

## SELECTMEN'S MINUTES

January 4, 2021 at the Town Hall

Present: Jim Trudell, Bruce Beane, Wendy Ho-Sing-Loy, Tabbetha Shosa-AA, Beth Carignan-Town Clerk/Tax Collector, Todd Landry-Emergency Management Director

Chairman Trudell called the meeting to order at 6:00 pm.

### **Manifests & Invoices:**

The manifests for 12/31/20 and 01/04/21 were authorized and new invoices for future payment were reviewed and initialed.

### **Meeting Minutes:**

Minutes for the December 28<sup>th</sup> meeting were reviewed. Beane motioned to approve the minutes as written, 2<sup>nd</sup> by Ho-Sing-Loy, all voted in favor.

### **Committee/Department Reports & Needs:**

- Road Agent Smith reached out to the part time Highway Crew employee, Hubbard about help with necessary work in the summer of 2021.
- Shosa and Carignan discussed safety measures being taken to ensure mail security with the Selectmen. Shosa has been in contact with the Lisbon Postmaster and Carignan has talked with the Carrier that delivers. A secure box will be installed next to the building as soon as the ground thaws enough. Until then Shosa and Carignan have discussed a plan of action with the carrier and Beane to ensure that mail theft does not occur again.
- Landry and the BOS made plans for the upcoming Budget Hearing and Town Meeting. The Budget Hearing will take place at the Town Hall on Tuesday, February 9<sup>th</sup>. The Town Meeting will take place at the Town Highway Garage on Tuesday, March 9<sup>th</sup> due to the larger crowd that it usually draws and in an effort to accommodate the larger gathering while still maintaining current restrictions due to COVID 19.

### **Correspondence:**

- An appropriation request for the Bridge House was reviewed.
- The BOS reviewed a letter from a taxpayer regarding an Abatement.

### **Old Business:**

- Selectmen reviewed and approved the 2021 Wage and Benefit Agreements for Carignan, Presby, Landry, and Slavtcheff, and McGrath.

**New Business:**

- The BOS reviewed the audit questionnaire and will complete and return it to Plodzik & Sanderson, P.A.
- Shosa will have additional training with year-end tasks later in the week.
- The BOS reviewed an estimate from a financial advisor for 2021 to assist Shosa.
- The Board continued work on the 2021 expense budget.

Trudell motioned to adjourn the meeting at 7:35 pm, 2<sup>nd</sup> by Beane, all voted in favor.

The next regular Selectmen's meeting is scheduled for January 11<sup>th</sup> at 6:00 pm at the Lyman Town Hall.

Approved:

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