

Town of Sweden Selectmen's Meeting

October 24, 2017

Attendance: Lori Bennett, C. Wayne Miller, Bruce Taylor, Jenna Domer, Kim Ashley, Larry Lyle and Timothy Cook

Lori called for the Pledge of Allegiance at 6:03pm and then called the meeting to order.

Bruce made a motion to approve the Selectmen's meeting minutes of October 10, 2017. Motion was 2nd by Lori and approved 3-0.

Visitors: Mr. Robert F. Mahanor spoke to the selectmen about being appointed as the Town of Sweden's representative to the Eastern Slope Airport Authority Board. Mr. Mahanor has been flying for 67 years and is a retired Captain. He has great interest in preserving the airport for its proper use in the future. Bruce made a motion to approve Robert F. Mahanor as Sweden's representative to the Eastern Slope Airport Authority Board. Motion was 2nd by Wayne and approved 3-0.

Report of officers and committees:

Animal Control Officer-no report

Administrative Assistant- Jenna Domer indicated a new storage system was needed for the proper labeling of keys. It was presented that she found a key box with a master legend to store keys properly at Staples for the cost of \$59.99. Lori made a motion to approve the purchase of the key box. Motion was 2nd by Wayne and approved 3-0.

Jenna spoke of getting a scanner from Key Bank so that we could eliminate any lag time in getting checks to the bank by simply scanning them to the Bank and it is an immediate deposit. She is working with Corporate at Key Bank to get more information and will have it for the next Selectmen meeting on November 14, 2017.

She gave a brief overview of the audit results from October 24, 2017 which indicated we need to have years 2016 and 2017 reconciled. This will be an additional cost to the town of Sweden. Lori made a motion to approve the reconciliation with Vernice Boyle, the Auditor from RHR Smith and Company. Motion was 2nd Bruce and approved 3-0.

CEO-Larry stated that that he finished the maintenance updates at the Town Office except for having to install a piece of flashing on the roof to make a repair. MMA was also coming to do an inspection of the town buildings on November 6, 2017 and the door on the sand shed needs to be tightened up, Larry will take care of this. We are also to install a keyless entry for security purposes.

Clerk-no report

Fire Chief-The Fire Department assisted the Town of Bridgton with a house fire this past week. He also gave very preliminary drawings for a new fire station. This is in the very early stages and will require many more updates. Will try to get some grants for certain aspects of the station including a diesel exhaust system.

Road Commissioner-Smarts Hill Road culvert has been dug out and Black Mountain Road was back dragged to smooth it out. The stop sign for Webber Pond Road has arrived and needs to be picked up from Muddy River Signs. Ditching and culvert work will commence on Plummer School Road.

Tax Collector/Treasurer-Oxford County Tax Bill was paid on time in September 2017 and there are no payments to be made on the snowmobile account.

Old Business-update on dropped calls in the office; there has only been one dropped call and it only occurs when the cordless phones are in use. We may need to get new cordless phones in the future.

A protocol has been established for the Administrative Assistant to screen all Selectmen mail and correspondence from here forward.

A posting has been placed on the Town Office bulletin board for all future dates and times for Sweden Town Selectmen's meetings as well as Planning Board meetings.

New Business-The Town Office computers need a backup system for all computer files. Chris Sanborn from Modem Wavs, stated that Carbonite is an excellent form of back up. It backs up all files daily and is stored off site. The cost is \$60.00 per year per computer and we have 3 computers in the office. Wayne made a motion to approve the purchase of Carbonite. The motion was 2nd by Lori and approved 3-0.

New town email addresses have been created in preparation of a new .org that will be created in the future. Chris Sanborn from Modem Wavs, developed new email addresses for staff, appointed and elected officials. Jenna suggested a mailing to all who have the new email addresses informing them of such and instructing them that all the new email addresses will be put into effect November 1, 2017 and they would only be used for town business and correspondence and they are subject to Freedom of Access laws.

Troy Morse who holds the winter road contract should be invited to attend the next meeting. The contract needs to be updated with the correct prices. Troy is going to be hauling winter sand this weekend.

Bruce Taylor will meet with MMA regarding insurance inspections of all town buildings on Monday, November 6, 2017.

Next meeting will be Tuesday, November 14, 2017 at 6:00pm.

Lori make a motion to adjourn the meeting at 7:24pm, Bruce 2nd and it was approved 3-0.

Respectfully,

Jenna Domer
Administrative Assistant