

## **Select Board Meeting Minutes-October 2, 2019**

**Present:**

**Selectman: Michael M. Ransmeier**

**Selectwoman: Jennifer L. Locke**

**Selectman: Harry McGovern**

**Administrative Assistant: Robyn Gilmartin**

**Gayle Clement, town clerk**

Meeting began at 7:09

Checks were signed.

Gayle Clement, the Town Clerk attended this evening to update the Board on her department. She will be working on hooking up her new computer from the State. Gayle also discussed the outdoor lighting for the Town Hall. Robyn will talk to Andy Brackett to see about putting a timer on the light under the carport, so when workers leave at night they can see. And also to check that the sensors are cleaned and aiming correctly.

A motion was made by Jenn Locke to have Gayle swear Cayla Tetrault in as deputy tax collector, motion seconded by Michael Ransmeier. Gayle will continue to hold her position as deputy tax collector. Gayle will also relay to Cayla that in Mark Secord's (present Tax Collector) absence she can refer to Jenn Locke for any issues.

Robyn contacted Certified Computer Solutions for help with updating the Town's computers to Windows 10 as Windows 7 will no longer have updates or backups. CCS will forward quotes for this change and let us know if our computers have this capacity. Robyn also inquired about password protections and accesses to accounts when we have new hires, CCS holds this information for its users.

Jeff McKay will be servicing the furnace next Wednesday.

Robyn will call Jared Mardin to have him check the water at the Town Hall.

Robyn will check with the DRA to see if the Tax Collector's books will need to be audited when Mark Secord leaves and Cayla Tetrault takes over.

The members of the ZBA plan to meet next Wednesday evening to elect officials and to discuss information concerning a Special Exception application. Robyn will post this meeting on the Town's web site and at the Town Hall.

Robyn will forward a copy of the Country Comfort Firewood Special Exception Application that was submitted but not signed to Bernie Prochnek for her signature as property owner.

Robyn will check with Heidi Sagar to see if the Malware Bites refund was received.

Robyn will prepare hard copies of the anticipated Special Exception Hearing paperwork for Michael Ransmeier to forward to Attorney Bernie Waugh for review.

**There being no further business, the meeting adjourned at 9:00 p.m. The foregoing minutes were approved on October 11, 2019, by the following members of the Select Board:**

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**Michael M. Ransmeier**

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**Jennifer L. Locke**

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**Harry McGovern**