

Town of Sweden Selectmen's Meeting Minutes
Special Meeting
March 28, 2018

Attendance: Kim Ashley, Lori Bennett, Tim Cook, Jenna Domer, Ryan Fowler and C.Wayne Miller

Lori called for the pledge of allegiance at 5:58pm and then called the meeting to order.

This meeting was rescheduled due to a scheduling conflict from its original date of Tuesday, March 27, 2018. The notice of postponement was posted on the Town Office bulletin board as well as the channel 8 news.

Lori made a motion to approve the meeting minutes of March 15, 2018 with amendments. Wayne 2nd the motion and it was approved unanimously.

Visitors: Doug Porter from the Sweden Historical Society was present to discuss the activities of the Sweden Spring Clean Up Day scheduled for April 28th, rain date will be April 29th. He also submitted a quote from Dan Drew for installation of a spotlight for the flag pole at the Town Meeting House in the amount of \$720.00 for consideration by the selectmen. A discussion entailed, the selectmen agreed the quote was very high and Ryan Fowler suggested a solar spotlight. Ryan was going to look into information and pricing and the issue will be revisited.

Reports of officers and committees:

Animal Control Officer-no report

Administrative Assistant- Jenna discussed the possibility of varied policies and procedures that may be adopted. A sexual harassment policy should be adopted by the town per MMA, she will reach out to MMA Legal to discuss the proper and legal verbiage. The procedure of postponing selectmen's meetings was discussed. It is necessary to report rescheduling of selectmen's meetings due to inclement to the local TV News stations however, under normal circumstances rescheduling of the meetings should be posted on the outside bulletin board at the Town Office for the public to view, the selectmen agreed to this procedure. There was a discussion as to if the town needed to implement a cell phone policy for the employees, the selectmen decided this policy is not needed at this juncture and for employees to use their best discretion when making and receiving personal phone calls.

The following policies were updated and voted upon:

1. Employment agreement between Jenna Domer, Administrative Assistant and the Town of Sweden was signed by the selectmen. The Administrative Assistant job description was updated, and Wayne made a motion to approve the employment agreement and job description of the Administrative Assistant, Ryan 2nd the motion and it was approved unanimously.
2. The Town of Sweden Office Procedures were updated and reviewed, and Wayne made a motion to adopt the procedures, Lori 2nd the motion and it was approved unanimously.
3. The Town of Sweden policies were updated and reviewed, and Wayne made a motion to adopt the policies, Lori 2nd the motion and it was approved unanimously.

Jenna presented the audit acceptance letter from RHR Smith to be signed. Lori signed the letter and Jenna will return the letter to RHR Smith for the final printed copies of the audit. Town Meeting House Rental Agreements were presented and signed by the selectmen. AA stated she will begin updating the Selectmen's Guide and to please bring the guides to the next meeting, so she may update the guides for each selectman. She also stated the MMA pool insurance application is complete and will be submitted by March 31, 2018 to MMA.

CEO-no report

Clerk-Jenna presented appointments to be signed by the selectmen for the Clerk's files.

Fire Chief- Tim Cook had submitted an agenda request to dissolve the current Fire Station Building Committee and a new committee to be appointed within 60 days. After research with MMA, an ad hoc committee may not be dissolved until it's final objective has been reached. At this point in time work still needs to be completed. Since there are members of the committee that have expired there may be new appointments to those seats however, the original committee is still in place. The selectmen thought it best for a workshop to be scheduled to talk about the committee's status and future plans.

The Town has won the bid for the Fire Truck from the Town of Harrison in the amount of \$5,000.00. Wayne made a motion to pay the Town of Harrison in the amount of \$5,000.00 for the purchase of the 93FL80 Fire Truck, Lori 2nd the motion and it was approved unanimously. The expense should be coded to Capital Improvements, Fire Apparatus in Trio.

Road Commissioner-The hole on Webber Pond Road needs to be addressed, the hole is getting deeper and needs to be filled. Lori stated she will work on this. It was also noted that Jason Wentworth would like to come to a future selectmen's meeting to discuss crack seal.

Tax Collector/Treasurer-Kim presented an expense report to the selectmen. Jenna discussed that since the final school payment will not be received until June, she thought it best to wait until June to put the budget into Trio. Manual calculations could be conducted until that time. The selectmen agreed to this. The warrant was submitted to the selectmen for their signature. Lori made a motion to sign the warrant dated March 28, 2018, Wayne 2nd and it passed unanimously.

Old Business- Jenna stated the hood at the Town Meeting House had been cleaned professionally and on March 20, 2018 and should be done annually. A discussion was had about the cleaning of the range. Jenna spoke with Jerry from Reliable Hood and he stated it was very costly to use a contractor for this and suggested someone onsite clean the range. The selectmen suggested calling our propane supplier to see if they will clean the pilots, Jenna will contact Suburban. A generator quote was reviewed from Field Electric in the amount of \$6,300.00 for an 11kw Generac Generator, installation, and GenPad. The price does not include propane installation. Jenna stated she had two upcoming appointments for quotes from Flanders Electric and Gowen. The AA gave an update to the search of a town credit card. She has contacted all major credit card companies however; all companies require a credit report on 1 person to be responsible for the funds. She is waiting on a call from NSB regarding more information about a debit card and freezing the cashback or pin required transactions, she will update when the information is available. AA also needs a date of commencement of work to be performed on the sand and salt shed as well as the Town Meeting House Floor to report to MMA. Lori stated she will contact James Neal for the information.

New Business-none

Other Business-It was suggested by the selectmen at future Town Meetings that we complete an introduction of guests and approval of non-residents to speak before voting on the articles to make it a smoother meeting process and to limit interruptions.

Wayne made a motion to have Lori Bennett be the Chair of the Selectmen, Ryan 2nd the motion and it passed unanimously.

Mail and Correspondence-

Mail received 3/17/2018 from AVCOG regarding a General Assembly Meeting and Workshop.

Lori made a motion to adjourn at 7:22pm, Ryan 2nd the motion and it was approved unanimously.

Respectfully Submitted,

Jenna Domer
Administrative Assistant