

**SELECTMEN'S MEETING MINUTES**  
**November 24, 2015**  
**6:30 pm**  
**Town Hall Community Room**

**ITEM 1: CALL TO ORDER**

The meeting was called to order at 6:30 pm in the Community Room of the Town Hall by Chairman William Rowe with Selectmen Tom Carone and Melissa Randall present with the Town Manager, Ken Woodbury. Members of the public present who signed in were Brent Randall and Dinny Wark.

**ITEM 2: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM 3 ADDITIONS TO THE AGENDA**

The following additions were made to the agenda:

- A. Hamlin Associates Contract
- B. Town Hall General Obligation Bond
- C. PCEDC Correspondence
- D. Warrant Articles 160, 161 & 162

**ITEM 4: OPEN FORUM – ½ hour time limit**

Dinny Wark commented that the past meetings have been without contention.

**ITEM 5: COMMUNICATIONS**

- A. PCEDC will be hosting its Annual Dinner on December 14, 2015 from 5:30 to 7:30. Tom Carone and Ken Woodbury will be nominated for three year terms on the Council.

**ITEM 6: APPROVAL OF SELECTMEN'S MINUTES**

- A. Since the correct minutes for the November 10, 2015 Select Board Meeting were not available, they will be on the December 10, 2015 agenda for approval.

**ITEM 7: UNFINISHED BUSINESS:**

- A. It was moved by William Rowe and seconded by Tom Carone that the Town Manager be authorized to enter into a contract with Seacoast Security for monitoring equipment for the Town Hall boiler temperature, flame/boiler lock-out and fuel levels for \$350 including installation and as a one-time charge and a \$228 annual monitoring fee. Seacoast Security replaces the A.E. Robinson VisiTank equipment and the VisiTank \$199.99 annual monitoring fee. After discussion, the motion was approved 3-0.
- B. The Town office hours were discussed as to how to allow the town clerks time to close up within existing hours that the office is open to the public. One suggestion to consider is closing the office to the public at 4:30 on Monday, Tuesday and Friday and staying open until 6:30 on Thursdays. The suggestion will be taken back to the clerks for consideration.

**ITEM 8: NEW BUSINESS**

- A. It was moved by Melissa Randall and seconded by William Rowe that the Select Board/Board of Assessors enter into a contract with Hamlin Associates for \$15,760 to serve as the Assessor's Agents from April 1, 2016 thru March 31, 2017 payable in twelve equal monthly instalments. The contract for 2015/2016 is \$15,300. The motion was approved 3-0.

- B. It was moved by Tom Carone and seconded by William Rowe that the Select Board execute a General Obligation Bond for \$61,600 for a ten year loan from the Town’s Undesignated Reserve Account for new siding on the Town Hall, finishing off of a records room in the Town Hall basement, installing a new front door to the Town Hall, installation of two heat pumps in the Library and Town Hall Office and additional insulation of the Town Hall basement. The motion was approved 3-0.

**ITEM 9: ROAD ISSUES AND MAINTENANCE/ ROAD COMMISSIONERS’ UPDATE**

- A. The batteries on the front end loader are possibly causing problems and will be checked out tomorrow.
- B. Warren Nuite is scheduled to be working on the sides on the French’s Mill Road this week along the sections what were reclaimed and paved this fall.

**ITEM 10: APPOINTMENTS**

None

**ITEM 11: REPORTS**

- A. A Capital Reserves Report was distributed with corrections from the auditor.

**ITEM 12: CONSENT ITEMS: TREASURER & PAYROLL WARRANTS**

It was moved by William Rowe and seconded by Tom Carone that the following Treasurer Warrants be approved.

#156	Payroll	\$1976.11
#157	David Kimball	\$400
#158	Payroll	\$2043.91
#159	Fire Truck Payment	\$988.84
#160	Plowing Contract	\$13,098.08
#161	MSAD #4	\$74,878
#162	Payroll	\$4,937.61

The motion to approve the Warrants was approved 3-0.

**ITEM 13: ABATEMENTS & SUPPLEMENTS: None**

**ITEM 14: EXECUTIVE SESSION: None**

**ITEM 15: ADJOURNMENT**

It was moved by Tom Carone and seconded by William Rowe that the meeting be adjourned. The motion to adjourn at 6:55 pm was approved 3-0.

Respectfully Submitted: Ken Woodbury, Town Manager

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WILLIAM L. ROWE, CHAIRMAN

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TOM CARONE

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MELISSA RANDALL