

SELECTMEN'S MINUTES

July 25, 2022 at the Town Hall

Present: Bruce Beane, Thomas S Smith, Wendy Ho-sing-loy, Administrative Assistant-Tabbatha Shosa, Treasurer-Celine Presby, Jim Trudell-Advisor to the Selectboard

Other: None

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

Manifests & Invoices:

The manifests for 07/18/2022 and 07/25/2022 were authorized and new invoices for future payment were reviewed and initialed.

Treasurer's Report:

The Treasurer's Report was read and showed a balance of \$84,303.10 in the WGSB checking account, \$50,000 in the NOW account, and \$490,501.37 in the WGSB Insured Cash Sweep (ICS) account. Beane motioned to approve the Treasurer's report as given, 2nd by Ho-sing-loy, all voted in favor.

Meeting Minutes:

Minutes for the July 11th meeting were reviewed. Beane motioned to approve the minutes as written, 2nd by Smith, all voted in favor.

Committee/Department Reports & Needs:

- Selectman Smith will attend the Current Use, Gravel, and Excavation Credit training that is taking place in Haverhill on Tuesday, July 26th.
- Shosa presented the BOS with the 2022 Warrant for Unlicensed Dogs on behalf of Carignan. The BOS reviewed and signed the warrant.

Permits and Applications:

The following was approved:

- Building Permit for property located at Map 229 Lot 002 for a new garage.

Old Business:

- Capital Alarm has completed the installation of security cameras within the Town Hall. The BOS discussed the potential need for security cameras at the Town Highway Garage. Beane stated that waiting until later in the year or possibly 2023 to see what the bottom line for budget expenses was would be preferred. Ho-sing-loy discussed lower cost options such as ring or hunting cameras if budget was a concern. The BOS agreed that security for all town buildings should be improved as soon as possible. Beane asked that an additional monitor be added in the Town

Clerk/Tax Collector & Deputy Office. Shosa will reach out to Capital Alarms with this request.

New Business:

- The current Administrative Assistant, Tabbetha Shosa provided the BOS with an official Letter of Resignation. Shosa's final day will fall on Monday, August 8th.
- The BOS reviewed five applications from a recent posting on INDEED to fill the Administrative Assistant position. The BOS will conduct interviews on Wednesday, July 27th.
- A draft contract from Profile Technologies, Inc. was reviewed by the BOS. Beane expressed concern over the overall increase to the IT Budget Line that signing this contract would mean. The BOS discussed the current service being provided by Fearless. Ho-sing-loy explained that recent interactions with the sole employee for Fearless had her concerned that the Towns current firewalls and other cyber security are lacking. Ho-sing-loy explained that the simple task of adding a guest WIFI and password was not able to be completed by Fearless among other things. The BOS agreed to look into the overall increase and make a decision at an upcoming meeting.

Appointments:

- None

Public Matters:

Smith motioned to adjourn the meeting at 7:45 pm, 2nd by Ho-sing-loy, all voted in favor.

The next regular Selectmen's meeting is scheduled for August 8th at 6:00 pm at the Lyman Town Hall.

Approved:
