

## Board of Selectmen Meeting Minutes

April 9, 2019

**Attendance:** Jenna Domer, Arthur Dunlap, C. Wayne Miller, Troy Morse, Ron Shorey and Daneil Wassel (Chair Ryan Fowler was absent)

Wayne called for the pledge of allegiance and called the meeting to order at 6:03pm.

Wayne made a motion to accept the minutes of March 26, 2019 and the Annual Town Meeting minutes of March 24, 2019 as written, Ron 2<sup>nd</sup> the motion and it was approved.

**Visitors-** none

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

**ACO-** AA spoke with ACO, Cynthia Eaton and she has not had any calls for the first quarter of 2019.

**Administrative Assistant-** AA produced a final contract for Rapid Renewal for the Selectmen to sign.

A final review of a Returned Check Policy was conducted. Wayne made a motion to adopt the Town of Sweden Returned Check Policy as written, Ron 2<sup>nd</sup> the motion and it was approved.

A draft Volunteer Policy for the Town of Sweden was discussed, and it was then tabled until all Selectmen may review it further. It was noted that the Selectmen wish that no one other than Elected Officials are to have access to MMA services. AA will contact MMA to alert them to the restrictions.

A review of the updated Administrative Assistant job description was discussed, and it was tabled until all Selectmen may review it further.

A review of an Executive Summary for the BOS Guides written by Julia McQueen, Budget Committee Member was briefly discussed, and the issue was tabled until all Selectmen may review it further.

Jenna stated that she has received the draft final audit from RHR Smith. She has asked the firm to give her longer than 5 days for review as she will be on vacation. She will review and make changes as necessary upon her return. A draft copy has been sent to all Selectmen for review. Selectmen requested the audit only be reviewed for changes by necessary in office staff and Selectmen. Final copy is to rest in the Town Office.

AA reported she spoke with John O'Donnell from JE O'Donnell and Associates regarding the blue tax folder included in the Annual Town Report. These folders no longer serve a purpose for assessing and is a long outdated historical form that is no longer needed. This form will no longer be required in the Annual Town Report.

A mandated TRIO (Town's municipal accounting software) conversion will take place on May 7, 2019 and the "play" environment will be installed for one month until the "go live" date of June 4, 2019. Training will be provided by TRIO staff. The purpose is to switch from an access database to a SQL database.

**CEO-**

## Town of Sweden, Maine

### CEO Monthly Activity Report – March 2019

1) **Building Permits Issued**

a) **2019-004**

**U-05-05-0**

- i) Met with the DeWildt's about BP, SSWD, & IP permits for a new dwelling on this lot. Reviewed BP while they got sswd and IP issued by Prentice Kimball.
- ii) Issued BP 3-26-2019

2) **RV Permits Issued**

a) **NONE**

3) **Permit Closures**

i) **#01/16**

**Map R02 Lot 34-0**

- (1) Pietree LLC, 83 Waterford Rd.
- (2) Received pictures showing missing smoke detectors installed.
- (3) Issued 3-05-2019

**COO #2019-003**

ii) **#7/17**

**Map R09 Lot 23-0**

- (1) Jenny York, 135 Smarts Hill Road
- (2) Checked const by on site visit with Jenny York and porch is completed
- (3) Permit closed 3-12-2019.

iii) **2018-034**

**R-07-22-A**

- (1) Mary Huhn, 57 Berry Road, in for a BP to put up a canvas garage.
- (2) Did a drive by insp and garage is in place.
- (3) Permit closed 3-12-2019

iv)

4) **Violation Notices Issued**

a) **NONE**

5) **Timber Harvesting**

i) **NONE**

6) **Other**

i) **3-19-2019** Attended all-day seminar on septic systems in Topsham.

ii) **3-23-2019** Attended annual town meeting.

iii) **R-02-18-0** 3-26-2019

- (1) Shawn Shea, 78 Marr Road. Talked with their caretaker, Jim Fisher, about building a greenhouse. Told him I need a plot plan of where on the lot the structure would be and its dimensions before I could issue a permit.

iv) **R-09-02-A-03** 3-5-2019

- (1) Sent email to Dan Noblet about contacting fire chief.
- (2) 3-12-2019 Received reply from Dan that he has made contact with the fire chief and will be meeting with him.

