

**Board of Selectmen
Minutes
September 22, 2021
(Approved October 18, 2021)**

Chairman V. MacDonald convened the meeting at 6:30pm.

The following staff members were present:

Virgil MacDonald, Chairman
Paul LaRochelle, Vice Chairman
Reuben Wentworth, Selectmen
Brock Mitchell, Selectmen
Elizabeth Dionne, Town Administrator
Laura Parker, Finance Director
Bob Holt, Excused

V. MacDonald motioned to move Planning and IT up before Building, P. LaRochelle seconded. The vote was called and all in favor of the motion.

Planning Department (4191)

B. Mitchell made a motion to approve for \$22,794 and P. LaRochelle seconded with all in favor of the motion.

IT Department (4145)

501. Hardware Network

J. Monaco states that he spoke with Fire Chief, who wants to update the system for the Fire Stations with a new keyless entry pad that is centrally manageable and easier to handle. V. MacDonald wondering if this budget amount includes cameras and J. Monaco states that this does not include cameras. V. MacDonald would like cameras at all departments and town buildings. R. Wentworth stated that he can see this program being done at the Central Fire Station but he cannot see it being done at the East, West, and Bay Fire Station. J. Monaco states that all the fire stations have the same system and believes that it was installed at the same time. B. Mitchell is wondering if with the new system, if they will be able to process codes for new employees with this program instead of having to have keys made. J. Monaco states that they will be able to make a new code for an employee straight from the system, also stating that the system will have an auditing system so that they are able to keep track of who is coming in and leaving the building. J. Monaco does state that removing the other fire stations besides the Central Fire Station from the new update will not be much of a decrease in the budget, main portion of the budget would be for the Central Station.

520. Software

J. Monaco states that the \$7,000 increase is for a Software Management System for the DPW which he spoke to S. Kinmond about, which is a cloud based system which Scott will be able to access on his phone while out on the road. P. LaRochelle is wondering if this \$7,000 increase will be just for the Highway Department and J. Monaco confirms that this will be just for the Highway Department. J. Monaco states that the Highway Department does not have a system at this moment.

518. GIS

V. MacDonald is wondering about the mapping software. J. Monaco states that they are starting small and once the project with the GIS Company is done they will be giving a project deliverable, which is a tax map in GIS format, which is why he increased the line to \$1000 for the hosting platform to be able to add online and line will most likely increase in the future to add more layers and will need more hosting capabilities to handle them.

R. Wentworth is wondering if the IT Capital Reserve Fund would be covering any of the costs for any of these projects. J. Monaco states that the size of the Capital Reserve Fund at the moment cannot handle either of the projects. R. Wentworth states that the two major projects should be coming out of those departments budget then out of the IT budget. P. LaRochelle and B. Mitchell both agree that the projects for both the Fire Department and Highway Department should both be coming out of their own budgets. V. MacDonald states that he wants cameras at every department and town building to help deter vandalism. R. Wentworth states that one of the projects should be pushed out a year. R. Wentworth is asking for the Town Administrator to talk to the Fire Chief and the S. Kinmond on who is ok with their project being pushed out a year. V. MacDonald brings up CIP and about asking for the \$20,000 from CIP to be added to the IT Capital Reserve Fund. V. MacDonald would like to get J. Monaco set up with the CIP Committee, E. Dionne states that if it's for a Capital Project over a certain amount of years and \$20,000 or more it qualifies for a CIP, other than that it is a warrant article that the Board approves that's used

for specialty items that might not qualify for CIP, that are less than \$20,000. V. MacDonald states that they should ask for \$20,000 for the next few years so that they can build the IT Capital Reserve Fund for projects for the next few years.

P. LaRochelle is wondering if you take out the 501 line what the budget would be, J. Monaco stated that if line 501 was taken out then it would be \$1,790 for the hardware line. P. LaRochelle states that if they drop the \$7,000 from the 520 Software Line then the amount would go back to \$1,900.

