

Minutes November 14, 2011

Attendance: Sally Brown (SB) No, Barbara Clancy (BC) Yes, Barbara Steadman (BS) Yes, Jerry Rudzinski (JR) No, Matt Bansfield (MB) No, Linda Barron (LB) Yes, Brenda Metterville (B) Yes

Call meeting to order: 6:55 p.m.

Review minutes from Monday, October 17, 2011 motion BC, 2<sup>nd</sup> BS all all in favor

Approve/Review Payroll, #8-#9, #10 motion by JR to approve, second LB, all in favor.

Approve /Review Warrants October 2011. motion by BS to approve, second BC all in favor.

Review current updates to building, Capital planning wants our 5 yr. plan updated. Chris Cote started washing the Lincoln Street side of the building, as per agreement for Maintenance and upkeep.

HVAC maintenance with Fran White, review October invoice

Arcadia book, content deadline Nov. 22, 2011, self imposed November 16. Special Town Meeting, November 18, 2011

Review notices and memos from the BOS

Adjourn Meeting, 7:20 p.m. Motion to adjourn BC, second BS, all in favor. Next meeting, Monday, December 12 at 6:30 p.m.

The items listed which maybe discussed are those reasonably anticipated by the chair. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion as permitted by law.