- (3) 3-20-2019 Received letter from fire chief about the need for any fire sprinklers in the Popple Hill Estates subdiv.
- v) **R-09-09-03** 3-12-2019
  - (1) Christian Distefano, 798 Lovell Road. Stopped by to see if anyone home. No one was. Sent letter asking about the reason for no siding on this building. Quoted ordinances about the need for weather resistant siding.
- vi) **U-08-22-0** 3-12-2019
  - (1) Colleen Morse, 139 Buker Road
  - (2) Talked with owners about the possibility of expanding and renovating existing camp. Closest point of camp to shore is about 43'. Told them they could not go any closer to the water and that any expansion in the other directions would have to meet setbacks. Also that height limitation would be 35'.

## 7) Status of Open Permits

### a) 2019

- i) **Permit #2019-001** **R-03-30-C**
  - (1) Frank Howell, 787 Haskell Hill Road
  - (2) Put in a 13+ Kw solar array on roof of hangar.
  - (3) Issued 01-22-2019
- ii) **2019-002** **R08-37-05**
  - (1) John Lyerla, 535 Knights Hill Road
  - (2) Renewal of permit #1/17 for a house replacement for one that had burned
  - (3) Issued 02-12-2019

### b) 2018

- i) **Permit #2018-018** **R-04-33-A**
  - (1) Peter Mochak. 60 Tapawingo Road.
  - (2) New detached garage
  - (3) Issued 5-17-2018
- ii) **Permit #2018-020** **U-01-11-0**
  - (1) Roderick Scott, 82 Plummer School Rd.
  - (2) New single family dwelling. Log cabin shall be for storage only. Lot coverage meets requirements.
  - (3) Issued: 5-29-2018
  - (4) Cancelled BOA request for hearing. Road width issue resolved.
  - (5) 6-19-2018 received a form 1190 for the construction of Rod Scott's house, 82 Plummer Hill Rd.
- iii) **Permit #2018-022** **R-05-41-0**
  - (1) Sweden Historical Society, 147 Bridgton Road
  - (1) Replace back wall of old Selectmen's brick building.
  - (2) Issued 6-26-2018
- iv) **Permit #2018-02** **U-06-05-0**
  - (1) Joseph Dioro, 28 Flint Rd.
  - (2) Went with Lenny Lavoie to look over three pine trees that are dying for disease and/or infestation. Issued permit to remove them and also a dead birch stump.

- (3) Issued 7-10-2018
- v) **Permit #2018-028**      **U-08-28-A**
  - (1) Pam Bartlett, 68 Pine Point.
  - (2) Processed BP for vegetation removal within shoreland zoning. Remove one diseased oak tree leaning into neighbor's property and driveway.
  - (3) Issued 8-14-2018
- vi) **Permit #2018-031**      **R-03-30-C**
  - (1) Damon Builders in to get BP for 1,920 SF barn for Frank Howell, 787 Haskell Hill Road.
  - (2) Issued: 9-4-2018
- vii) **2018-032 & 033**      **R-09-2-A-03**
  - (1) Email and phone call from Dan Noblet, 42 Carson's Way, about temp coo. Told him I would issue one, but he would have only 90 days to put in sprinkler or receive notice of BOA rescinding need for them. Warned that he would have to move out if not done in that amount of time. Dan's wife dropped off an application to build a larger deck on the back and add a pool. Total SF 954.
  - (2) Issued: 9/11/2018
- viii) **2018-036**      **R-05-11-01**
  - (1) Eric & Shannon Slayton, 268 Black Mountain Road. Enclose a portion of existing Farmer's porch on N.E. end of dwelling.
  - (2) Issued: 10-30-2018
  - (3) 12-4-2018 M&S Builders came in with pictures showing progress of the enclosure. Gave permission to install insulation and close in interior of walls.
- ix) **2018-037**      **R-01-07-0**
  - (1) Robert Santomenna, 73 Ridlonville Road. Build a year round dwelling next to existing cabin and tie the two together with a common deck.
  - (2) Issued 10-30-2018
  - (3) 01/22/2019 Did a rough-in of structure and foundation prior to installation of insulation. All set.

