

Board of Selectmen Meeting Minutes

May 28, 2019

Attendance: Tim Cook, Jenna Domer, Ryan Fowler, Ron Shorey and Daneil Wassel (Selectmen C. Wayne Miller was absent)

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

The meeting minutes of May 14, 2019 were tabled until all Selectmen are present to vote.

Visitors- Chris Chadbourne, Chair Budget Committee, FSBC; Laura Chadbourne, PB Secretary; David Johnson, PB Chair.

Chris Chadbourne spoke regarding his email correspondence previously read aloud at the May 14, 2019 BOS meeting. The correspondence expressed concerns regarding MMA Legal restrictions and the extent of AA assistance to Boards and also an email addressed to the "PB Assistant". The statement is on file at the Town Office.

David Johnson was present to concur on the statements submitted to the BOS regarding the PB Assistant.

Laura Chadbourne asked a question of the AA as to a certain part of her job description which included:

- File documents in the permanent map & lot files, meeting minute files and CEO files located in the town office at the BOS request.
- File documents in the map and lot permanent files located in the town office. (and maintain the master spreadsheet which is currently for planning board and CEO files but should incorporate appeals board documents as well) at the BOS request
- Maintain the master spreadsheet that indexes all planning board and CEO files at the BOS request

She was inquiring as to why she needed to ask the BOS for permission before the AA files documents for the PB and CEO. AA stated, "since she does not have the master excel file spreadsheet in the Town Office (it is on the PB Assistant's laptop) she is unable to complete the first step in the filing process."

Laura then asked the same question to the BOS and their response was "they will not direct the AA to perform a task in her job description unless she has the necessary tools to complete the task."

Laura stated she will be submitting a formal change to the AA job description to reword the task of filing as stated above.

Reports of Officers and Committees:

ACO- no report

Administrative Assistant- AA presented an updated document of Restrictions on MMA Legal Inquiries for the board to review. This update includes that Selectmen, AA, Town Clerk, TC/Treasurer, CEO,

Appeals Board members (elected and appointed) and Planning Board members (elected and appointed). The actual vote was taken at the 05/14/2019 meeting and approved. The Selectmen all signed the document and it will be sent to MMA for recording.

A fixed price agreement with Suburban Propane was signed for a price of \$2.09 p/g for the 2019-2020 season. There was a discussion about burying the tank at the Town Meeting House. Matt Baker from Suburban said he would do it however, the town would have to pay the cost of excavation anywhere from \$350.00 to \$750.00. The Selectmen elected to speak to the Road Commissioner about plowing away from the tank instead and to create an access to the back door for code compliance.

AA informed the Selectmen the conversion from Access TRIO to SQL TRIO will take place on Tuesday, June 4, 2019. There may be some learning curves.

AA reviewed the result of the Maine Department of Revenue Audit. The audit went well. AA did learn from the Auditor the office staff should keep a binder of all Homestead Exemptions and also BETE (Business Equipment Tax Exemption) binder as this information is public. All Veterans exemptions are confidential and to be stored in the vault.

The BOS and AA reviewed a draft volunteer policy and it was tabled for further review at another time.

AA shared that the MMA Volunteer Insurance has been updated and renewed for another year.

Selectmen signed a letter from RHR Smith accepting the final audit. They also signed a CMP pole permit for Marr Road.

The Road Commissioner job description was discussed and reviewed for edits. It was tabled until the Road Commissioner will be present at the next BOS meeting.

CEO- no report

Clerk- AA presented an appointment for William Centamore as an Appeals Board alternate on behalf of the Town Clerk. Ryan made a motion to appoint William Centamore as an Appeals Board alternate, Ron 2nd the motion and It was approved unanimously.

AA stated there is an open appointment for the Budget Committee.

Fire Chief- Chief Cook stated that they will be acquiring an 88' firetruck from LRHS Vocational. Will need to get insurance on it for transport. They need new air packs, there are no grants available and they will need replacing 12-14 packs \$500-\$800 per bottle. He is also looking forward to progression with the Fire Station Building Committee.

Road Commissioner- Selectmen Shorey stated Black Mountain Road has been graded and it is in very good condition.

Tax Collector/Treasurer- Ryan made a motion to sign the warrant dated May 28, 2019. Ron 2nd the motion and it was approved unanimously.

Ryan made a motion to go into Executive Session at 7:22pm per 1 M.R.S.A. Sec. 405 (6) (A) to discuss personnel matters, Ron 2nd the motion and it was approved unanimously. The Selectmen came out of Executive Session at 7:30pm.

Old Business- Jenna will be meeting with contractors to get bids for electric installation of the on demand hot water heater. She will also be meeting with contractors to get bids on the repair of the side door on the TMH and enclosing a bay for storage at the Old Sand and Salt Shed.

The price of a dumpster for the Town Office was discussed. Only one company will pick up from the Town of Sweden for a 2 yd. dumpster. Concerns over people placing garbage by the dumpster were discussed, as well as animal intruders. It was determined, a plan needs to be devised. For now, the Selectmen will take the trash when they go to the transfer station.

New Business- Ryan discussed that eventually cement will have to be placed around the bottom of the wood posts at the Town Office to prevent rot.

Communications and Correspondence-

- State of Maine DEP letter dated May 10, 2019 regarding a solid waste and recycling report
Ryan will follow up by email
- US Dept of Commerce, US Census Bureau letter dated May 10, 2019 regarding the 2020 Census
Jenna will contact Census Bureau to participate
- Letter from State of Maine Revenue Services, Dated May 2019 regarding preliminary 2020 State Valuation

Ryan made a motion to adjourn at 8:03pm, Ron 2nd the motion and it was approved unanimously.

Respectfully Submitted,

Jenna Domer
Administrative Assistant