V. MacDonald made a motion to take line 501 down to \$2,000, take line 520 down to \$3,200 which is minusing the \$7,000, decreasing budget by \$16,525 and P. LaRochelle seconded.

R. Wentworth made a motion for approval of bottom line of \$161,203 and B. Mitchell seconded with all in favor of the motion.

Building Department (4192)

P. LaRochelle made a motion for approval \$2,221 increase and R. Wentworth seconded with all in favor of the motion.

Administration (4130)

V. MacDonald wonders why the Selectmen's Wages was put back on the budget. P. LaRochelle stated that he had no problem deleting that line from the budget. E. Dionne states that no one had mention to her that for the next that no one wanted to be paid. Consensus of the board to 0 it out.

933. Postage

E. Dionne states that since we were in a state of emergency in 2020 the amount had gone down due to COVID. E. Dionne states that expecting amount to increase.

010. Wages

R. Wentworth states that the amount went up due to the new full time positions.

P. LaRochelle motion to approve Administrative budget with the removal of the Selectmen's wages to reduce the total budget to \$384,335.00 and R. Wentworth seconded with all in favor of the motion.

Audio/Visual Meeting Equipment (4199)

E. Dionne states that this covers both meeting rooms and her laptop which she uses for her meetings as well. B. Mitchell asking if this budget goes towards the microphones and the smaller equipment. E. Dionne states that it covers all the microphone equipment, wiring, the small coverings for the microphones.

R. Wentworth made a motion to approve budget and P. LaRochelle seconded. The vote was called and the vote is as followed 3 Yes - 1 No.

Gilman Museum (4575)

E. Dionne states that this is level funded.

R. Wentworth made a motion for the approval of the Gilman Museum 2022 budget at the amount of \$8,087 and P. LaRochelle seconded with all in favor of motion.

Interest Short Term (4723)

E. Dionne states that this is level funded as well.

V. MacDonald motion for the approval of the Short Term for a \$1.00 and B. Mitchell seconded with all in favor of motion.

Legal (4153)

R. Wentworth states he thought the 2% was for the police department's attorney and states that for Jim to be able to get the 2% increase then they need him to send in writing that he wants a 2% increase.

V. MacDonald made a motion to approve Legal and P. LaRochelle seconded with all in favor of motion.

Patriotic Purposes (4583)

801. Flags

V. MacDonald states he was under the impression that the American Legion buys their own flags for veteran graves. E. Dionne explained that they are able to send a receipt and we are able to pay up to \$300 max

802. Fireworks

P. LaRochelle is wondering if we used everything that was in the budget for the fireworks, if there was anything left over. E. Dionne stated that everything was completely used.

B. Mitchell made a motion to approve the \$24,729 for the Patriotic Purposes and P. LaRochelle seconded with all in favor of motion.

Street Lights (4316)

V. MacDonald made a motion to cut the street light budget by \$3,500. P. LaRochelle states that they never finished their street light project and due to COVID they were unable to finish. P. LaRochelle suggested about changing the Main Street, Bridge and by bay parking lot to LED lights.

R. Wentworth made a motion to approve the Street Lighting Budget at \$33,500 and B. Mitchell seconded the vote was called and is 3 Yes - 1 No.

Welfare Department (4442)

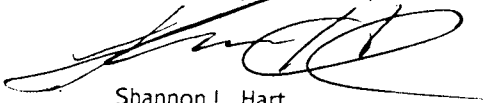
R. Wentworth wants to cut budget for the Welfare Department by \$7,714.

R. Wentworth made a motion to approve the 2022 Welfare Budget for \$50,000 and V. MacDonald seconded with all in favor of motion.

Adjournment

V. MacDonald moved at 7:36pm to adjourn. P. LaRochelle seconded. Motion carried.

Respectfully submitted,



Shannon L. Hart
Recording Secretary