

Cobleigh Trustees' Minutes

December 19, 2016 4:30 p.m.

Attending : Lindsay Carpenter, Cheryl McMahon, David Martin, Jan Wade, Don Welch, Pat Webster

Minutes from 11/28/16 - Motions to approve - Lindsay, 1st David, 2nd - Approved

Treasurer's Report - Don reported that investments are in good shape. His other comments were made during the budget discussion

Librarian's Report - Cheryl is standing in for Cindy and hears from her daily. Cindy is in Burlington with her husband until he can be transferred to a nearer health facility. Cindy is still taking care of major responsibilities, i.e. budget preparation, bill paying, etc.

Cheryl attended the Promise Community meeting. Twenty-five people attended and there was a productive discussion. A report will follow.

Cheryl said that the response to the appeal letter has been very good.

Names are being suggested for the upcoming vacancy on the Cobleigh Board.

Old Business

Budget - Don reported that the budget the town has been using does not reflect the cash on hand of \$24,511. The total income they are showing is \$277,580 and it should be \$302,090 to agree with the expenses of \$302,090. The difference is the cash on hand beginning in 2016 of \$24,511.

Don said that because the income and expenses for 2016 are less than projected, an accurate budget cannot be developed yet for 2017. He said the expense side of the budget for 2017 is fairly straight-forward but the income side is in question. As of 12/19 it looks like there will be a surplus of roughly \$30,000. That includes the \$24,511 above. The surplus might result in drawing less from the investments.

Don reported that Cindy had entered a line item "Insurance Replacement Books" in the proposed budget for 2017 which shows a change in the proposed budget for 2016. That change in the 2016 budget cannot be made which means the proposed budget for 2017 should be changed.

Don also suggested that actual figures from past years be used in the upcoming budget and not proposed figures. Dawn Dwyer, Town Clerk, agrees with Don that it is a more accurate reflection.

Bookmobile - The \$750.00 check from the Thaddeus Stevens School has been received. David is still at work in seeking support from schools which benefit from the Bookmobile and its services.

Wanita's Wish List - Don followed up on two items that needed immediate attention. An estimate was received from Mayo's Glass covering the repair and improvement of the the front metal door which has been unusable for several weeks. It was determined that a crash bar is not required as per the Assistant Fire Marshal, Brad Charron. Fred's Heating and Plumbing are doing a repair and cleaning of the furnace on Wednesday, December 21st.

Other items on the list will be discussed at the next meeting.

New Business

By-laws - On Page 8 of the new by-laws (sent out by Don) Peter Morrissette made a recommendation that the following be added: "Amendments must be approved by not fewer than 3 members of the board."

Lindsay made a motion to accept the amended by-laws as proposed. Second from David. Approved.

Don will move forward with the process of posting this change in 5 locations in town and write up a concise summary of what the changes are to put in the newspaper.

Policies - Don and Pat are continuing their work on updating the policies manual for the Library. This will take at least 2-3 months and then will be shared with the trustees.

Other Business - Cheryl responded to a call from the alarm company the other evening. The place was secured by the local police.

David got another call from the alarm company last Friday morning about a low-temperature reading. The back door is not latching properly. Cheryl has reminded staff to ensure that the door is pulled tightly behind them. Don will ask Mayo's to look at that door when they are addressing the front door.

These incidents demonstrated that Trustees should have phone numbers of the Cobleigh staff and fellow Trustees. Cheryl will email Lindsay a list of the employees and will add the Trustees' info and then email to the group (including Cheryl).

The next meeting will be set once we know when the Select Board will be meeting. Don will follow up.

Adjourn: 6:05 p.m.