, 2016

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

Treasurer's Report and Warrant:

Warrant #10 (\$6,437.10) was reviewed, approved and signed.

Minutes:

Minutes for 10/24/16 were reviewed and approved as amended.

Tax Commitment 2016:

Following the 11/14/16 Selectmen's meeting, which included the calculation of the mil rate for 2016-2017, assessing changes were discovered that decreased the overall town valuation slightly. The change affected the mil rate, changing it from 13.40 per thousand to \$13.41 per thousand valuation. In order to get the tax bills out in a timely manner, the Selectmen approved the change by teleconference. They reviewed and voted to approve at this meeting.

Reassessment Bid Receival:

The Selectmen received two bids for the town-wide reassessment, which were opened and recorded. One bid was from RJD Appraisal from Pittsfield, ME dated 11/16/2016, the other from William E. Van Tuinen Tax Assessment Services from Madison, ME, dated 11/28/16. The Selectmen will review the proposals and make a decision in January.

Supplemental Tax Bill:

Due to a data entry error, it was discovered that a property valuation was not correctly updated following construction on the property. Prior to the tax bill being sent, the correction was made to Map 2, Lot 16-3, increasing the value as of April 1, 2016 from \$96,300 to \$296,100, which adds \$2,679.32 to the bill. The Selectmen reviewed and approved the new calculation and bill.

AFD Laptop:

Bill has inspected Mary's old laptop, which is slated to become Chief Carlton's. Although old, it is in good shape. Selectman Savedoff recommends that updated anti-virus software be purchased and installed (administrative budget), that WIFI be extended from Town Hall to the fire station (properties budget), and that a printer be purchased or re-purposed for the fire station (fire department budget). Moved and approved.

Town Administrative Assistant:

The Selectmen reviewed a draft proposed job description for a new Town position that would assist the Selectmen with the many administrative tasks necessary to keep the Town functioning efficiently and with consistency. The position would need to be approved at Town Meeting. The Selectmen will continue to research and refine with the intent of bringing a proposal forward in 2018.

Town Audit:

The Selectmen received the completed audit from Purdy Powers, which included in its management letter a request that the Town document our cash management and financial management processes. The town is in the process of preparing this documentation.

Health Kiosk:

The Selectmen expressed their appreciation for the new health kiosk developed and implemented by Christine Woodman, the local health officer. The very attractive kiosk organizes the various health brochures and pamphlets that have previously been scattered throughout the Town Hall. It is now an effective and up-to-date information hub and a great improvement in outreach.

Meeting adjourned at 7:15 pm

Respectfully submitted,
Michele Gaillard