

Selectmen Meeting Minutes-September 5, 2018

Present;

Selectman: Michael M. Ransmeier

Selectwoman Jenn L. Locke

Administrative Assistant: Robyn Gilmartin

In Attendance: Marilyn Booth, Hiedi Sagar, Pat Webb

OPEN SESSION:

The selectmen began their meeting at 7:00pm.

Marilyn Booth is present to discuss the position of Emergency Management Director for the town. She made aware the Hazardous Medigation Plan needs to be redone every five years the last being in 2014. Also that June Garneau may be a possibility for help with consulting. Marilyn proposes to put together a team with the help of the remaining members that previously helped Pat.

Michael Ransmeier motions that Marilyn be appointed this position of Emergency Director and to proceed now, Jenn Lock seconds the motion. Motioned approved, Marilyn will get in touch with June.

Pat Webb handed in his resignation as Planning Board Member, effective the end of next week. An inquiry was made concerning several unregistered campers on a property.

In response a letter has already been mailed requesting the owner rectify. A second letter will be sent if not rectified with notification of a pending assessed fine.

Mr. Webb made a proposal that the town employees be valued by the selectmen in order to maintain quality work.

Heidi Sagar has presented that the Fire Study Committee has placed two ads in local papers concerning Sept 13 hearing. A bill will be presented to the town.

Backup system for Town Office computers needs to be checked on, Robyn will check with Karen on past backup devices and will continue maintaining.

Hall rental procedure needs to be ironed out, Robyn will check with Gayle and Karen on past procedures.

Thank you letter for Fire Department's "Old Home Days" has been signed by two Selectmen and Robyn will mail this after third signature acquired

MS reports, Robyn will be connecting with Steve Allen and Karen to help complete these.

Office Equipment request, Robyn has proposed that a scanner and a shredder be purchased for the office. Robyn will put together cost proposal.

A portion of LVFD drivers licenses have been forwarded to the town's Administrative Office to be filed for identity purposes. There was a discussion of confidentiality of personnel records, these are to be under lock and key with access by the Town Administrator exclusively.

Emails to the Town Administrator, The Selectmen and Robyn discussed procedures for certain emails to be forwarded to the Board.

Motor Boat incident, Jenn has called and left a message with Carignans acknowledging their concern.

Jenn Locke brought to attention the need for an update to the Disaster Recovery Policy. This will be discussed further when all Selectmen are present.

Minutes from 8/29 were approved.

Timeline for VFD requested, Michael said he would devise.

Jenn motions to adjourn at 8:20 and Michael seconds motions.

With no further business to discuss, the Board of Selectmen's meeting was adjourned at 8:15 pm. The foregoing minutes were approved on September 26, 2018, by the following members of the Board.

Errol S. Peters

Michael M Ransmeier

Jennifer Locke

