

## Board of Selectmen Meeting Minutes

July 23, 2019

**Attendance:** Tim Cook, Jenna Domer, Arthur Dunlap, Travis Fillmore, Ryan Fowler, C. Wayne Miller, Alberta Ridlon, Ron Shorey and Daneil Wassel

Ryan called for the pledge of allegiance and called the meeting to order at 6:01pm.

Ryan made a motion to approve the meeting minutes of June 11, 2019 as amended, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

Ryan made a motion to approve the meeting minutes of June 25, 2019 as written, Ron 2<sup>nd</sup> the motion and It was approved (2-0).

Ryan made a motion to approve the Emergency meeting minutes of July 10, 2019 as written, Ron 2<sup>nd</sup> the motion and it was approved (2-0).

**Visitors-** Dave Johnson, Planning Board Chair; Laura Chadbourne, Planning Board Secretary; Ron Keisman, Planning Board Alternate; William Graham, Planning Board Alternate; Morris Gibely, Planning Board member; Chris Chadbourne, Budget Committee, Chair, FSBC member

The above Board and Committee members were present to discuss a letter submitted to the Board of Selectmen (on file at the Sweden Town Office) on behalf of the Planning Board members and Alternate members; Christopher Chadbourne, Chair, Budget Committee; Mary Sohl, Board of Appeals member and Bruce Taylor, Sweden Board of Appeals Chair.

The primary subjects addressed were the role of the "Planning Board Assistant" and costs that could be incurred by the Town in the event a "Planning Board Assistant" is not appointed or selected to assist the Planning Board to assist with Ordinance updates to comply with State law. The visitors present wish for the BOS to have a meeting with the "Planning Board Assistant" to discuss matters. The "PB Assistant" is not available on regularly scheduled BOS meeting days and at the request of the visitors they have asked to have the BOS to consider rescheduling a meeting on a day when the "PB Assistant" may attend. There was much discussion on the topic at hand. Ron Shorey will call the "PB Assistant" to inquire as to when she may be able to attend a BOS meeting to discuss matters. The role of the Town Clerk and the vault organization project was also discussed. Laura Chadbourne again asked for the resignation of the BOS Chair, Ryan Fowler.

Kathi-Ann Shorey, Health Officer, SAD #72 Board Member and Election Clerk, was also present as a visitor to observe and ask questions about the matters discussed above.

Ron Keisman stated he would like to see the Brown's and Prentiss Kimball recognized in the next Town Report for all they have done for the Town of Sweden.

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

**ACO-** Cynthia Eaton submitted an expense report with mileage for the past quarter. The Selectmen asked the AA to please inform the ACO that on future reports please indicate, mileage starting and ending period, address of call and concern for visit. AA will follow up.

**Administrative Assistant-** AA discussed SQL upgrade issues to date, one occurrence that was reviewed; the Budgetary module disappeared one day from the TRIO system. AA placed a call to Modem Wavs, to report it. Somehow the Kaspersky software viewed the contents as suspicious and firewalled it, it has since been corrected. The Payroll withholding has also been affected; AA is having the Treasurer look into this with TRIO so that we will be reporting correctly to the State and Federal Agencies.

Jenna asked permission to attend the Elected Officials, Municipal Managers and Administrators Seminar by MMA in Bridgton in October. Selectmen approved and they asked for the AA to also register all of the Selectmen for this seminar as well.

The Governor has asked all municipalities to fly the Bicentennial Flag, the Selectmen agreed to have the flag fly in the Town of Sweden. Ryan made a motion to purchase a Bicentennial Flag, Wayne 2<sup>nd</sup> the motion and passed unanimously.

AA has updated the names approved to purchase from the State Surplus store.

The Town Clerk will be retiring in March of 2020 after the Annual Meeting. There has been discussion about hiring a new Town Clerk beginning in January of 2020 to train with the existing Town Clerk for three months. Jenna reached out to RHR Smith to inquire about budgeting for this expenditure. They believe if we can keep the expense within 3/12<sup>th</sup> of our budget and the 2017 Annual Report Article #41 states Selectmen may establish the hours for the Town Clerk and Tax Collector/Treasurer to maintain and when the training will occur. We are well within our article and budget guidelines to complete the training. AA will start advertising for the position come Fall 2019.

