

Minutes of Selectmen's meeting June 11, 2018

Members present: Mark Newman, Brian O'Rourke, George Riley, Fred Ventresco, Dolores Harasyko, Admin Asst.

Members absent: Bob O'Brien

Called to order at 7:01 p.m.

Meeting is being recorded

Jim Barry in to give a presentation on the Green Community Designation Program. Handouts provided plus a slide show presentation. This program provides grants to fund energy efficiency initiatives, renewable energy and innovative projects. Fred will continue to move forward with the designation.

Discussed the cemetery computer program. Kathy Burrows presented documentation for several quotes. This would be purchased out of the FY2018 budget. They have funds left over because a project that was scheduled to be done fell through. They would like to purchase the software. The Town Clerk has a spare laptop computer they could use which would save \$1,100. They will share the brown box with the recreation committee to store their supplies in lieu of purchasing a plastic shed. Fred commended them for all their research and compromises. George would like to work with Kathy in choosing an good workable software program. We will add this to next weeks agenda. All the data entry will be done by volunteers and backed up. The selectmen appreciate all the work they put in to their research and all agreed this was a good project.

Fred provided an update on the trailers/campers problems. He has set up a conference call with Town Council and the building inspector. Ralph Morrison suggested that the chair from the board of health also be present. Fred will try to coordinate this.

Motion by Brian, second by George, passed unanimously to accept the letter of resignation from Teresa DellaGiustina from the recreation committee.

Discussed the Capital Improvement policy. Mark has concerns with starting another committee. We are having a hard time finding volunteers. He feels this should be handled by the finance committee. Joe G. explained the conflict of interest in having the finance committee oversee this policy. They can only recommend but should remain independent. Kathy Jacobs suggested that the finance committee help guide through the program and paperwork.

Ralph suggested that we table this issue. Ralph has concerns that he has been asking for a fire truck for the past five years and does not want his request to get lost in the paperwork. The committee will consist of 4 members plus the town administrator. Kathy suggested accepting the plan which can be adjusted in the future.

Motion by George, second by Brian, passed unanimously to adopt the policy.

Discussed the Year End Transfer request from the town accountant. She would like to transfer \$1,000 from her expense account to her salary account. Brian suggested to Dawn that she document in 15 minute increments what job she is working on so that there is a tracking to see if enough time is budgeted for all her various jobs so that she does not run out of salary again. This could be a solution for all the interruptions in her day.

Motion by Brian, second by George, passed unanimously to accept the Year End Transfer for the town accountant.

Discussed the A/P warrant process. George explained that there was documentation missing from the Memorial Day Parade bill. Ralph explained that the fire department paid the bills and then put in for reimbursement. The A/P warrant process will require receipts, copy of checks or invoices.

Motion by George, second by Brian, passed unanimously to accept the A/P Warrant process.

Brenda Larson asked why a town truck was seen out of town today. Brian and Mark both responded that our trucks do leave town to pick up parts, gravel, other job related items that are not available in our town.

Lisa Leavenworth asked about the painting of the Route 57 bridge. There is still a portion that has not been painted. Mark responded that they painted all that the budget would allow for.

Update on the bulky waste collection at the transfer station. The boxes filled up very quickly and there is still a need for more. Dolores will order 2 more boxes for Wednesday, Saturday and Sunday.

Town administrator updates:

Fred has a company coming in next Monday to make a presentation on solar energy.

Discussed the storage container at the Town Hall Annex. This has been used to store our records. Dolores explained that the staff has complained about the condition of the records in the storage box. There are mice, ants, spiders, water damage and mold on all the documents. Brian suggested having a company come in to clean everything. Dolores explained that we need to inventory everything in it, request from the records retention department permission to get rid of the documents we no longer need. Some documents have to be kept forever, but we cannot destroy anything without permission from the state. We will look into a proper climate controlled office trailer.

Selectmen's updates:

The selectmen have been busy with union contract negotiations.

Discussed Town Hill Road, It needs repairs in several areas. There is a one guarantee on the chip seal and it will be redone this year.

Alex Bowman suggested posting draft copies of minutes of meetings to the website.

Mail reviewed
Warrants reviewed and signed
Meeting adjourned at 9:10 p.m.

Mark Newman

Brian O'Rourke

George Riley