

Selectmen's minutes of meeting June 1, 2021

Members present: George Riley by remote, Mark Newman, Alex Bowman

Alex will chair the meeting since George is still out of the country.

Reviewed and signed minutes of meeting.

Reviewed and signed purchase orders.

Discussed the proposal for records storage inventory from King Information Systems. George reviewed the proposal, first step is to complete analysis and inventory. Step two is the recommendations and how to proceed. The fee is \$995 per day for two days. Discussed trailers, Mark responded that George and Dolores gave a tour of the trailer for King. Alex would like to have this portion of the project done before Dolores retires.

We are not obligated to go further than the inventory. Discussed the trailer account. Mark responded that there is an account with \$25,000 in it. George reviewed that King work can be paid from this account. Alex asked about if there was funding appropriated for FY2022. Mark responded that there is \$25,000 in FY2021 that can be encumbered. Discussed trailer needs. Mark reviewed the shelving, totes, destroyed records, forever records and cardboard boxes in the existing trailer. Discussed renting an office trailer or purchasing one. King Information Systems will need a climate controlled building to work in. Alex feels we should move forward with the inventory and come up with a better plan to purchase a trailer. Mark reviewed future plans that would include a new town hall with the records storage facility housed in the Town Hall Annex. The plan is to build a new Town Hall, move the Library to the Annex and the Senior Center to the Library. Discussed using the Old Town Hall as the work space for King.

Roger Brown reminded everyone that the Finance Committee opposed the article funding the purchase of the office trailer because there was a solution to digitize the records. The article was amended to include investigating digitizing the records. Alex agreed, we need to first understand what we have, rescue the records from further damage. Discuss whether records could be destroyed once digitized, there are certain documents that must be kept in physical form forever. Discussed the encumbrance process. George would like to move forward with the office trailer, he does not feel the Old Town Hall is the best place to work.

Discussed purchasing the office trailer, we do not have one at this time. Mark has been and continues to look for available trailers. Discussed using the room in the back left corner of the Old Town Hall to store records. We will table this discussion until such time as they have more information.

Motion by Mark, second by Alex, passed unanimously to accept the proposal for \$995 per day for 2 days from King Information Systems for records inventory.

Roll call: Mark, yes, Alex, yes, George, yes.

Discussed the request from the Council on Aging to open their Senior Center for social activities. Mark stated that the Governor has opened everything 100% as of May 28. Nina Carr has done some research and has found other centers that have been open and serving food. Alex asked if

anyone has contacted the Board of Health, Nina responded that she has and has not received a response.

Motion by George, second by Mark, passed unanimously to reopen the Council on Aging Center.

Roll call: George, yes, Mark, yes, Alex, yes

Discussed transfers to the Town Manager Salary account. George stated it is a simple transfer which follows up on the vote from last week. We actually need an additional \$7,365. Motion by George to transfer the additional funds from the Public Safety Officer account. Alex asked that before the motion is made that they discuss the transfer process first. He has contacted a prior selectmen that stated that we could pay out of the general fund and then transfer the necessary funds. Town Accountant Margaret explained that we need to resolve the transfer tonight. She explained that the Board of Selectmen do have the authority to move funds. She recommended that they revote last weeks vote with this weeks as the vote was not on the agenda for last week. The transfers would be \$10,700 from the Employee Incentive account, \$26, 602.48 from the Public Safety Officer account and the remailing \$6,346.52 is in the Town Manager Salary account. Finance Committee Chair Roger Brown responded that if the selectmen want to move between articles it needs the Finance Committee approval.

If transfers happen between the Selectmen's accounts that's fine but since they are moving from an account that is not the Selectmen's they need to contact the PSO department head. The Finance Committee can vote on this at their meeting on Thursday of this week.

Roger reviewed a 2018 update that states that you can move funds from salary or expense accounts to salary or expense accounts. He clarified with Margaret that if she is not comfortable with the transfer that's fine.

Alex suggested moving funds within General Government budgets and then refund them at the end of the year. Margaret stated it takes a vote of both parties.

Roger asked Alex if he in suggested to intentionally overspend and then replenish at the end of the year. Alex noted that we have already overspent on Legal Services, how can we overspend that but not other accounts. Margaret explained that there was probably an accidental over expenditure. Alex noted that there are a number of accounts that are over spent.

Roger explained that you cannot intentionally overspend an account.

Mark would like to take the funds from the Employee Incentive account and the PSO account instead of overspending.

George is concerned that the check will not be available by Friday. Margaret confirmed that she and Terry will make it happen.

Alex has the documents for the year end transfers.

Roger asked if the Selectmen had permission from the PSO department head, Alex confirmed that we do not. Roger stated that the to and from should be approved by that department head. Margaret agreed that we should check with the department head in case they has a use for their funds.

Motion by Alex, second by Mark, passed unanimously contingent upon successful approval from the Finance Committee to make the following transfers: \$10,700 from the Employee Incentive Account and \$26,601.48 from the Public Safety Officer account.

Roll call: George, yes, Mark, yes, Alex, yes.

Motion by Mark, second by Alex, passed unanimously to appoint Michael Loglisci to the Historical Commission.

Roll call: George, yes, Mark, yes, Alex, yes.

Future agenda items:

Alex would like to understand how to do working sessions. Mark responded that we all agree on a date, it's an open public meeting but no public input. Alex would like to discuss the bigger picture items such as Zoning and Bylaws. He would like to have Town Hall meetings in which the Selectmen and the public would have input. Mark suggested contacting the Planning Board and invite them to a joint work session. Barbara Cormier suggested a community outreach type meeting.

Reviewed the mail

Reviewed and signed warrants

Topics not reasonably anticipated by the Chair:

George stated that at some point we have to figure out how to cover the Town Manager positions. Mark asked George if he would like a work session so that they could all discuss it in a meeting. George would like to utilize as we have in the past an interim town manager. Barbara Cormier responded that the whole town manager position is upsetting, she would like an all boards meeting with input from all boards as to what they would like in a town manager. Mark stated that that is exactly the process they followed with the last hire.

Alex is concerned about falling behind and missing out on opportunities. He would like very detailed job descriptions. We will schedule a work session once George comes back from vacation.

Steve Harasyko asked if there are currently job descriptions for the open positions.

George responded that there is for the Town Manager. As for the Town Clerk there is a statutory job description. Steve is concerned that they did reviews without job descriptions.

Alex suggested discussing this as a future agenda item.

Meeting adjourned at 8:20 p.m.

George Riley

Mark Newman

Alex Bowman