AA informed the Selectmen of some information she received from speaking to the assessors John O'Donnell and Associates. John indicated many of our articles on our Town Warrant are very outdated. He offered to review the articles and send over some updated articles to be reviewed for the 2020 Town Meeting. Noel Madore also stated they should be assisting us with the task of preparing the tax levy limit (LD1) every year. AA has sent the 2019 LD1 to JE O'Donnell for review to ensure we are correctly reporting the accurate figures. It is not mandatory for towns to complete this task, only if it is on the Town Warrant. The data entry the assessors completed for the Town of Sweden will no longer be entered by JE O'Donnell since the TRIO SQL change. The tax updating Real Estate Transfers, address changes, valuations, and exemptions will now rest with the Town of Sweden Tax Collector/Treasurer and Town Clerk with assistance from the AA. The State of Maine has also updated their process to report Real Estate Transfers to the Town. Paper copies will no longer be sent instead, the office staff must download copies from a special State RETTD program. AA has established a login for this function and has trained the Town Clerk and Tax Collector/Treasurer.

Jenna has made some changes to the Town website. Under Common Tasks, Hunting and Fishing Laws and Vehicle Registrations, previously there were links to booklets updated yearly by the State for information on these topics. Jenna instead, removed these books and inserted a direct link to the State websites so that information will always be up to date for residents. She also deleted all of the old Tax Maps and Tax information and inserted a direct link to John O'Donnell and Associates as the information on their website is also always up to date and the tax maps are available to anyone wishing to view them. These changes will also be more efficient and eliminate time having to update the website.

AA informed the BOS the Appeals Board and CEO filing is now up to date. She indicated the filing cabinet for CEO, map and lot info was filing up quickly. She reviewed that she was trained that a copy of the CEO report should go into every map and lot file that was indicated on the report. She has placed one in each file for any permits, certificates of occupancy, timber harvesting or violations issued. She has not placed a copy in the files that still have open permits. The Selectmen agreed it was not necessary. There is a copy of each CEO report on file and the status of that permit can be acquired by viewing the report. The paper load for filing a copy of the report in every open permit file has become inefficient and limiting space in the filing cabinet. The filing is no longer being tracked on an Excel spreadsheet.

AA reviewed with the BOS that the Budget Committee still needed an additional member to be appointed. The Selectmen asked Jenna to reach out to the committee to inquire if they had someone in mind to fill the appointment.

AA indicated to the Selectmen after their emergency meeting on July 10, 2019 where they had voted in a tax rate of 14.00, she reviewed the 2019 Municipal Tax Rate Standard Form after tax bills were printed and the Municipal Appropriation was calculated with the Surplus Dollars. She immediately informed the Selectmen and spoke with John O'Donnell about the error. The correction was made to only report the Municipal Appropriated funds. The change reflected that the new tax rate would need to be decreased and new tax bills printed. Ryan made a motion to set the 2019 Municipal Tax Rate to 13.60 to override the original voted Municipal Tax Rate of 14.00. Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

**CEO-** The following report was reviewed and accepted by the Selectmen.

## Town of Sweden, Maine

### CEO Monthly Activity Report – June 2019

#### 1) **Building Permits Issued**

- a) **2019-013** **R-09-13-02**
  - i) Dan Simpson, 369 Knights Hill Road. Build a 16' x 32' barn with a loft.
  - ii) Issued 6-25-2019
  - iii) Fee \$117.16
- b) **2019-014** **U-05-07-00**
  - i) Linda Hanratty, 76 Wint Road. Demolish existing dwelling and build a new one in the same location with PB approval.
  - ii) Issued 6-25-2019
  - iii) Fee \$302.47
- c) **2019-15** **R-02-18-00**
  - i) Shawn Shea, 78 Marr Road. Renovate spa and utility area into a “dining hall” and build an addition for entertaining and guest rooms. Construction involves about 10,455 sq. ft.
  - ii) Issued 6-25-2019
  - iii) Fee \$1279.60

2) **RV Permits Issued**

a) NONE

3) **Permit Closures**

i) **2018-021**

**R-09-02-A-03**

ii) Daniel Noblet, 42 Carson's Way. Build a 28' x 54' one-story ranch on a full foundation with a 2-bay garage in the basement.

iii) Issued 6-05-2018

iv) Closed 6-18-2019 **COO # 2019-012**

b) **Violation Notices Issued**

i) **R-05-52-00** Thursday, 6-20-219

(1) BRD LLC, Bridgton Road. Received notice of improper cutting according to town ordinance. Came to town and discussed issues with logger, Brett of Garland Lumber. Also talked to Scott Dillon, forester in charge of operations, and father of the registered owner. NOV is a work in progress

4) **Timber Harvesting**

a) **R-06-05-00 & -06-00 and U-08-24-00**

i) Thomas Goodman, 518 Bridgton Road. Harvesting 180 of 200 acres.

ii) Issued 6/2/2019.

iii) DACF # 546201.