c) **2017**

- i) **#18/17 Map R01 Lot 11**      Melanie Eldracher-Riddlon 105 Riddlonville Road,
  - (1) Constructing single family home, 16x24 will full basement.
  - (2) Issued 12/09/2017
  - (3) 2/18/2018 CEO visited site. Insulation and vapor barrier being installed. Exterior is weather tight.

d) **2016**

- i) **#02/16 Map R01 Lot 11**      Melanie (Eldracher) Ridlon, 105 Ridlonville Rd.,
  - (1) Add two dormers to existing house.
  - (2) Issued 04/12/2016
  - (3) 11/03/2017 Site visit-- no activity probably, no activity till spring 2018.
  - (4) 9-18-2018. Went to inspect Melanie Eldracher Ridlon construction of dormers on her house. Still needs to shingle the sides of the dormers. Everything inside is done.

Arthur C, Dunlap, *CEO*

**Clerk-** AA presented on behalf of Town Clerk Alberta Ridlon, a TMH Agreement to be signed by the Selectmen.

**Fire Chief-** no report

**Road Commissioner-** Troy Morse stated the Town Office received a complaint regarding Black Mountain Road. Gravel was added to the portion of the road where pavement meets dirt to prevent cars from bottoming out.

RC is meeting with Frank Carroll regarding pricing for paving Berry Road, Smarts Hill and possibly Tapawingo. He will also be seeking pricing from Glidden and Pike.

He spoke to Robbie Drew regarding R.O.W. clearing and it will be revisited at a later time.

AA spoke with Troy regarding TMH plowing. Next year, the snow will need to be removed or plowed away from the back entrance to the TMH, the furnace room and the back exit from the kitchen. These doors are currently blocked, and this presents a code violation. All doors need to be clear of snow, and clear access to the furnace room all Winter.

**Tax Collector/Treasurer-** Wayne made a motion to sign the warrant dated April 9, 2019, Ron 2<sup>nd</sup> the motion and it was approved.

Daneil also presented a Town expense report for review by the Selectmen.

**Old Business-** AA received a quote from Collins Plumbing for a new hot water heater for the Town Meeting House. They are not licensed to work with gas so they were unable to give a quote for an on-demand hot water heater however, they could replace the existing unit with a similar unit for \$1,950.00. The Selectmen asked Jenna to contact Suburban to inquire if they install on demand water heaters.

AA stated AAA Fire will be visiting the TMH on April 26<sup>th</sup> to give a quote on moving the suspension reservoir in the kitchen to accommodate a taller cooling unit. Wayne Miller also asked that they move their inspections back to the month of April every year. AA will contact them and give Wayne Miller's name as a contact.

Ron Shorey discussed briefly the topic of engineered roads after the visit with Robert Prue from Pine Tree Engineering. He believes that the Road Commissioner could devise a plan for the roads without the cost of the Engineer for the Town. He would like to table the discussion and discuss it further when all 3 Selectmen are present at a Selectmen meeting.

**New Business-** A letter was received from Blaine Chapman regarding cemetery and Town Office mowing for the Summer of 2019. The Selectmen would like to utilize his services again and AA will contact him to inform him.

A deep clean of the Town Office and Town Meeting House will be done the first week in May. AA contacted the SVFD regarding supplies in the TMH kitchen. It was noted all Fire Association supplies are stored in a locked closet. AA stated she will go over to the TMH prior to the deep clean and remove old and broken items, Selectmen agreed.

The vent hood in the TMH is due for cleaning and inspection again. AA will contact Reliable Hood Cleaning to have this completed.

**Communications and Correspondence-**

- Work Zone- Traffic Control flyer received March 30, 2019
- Oxford County Tax Warrant to be signed by Selectmen
- Letter dated March 29, 2019 from Pie Tree Orchard regarding removal of interior stone wall.

The letter from Pie Tree will be revisited when all three Selectmen are present at a BOS meeting to discuss.

Wayne made a motion to adjourn at 7:55pm, Ron 2<sup>nd</sup> and it was approved.

Respectfully Submitted,

Jenna Domer  
Administrative Assistant