

## Board of Selectmen Meeting Minutes

March 26, 2019

**Attendance:** Jenna Domer, Ryan Fowler, C. Wayne Miller, Julia McQueen (Budget Comm. Member), Ron Shorey

Ryan called for the pledge of allegiance and called the meeting to order at 6:07pm.

Ryan made a motion to approve the minutes of March 20, 2019 as written, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

**Visitors-** Robert Prue, Owner and Engineer of Pine Tree Engineering

Mr. Prue discussed he has worked with the Towns of Fryeburg, Norway and Paris for 20 years on engineered road projects. He can work with the Town's budget and do as little or as much work as the Town needs. He would work with the Town given their needs and devise a work plan narrative indicating what work would be completed regarding paving, drainage, ditching and culverts. Roads are rated on traffic flow and the unit prices and price per mile are on a case by case basis. Request for Proposals would be sent out for the work to be completed and he would do onsite spot visits as needed. He would assist through the bid process. He encourages the Town to devise a 5 year plan and give enough time for him to walk the roads to be completed and devise a work plan. Five miles of road may take him a few months to complete a plan. He also suggests starting the process well in advance of construction season as contractors in most cases have their jobs lined up this year.

The Selectmen discussed that they were interested in his services and working with him in the future.

### **Reports of Officers and Committees:**

**ACO-** no report

**Administrative Assistant-** AA presented the Administrative Assistant Employment Agreement for signatures of the Selectmen. It was signed by all Selectmen and the Administrative Assistant for a one-year term.

AA discussed the annual revision of the Selectmen's Guides. This process is typically completed after the annual meeting as much information needs to be updated. There have been some suggested updates and Jenna discussed these with the Selectmen. The Selectmen would like to review all updates before adding them to the Guide. AA will send all Selectmen a digital copy of the 2018 Guide while the AA updates the paper Guides.

Jenna has developed a Town of Sweden Returned Check Policy. The policy was reviewed, and the Selectmen have asked for some changes to the policy. The changes will be noted and reviewed at the next scheduled BOS meeting.

A Selectmen should be added to the Norway Savings Bank account, C. Wayne Miller volunteered. AA will contact NSB to have new signature cards prepared for his signature.

AA stated the final audit has not been received from RHR Smith as of yet and was hopeful to receive it in the next week or two.

Payroll was addressed on behalf of the Tax Collector/Treasurer stating she would like to do it on Fridays however, she would adhere to the correct payroll dates. Her scheduling and payroll timing was a conflict and Fridays were available for her to complete the task. Selectmen agreed as long as the dates were in line with the established payroll processing timeline.

Jenna received a resident complaint via telephone regarding an uprooted tree hanging precariously in another tree on Black Mountain Road between telephone pole 13 and 14. She addressed with the Selectmen the correct course of action. It was determined CMP will not remove a tree unless it has come down on the lines. Otherwise, it is up to the property owner to address the issue.

**CEO**-no report

**Clerk**- Wayne made a motion to purchase a new computer for Town Clerk, Alberta Ridlon as her pc is outdated and no longer supported. Ryan 2<sup>nd</sup> the motion and it was approved unanimously.

AA presented oaths to be signed in absence of Town Clerk, Alberta Ridlon. Ryan motioned to make the following appointments as listed below, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

Appointed:	Term
Ryan Fowler, SMPDC Representative	1 year
Ardelle Foss, Conservation Committee	5 years
Arthur Dunlap, CEO and Alternate Plumbing Inspector	1 year
Cynthia Eaton, Animal Control Officer	1 year
Janet Mahannah, Cemetery Sexton	1 year
Daneil Wassel, Constable	1 year
C. Wayne Miller, EMA Director, Warden, Constable And General Assistance Officer	1 year
Jennifer Domer, FOAA Officer and Administrative Assistant	1 year

**Fire Chief** – no report, Fire Station Building Committee meeting scheduled for April 10, 2019 at 6pm.

**Road Commissioner**- no report

Wayne made a motion to appoint Troy Morse as Road Commissioner for a term of one year, Ryan 2<sup>nd</sup> the motion and it was approved unanimously.

Selectmen asked AA to send out rejection letters to others who applied for the position of RC and a Thank you letter to Stephen Bennett, prior RC for his work for the Town.

**Tax Collector/Treasurer**- Ryan made a motion to sign the Warrant dated March 26, 2019, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

**Old Business-** AA inquired about the status of purchasing a new cooling unit for the TMH. It was noted that the Fire Reservoir will need to be moved in order for the new unit to be placed. It was determined the purchase will wait until AAA Fire has completed their inspections and can complete the task.

**New Business-** none

**Communications and Correspondence-**

- Letter dated March 18, 2019 from State of Maine, Department of Transportation regarding Route 93 paving project.

Ryan made a motion to adjourn at 7:53pm, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Respectfully Submitted,

Jenna Domer  
Administrative Assistant