5) **Other**

a) **6-05-2019**

i) Attended SLZ seminar sponsored by LEA in Bridgton

b) **Map R-02, Lot-29-00** 6-25-2019

i) Jean Kelly, 703 Waterford, Road. Dropped by to get paperwork from Alberta so that she can file a claim with the state to take ownership of vehicles on her property that she does not presently own.

c) **MAP R-05, Lot-21-00** 6-25-2019

i) Call from Nuno Medeiros looking for info on driveway entrance. Sent email copy of form with ord excerpts to him

d) **MAP R-09, Lot 02-A** 6-11-2019

i) Received copy of letter from PB to Ron Leavitt approving the modifications to the Popple hill estates, removing requirements for residential sprinklers.

e) **MAP R-09, Lot-18-03** 6/25/2019

i) Jolene Barker, 256-4776, [gone2wild@outlook.com](mailto:gone2wild@outlook.com). Came in to get driveway entrance app. This is for a state owned road. Gave her MDOT info.

f) **Knights Hill Road** 6-11-2019

i) Bill Bridges came in to talk about building for a customer. He did not know where exactly the lot is.

g) **U-01-02-00** 6-18-2019

i) Jeff Hadley, 47 Nevers Lane. Drove out to this lot to insp for survival of saplings and for low shrubs. Noted many missing saplings according to the planting plan.

6) **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) **Permit 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
- iii) **Permit 2019-004** **U-05-05-0**
  - (1) Warren & Abigail DeWildt, 58 Wint Road
  - (2) Build a new house. Old camp to be removed and area occupied by it revegetated w/i 60 days of issuance of COO.
  - (3) Issued BP 3-26-2019
- iv) **Permit 2019-005** **R-02-18-00**
  - (1) Shawn Shea, 78 Marr Road. Building permit to put up a 13' x 32' greenhouse.
  - (2) Issued 4-2-2019
- v) **Permit 2019-008** **R-07-06-04**
  - (1) Andrew Bariteau, 418 Knights Hill Road. Building a 28' X 28' garage with living space on second floor. Also a 12' x 28' shed. Talked with him the week before about getting BP app filled out.
  - (a) Issued 4-30-2019
- vi) **Permit 2019-009** **U-05-07-00**
  - (1) Linda Hanratty, 76 Wint Road. Permit to remove a total of six trees that were hazardous and diseased or in the same location of a permitted septic system.
  - (2) Issued 5-14-2019
- vii) **Permit 2019-010** **U-05-03-00**
  - (1) Zenon Grabarek, 38 Wint Road. Building permit to put up a 26' x 26' garage and to replace existing deck 16' X 47'.
  - (2) Issued 5-14-2019
- viii) **Permit 2019-011** **R-07-31-00**
  - (1) Mike Welsher, 39 Waterview Drive. Building a 17' x 32' barn with a 17' x 24' loft and a 9' x 32' lean-to.
  - (2) Issued 5/28-2019

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.
  - iii) **Permit #2018-022** **R-05-41-0**
    - (1) Sweden Historical Society, 147 Bridgton Road
    - (2) Replace back wall of old Selectmen's brick building.
    - (3) Issued 6-26-2018
  - iv) **Permit #2018-026** **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) **Permit 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) **Permit 2018-037** **R-01-07-0**
    - (1) Robert Santomenna, 73 Ridltonville 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) **Permit#18/17** **Map R01 Lot 11**
    - (1) Melanie Eldracher-Riddlon, 105 Riddlonville Road
    - (2) Constructing single family home, 16x24 will full basement.
    - (3) Issued 12/09/2017
    - (4) 2/18/2018 CEO visited site. Insulation and vapor barrier being installed. Exterior is weather tight.

d) **2016**

- i) **Permit #02/16** Map R01 Lot 11  
(1) Melanie (Eldracher) Ridlon, 105 Ridlonville Rd.,  
(2) Add two dormers to existing house.  
(3) Issued 04/12/2016
- ii) 11/03/2017 Site visit- - no activity probably, no activity till spring 2018.
- iii) 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.

CEO, Arthur Dunlap explained he would like input from the BOS regarding the violation and fines to be incurred by the owner BRD, LLC. Of map and lot R05-52-00 for violating the Town timber harvesting ordinance. The BOS asked the AA to reach out to local foresters to get an estimate for the dollar amount of the lumber taken from the 60-acre lot. After receiving this information, the BOS will determine what fines will be imposed on the owner of the lot. Wayne made a motion to contact a viable forester to inquire about a fee for determining the price of lumber harvested by BRD, LLC., Ryan 2<sup>nd</sup> the motion and it passed unanimously.

