

Arrowsic Selectmen's Meeting

August 8, 2016

Present: Sukey Heard, Bill Savedoff, Michele Gaillard, Ken Gunston

Treasurer's Report and Warrant:

Warrant #3 (\$1,813.97) was reviewed, approved, and signed.

Minutes:

The Selectmen approved minutes from their 7/25/16 meeting, as written.

Arrow Submission:

The Selectmen discussed several proposed articles for the Arrow including one on the Town Clerk vacancy, Chris Cumming's resignation and Dale Carlton's appointment as Interim Chief, and potentially one on the upcoming revaluation RFP.

Revaluation RFP:

The Selectmen reviewed Phippsburg's RFP to be used as a template and, given the differences between the towns, discussed areas that were relevant to our needs, and not. They discussed the schedule of the various phases, working backwards from a desired end date of April 2018. The Selectmen decided that the RFP will address only the revaluation and not the annual maintenance of the database, which is presently handled by William van Tuinen, so the Town has the option of separating the two functions between different firms. The Selectmen discussed quantifying the value of several features, like docks and common land, both of which add value to properties but have not previously been assessed. The Selectmen will have our attorney review all forms.

Fire Department Update:

Bill Savedoff attended the fire training last Saturday and reviewed what transpired and was discussed. Dale Carlton has been considering the Fire Chief's position and emailed Bill that after talking to his son Chris and former chief Cummings, he has decided to take on the position for the Town. He believes that with the help of the squad, the support of his son Chris Carlton as Deputy Chief, and having Chris Cummings as a volunteer and advisor, he would like to make this contribution to the town. The Selectmen will schedule a meeting with the Carltons to discuss a vision for the department under their leadership which takes into account the recommendations of the Long Range Planning Committee, and give Dale an opportunity to outline his expectations from the squad and the Selectmen. The Selectmen would like to be sure to address issues like better documentation and reporting, the need for clear delegation of duties, a strategy to keep the townspeople engaged and informed, and more robust training sessions.

Appointments:

The Selectmen unanimously approved the appointment of Chris Carlton as Deputy Fire Chief and Jon Hentz as Shellfish Warden.

Local Health Officer:

The Selectmen received two letters of interest from two very qualified members of the community for the position of Local Health Officer. The Selectmen voted to appoint Christine Woodman, R.N. from Whitmore's Landing Road to assume the position recently vacated by Kathleen Mary. The other candidate has an extremely diverse background and made clear in his

letter that he would be happy to make any contribution to the Town. This is an exciting prospect and we will be contacting him soon about other volunteer opportunities in town.

Constable:

Sukey is following up with a potential candidate.

Cash Management Procedures:

Based on a recurring request from our auditors that the town codify the procedures used to manage cash collected during official business, Sukey has been working with the Town Clerk, Treasurer and Tax Collector to document their processes. They will be reviewing the results and we hope to have a formal procedure very soon.

Municipal Auto:

The former Sheriff's car that had previously been used by Fire Chief Chris Cummings is back at the Fire Station ready for service. The Selectmen are looking into whether the emergency lights were purchased by the Town or were a private purchase by Chris and need to be reimbursed. Dale believes it will be useful for traffic control when a larger vehicle is not needed. Bill is going to access the vehicle service record based on the VIN number.

Computer Stories:

Windows 10 has been installed in the new Trio computer. Burgess has performed the work necessary to ensure tax data security. Unfortunately, the connection between the computer and the printer became frustratingly problematic this week and we were unable to print receipts.

Sukey worked through the problem and all is well now.

The WIFI at the Fire Station doesn't work. Bill discussed purchasing a new device that will extend the signal from Town Hall. The Selectmen approved the purchase.

Dale Carlton has requested a lap top computer to help manage the affairs of the fire department. Because the Treasurer has recently received a new laptop, her old one is available. Bill discussed wiping it and giving it to Dale. In addition, he will need a printer at the station. Bill will investigate the cost and get back to us.

Sand Lot:

Sukey will be meeting with one of the abutters to the property who has expressed an interest in purchasing the strip of land, to clarify the location of the parcel. The Selectmen discussed pricing based on information from several local realtors.

Mail:

- Maine Policy Guide received from University of Maine

Meeting adjourned at 8:00 pm

Respectfully submitted,
Michele Gaillard