

## Town of Sweden Selectmen's Meeting Minutes

April 10, 2018

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

Lori called for the pledge of allegiance at 6:00pm and then called the meeting to order.

Lori made a motion to approve the meeting minutes of March 28, 2018. Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Lori made a motion to approve the Town Meeting minutes of March 24, 2018. Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

**Visitors:** Robert Cotiaux, State Stewardship Forester for CMP, Stephen Heinz

Robert and Stephen attended this meeting to speak about trout stream restoration in association with utilizing Maine Water bond grant money in the Town of Sweden. The team has assisted the Towns of Brownfield and Porter in opening up several sites. They have two specific areas that they would like to work with the town on; Bennett Road and Haskell Hill Road. Most of the work would be funded by grant money, there would be some town money that would be needed to complete the project. The Selectmen agreed that Haskell Hill is the number one priority for the town. They would like to work with them and see a proposal.

### **Reports of officers and committees:**

**Animal Control Officer-** Jenna spoke with Jacquie Frye and requested to have her submit a quarterly report to the Selectmen, she agreed. Jacquie has also requested that in extenuating circumstances when a call goes beyond an hour, she has been asked to be paid by the hour in addition to mileage and toll reimbursement. She said neighboring towns of Harrison and Bridgton use this policy. The Selectmen asked the AA to inquire with those towns and acquire information before establishing a policy, the topic will be revisited.

**Administrative Assistant-** Jenna spoke on the prospect of having a town credit card. She spoke with Norway Savings Bank and they can issue a debit card in the name of one town official or employee, freeze any cash back by not issuing a pin and limit ATM withdrawals to \$5.00 (which ATMS will not issue this denomination). This would safeguard any miscellaneous cash withdrawals from the general fund. Lori made a motion to obtain a town debit card from Norway Saving Bank in the name of Jennifer Domer. Ryan 2<sup>nd</sup> the motion and it was approved unanimously.

A quote was submitted from Chris Sanborne from Modem Wavs in the amount of \$1,150.00 for an upgrade to the Server by purchasing a HP Desktop ProDesk 400 G4 for \$750.00 and Kaspersky Office Security in the amount of \$175.00, the cost of the migration from the old server to the new HP Desktop will cost \$225.00. The server needs to be upgraded in preparation of the TRIO software conversion that will take place in early 2019. Lori made a motion to pay Modem Wavs for the approved quote of \$1.150.00. Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Jenna contacted MMA Legal regarding the verbiage for a Sexual Harassment policy to be implemented by the town. She presented a draft to the selectmen, she will then send it to Bergin Parkinson Law Firm to be reviewed by the town attorney before adopting the policy.

**CEO**-Jenna stated she had received a few inquiries as to the open CEO vacancy and asked to schedule interviews. The Selectmen agreed she should do so.

**Clerk**-no report

**Fire Chief**- Tim Cook presented a sketch of the proposed new Fire Station, he would like a steel building. A workshop will be scheduled in the future to discuss the Fire Station with the building committee.

**Road Commissioner**-Upcoming road work, Smarts Hill Road, 3<sup>rd</sup> week in May, Plummer School Road and Trull Brook. Webber Pond Road, a large hole will be filled with crushed gravel. Camp Tapawingo culvert needs to be looked at, it may need to be replaced.

**Tax Collector/Treasurer**- Kim presented a quit claim deed that the Selectmen will need to all sign and get notarized at Norway Savings Bank. In this discussion it was noted that the AA should become a notary, so we will have one in the office. Jenna has been a notary previously and will get a quote and present it to review at the next meeting. Kim stated she has obtained the title for the new Fire Truck. She presented the warrant to be reviewed and signed. Lori made a motion to approve and sign the warrant dated April 10, 2018, Ryan 2<sup>nd</sup> the motion and it passed unanimously.

**Old Business**- Additional quotes for the Town Office generator to be installed were presented by Jenna:

Gowen Power-Kohler Generator LP 12RESV rated at 12 KW/12 KVA price installed \$7,155.00

Gowen Power-Kohler Generator LP 10RESV rated at 10 KW/10 KVA price installed \$7,155.00

Flanders Electric -11 KW Generac generator price installed \$5,000.00 also if the quote is signed by 4/22/2018 the town will receive a free 1200-watt inverter generator.

Ryan made a motion to purchase an 11 KW Generac generator from Flanders Electric in the amount of \$5,000.00. Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Jenna stated Suburban propane will give a quote on the propane installation for the generator on 4/19/2018 and they will also quote a price on cleaning the pilots on the range at the Town Meeting House and the possibility of the moving the propane tank at the Meeting House as the placement hinders an exit from the back of the Meeting House in the Winter with snow plowing.

Lori stated she still needs to contact James Neal for a commencement date of work to be done on the sand and salt shed and Town Meeting House floor.

**New Business**-none

**Mail and Correspondence-**

Email dated 4/1/2018 from Keyes Pond Road owners regarding closure of road. Ryan stated he will contact Andrew Black to take down that sign that states the road is closed and supported by the Town Selectmen. The request was never heard by the Selectmen and it is not supported.

Email dated 4/2/2018 from Benjamin Foster, Asst. Bridge Maintenance Engineer, regarding inspection report of the bridge on Trull Brook Road over Sterns Pond outlet

Wayne asked the AA for her to put Jason Wentworth on the Agenda as a visitor for the next scheduled meeting on April 24, 2018 at 6:00pm.

Lori made a motion to adjourn at 7:54pm. Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Respectfully submitted,

Jenna Domer  
Administrative Assistant