**Clerk-** Alberta Ridlon, Town Clerk indicated she received an email from the Department of Health and Human Services regarding implementing a verbal disclosure policy for vital records. The BOS asked the AA to devise a policy with the assistance of the Town Clerk to be reviewed at the next BOS meeting.

**Fire Chief-** Tim informed the BOS there is a new Director of Communication in Oxford County. Services that were once free may need to be paid for in the future as a result of the change.

The Town may have a chance to get another truck from the Town of Sebago, more information to come. Wayne asked if the truck could come to the Town for viewing, Tim said he may be able to make that happen however, unsure.

Tim is looking to be proactive and engage Safety Works to come in and do an inspection of the SVFD.

The Fire Chief presented hose bids to the BOS: Brigham Industries 100' length \$11, 980.00, IPS 100' length, \$10,300.00 and HSE 100' length, \$9,500.00 and a 10-year warranty. Ryan made a motion to purchase 100' length of hose for the SVFD from HSE in the amount of \$9,500.00 out of the SVFD Capital account, Wayne 2<sup>nd</sup> the motion and it passed unanimously.

Tim also said the new fire engine acquired by donation, needs some repairs. Wayne made a motion to use up to \$7,500.00 from the SVFD capital account for repairs to the Fire Engine, Ryan 2<sup>nd</sup> the motion and it passed unanimously.

**Road Commissioner-** no report, he did speak to AA Jenna Domer and told her via phone that paving would begin on Town Roads; Smarts Hill Road, Berry Road and Tapawingo Road the first week of August. Wayne made a motion to accept the bid from All States Asphalt, Inc. for paving Smarts Hill Road, \$39,700.00, Berry Road \$64,778.00 plus price per ton for extra work on Town turnaround on private drive at the end of Berry Road \$150.00 p/ton, and Tapawingo Road \$59,328.00. Liquid asphalt @\$550.00 per ton, Ryan 2<sup>nd</sup> the motion and it passed unanimously. Special Note: Ron Shorey will pay out of his personal funds to use All States Asphalt, Inc. to pave his driveway so that it is a clear seal when the portion of the Berry Road turnaround is paved by Town expense.

**Tax Collector/Treasurer-** Daneil Wassel has placed Real Estate liens for 2018 in the amount of \$24,991.46.

She provided an expense report for the BOS review.

Ryan made a motion to approve the Warrant dated July 23, 2019, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

**Old Business-** Planning Board Chair, David Johnson has rescinded his resignation and will fill out his term.

AA met with Jason Wentworth to obtain a bid for the repair/replacement of the TMH side door and rotting frame. She has not received a bid as of this date.

AA received a 2<sup>nd</sup> bid for an electric water heater in the TMH from Collins Plumbing, a 40 gallon would be an estimated price of \$1,200.00 plus electrical work. She is still waiting on a bid from Lovell Plumbing.

AA indicated Sweden Days were close and the men's toilet in the TMH is constantly running and filling with dirt. She believes we should call a Plumber to fix it before the event, the Selectmen agreed.

Selectmen Miller wanted to revisit the topic of contributing funds to the Town of Lovell for assistance in repair of the Foster Bridge. Ryan will call Steve Goldsmith to inquire if they intend to repair the bridge or not and if they are, the BOS will reconsider assistance to Lovell.

The Selectmen would like to inquire with the Fire Station Building Committee as to their next scheduled meeting and they would like to see meeting minutes from when the committee was reformed in 2018 until present. They have asked the AA to please send an email to the FSBC members to obtain this information.

**New Business-** Ron Shorey will not be present at the August 27, 2019 due to surgery. The Selectmen asked the AA to add the draft Volunteer Policy to the next BOS Agenda.

Ryan made a motion to go into Executive Session per 1 M.R.S.A. Sec. 405 (6) (A) regarding personnel matters at 8:21pm, the motion was 2<sup>nd</sup> by Wayne and passed unanimously. The Board came out of Executive Session at 8:31pm.

**Communications and Correspondence-**

- Letter dated June 24, 2019 from the State of Maine regarding LRAP
- Updates to Selectmen's Guides

Ryan made motion to adjourn at 8:47pm, Ron 2<sup>nd</sup> the motion and it passed unanimously.

Respectfully Submitted,

Jenna Domer  
Administrative Assistant