

Selectmen/Assessor's Meeting Summary  
January 3, 2018

*In attendance:* Select Board – Wesley Daniel, Tom Johnston, Berkley Linscott; Town Clerk/Treasurer – Ann Dean; CEO – Bob Temple; Public – None

Wesley Daniel called the weekly Selectmen Meeting to order at 7:00 PM.

Tom Johnston moved to accept the summary from 12/27/17 as written, Berkley Linscott seconded, all in favor.

Tom Johnston moved to pay the warrants as presented \$6,237.76/payroll \$910.32/payroll; \$17,238.26/vendor, Berkley Linscott seconded, all in favor.

Public Works Report – 12/24 – 12/30: 25<sup>th</sup> - Holiday, plowed and sanded 4 crew members; 26<sup>th</sup> - scraped roads 3 crew members; 27<sup>th</sup> - worked on P-400 and P-200 plow; 28<sup>th</sup> - P-400 hydraulic hose, plowed snow drifts, loader was serviced; 29<sup>th</sup> - sanded 3 crew members Time cards attached.

CEO Report – Bob Temple will send out letters after corrections made. He is also working on the annual reports. Bob has spoken with Bill Lane, Gartley & Dorskey, about the application for the water sawing; working the details out to, hopefully, have it on the Planning Board agenda for February. Wesley Daniel asked Bob if he had a chance to look at Tim Jackson's. Bob said he hadn't but will soon. Tom Johnston asked what will happen if Bob does not hear from those that will receive a notice of violation letter within 30 days. Bob explained the process for each letter.

Town Clerk/Treasurers Report – Ann Dean stated she put an ad in the Courier that the nomination papers are available. Berkley Linscott returned his nomination paper in with the required amount of signatures. Lynn Carroll came in to hook up the server today; it should be working next week. The Auditors will be in January 30 to start the audit. Ann fixed the payroll sick time accrual for everyone. Ann was in Saturday to close out the end of the year; sent the Auditors the summary detail reports they requested; ran an internal audit on the system. Ann closed out 2017 on Sunday, checked online registrations and tax payments, ran compact and repair, backed up everything one more time, ran the 2018 tax table update, ran the end of year in budgetary, posted the end of year journal, reset the cash receipting back to one, archived 2017, created the 2018 archive, changed the health insurance deductions on Maine Health Insurance as it went up a little bit. We are continually preparing for audit. Ann ordered stamped envelopes today because postage is going up the end of January. Ann will be in touch with the bank regarding ordering more checks. She registered the town in the new FEMA Grant portal; Kit Lascoux is the alternate to take over when Ann is gone. Ann released an old lien from 2006.

## Questions and Comments

Wesley Daniel stated the hurricane has been declared; Ann Dean will help Kit Lascoutx fill out the portal information.

Wesley Daniel stated that when the screener works they will screen 4000 yards for next year.

Roads Committee Meeting is scheduled for Tuesday, January 9, 2018 at 9AM in the Bryant Room.

Tom Johnston asked to discuss giving hours instead of ½ day for sick, holiday and vacation. This will be tabled for further discussion.

Wesley Daniel adjourned the meeting at 7:22PM.

Respectfully submitted,

Mary Anderson