

Board of Selectmen Emergency Meeting Minutes

Wednesday, August 21, 2019

**Attendance:** Jenna Domer, Ryan Fowler, C. Wayne Miller, Alberta Ridlon and Ron Shorey

Ryan called for the pledge of allegiance and called the meeting to order at 9:30am.

**Visitors-**none

**Old Business-** Jenna stated the previous vote to use Field Electric for the electric install of the TMH hot water heater needed to be withdrawn. After Field came out to look at the TMH again, they stated due to access and the difference for installing an electric water heater instead of an on-demand water heater, the price was now \$1,010.00 in addition to the price from Lovell Plumbing for the hot water heater itself. They instead provided a quote for a 50-gallon hot water heater with an instant rebate from Efficiency Maine and the electrical work for a total of \$1,940.00. Ryan made a motion to utilize Field Electric to install a 50 gallon Bradford and White hot water heater with a 10 year warranty that includes a rebate through Efficiency Maine in the amount of \$1,940.00 including all electric work instead of a previous vote to use Lovell Plumbing and Heating for the purchase of the water heater only, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

**New Business-** Vacant Treasurer/Tax Collector position

Wayne made a motion to accept the resignation of Daneil Wassel effective August 17, 2019 from the position of Tax Collector/Treasurer for the Town of Sweden, Ryan 2<sup>nd</sup> the motion and it was approved unanimously.

The Selectmen signed new signature cards removing Daneil Wassel from the Norway Savings Bank accounts. The documents will be returned to NSB for processing.

Jenna contacted MMA and RHR Smith Auditors to inquire about the need for an internal audit, reconciling the bank statements and settling and recommitting of taxes due to the resignation. Both MMA and Ron Smith from RHR Smith stated an audit and reconciliation should be done and taxes should not be recommitted until the audit is complete. Ryan made a motion to have an audit complete with reconciliations and settling of taxes, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

The tasks of the Tax Collector/Treasurer were discussed in depth. It was determined that the Town Clerk Alberta Ridlon will be paid 60% of the salary as the Deputy Tax Collector and Jenna Domer will be paid 40% of the salary of the Tax Collector/Treasurer as Deputy Treasurer. The division of duties will be documented by an average time study of how many hours it takes each Deputy to perform the task of the respective Deputy duty. It will be reviewed in one month's time to make any adjustments to the percentage of pay and to review future salaries and training and reorganization of the positions. Ryan made a motion to pay Alberta Ridlon 60% of the Tax Collector/Treasurers salary for the duty of Deputy Tax Collector and Jenna Domer 40% of the Tax Collector/Treasurers salary for the duty of Deputy Treasurer, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Ryan made a motion to appoint the following:

Jenna Domer-Deputy Treasurer

Alberta Ridlon-Deputy Tax Collector

Alberta Ridlon-Motor Vehicle Agent

Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Details for the advertisement of the Tax Collector/Treasurer position were discussed. It was determined that the ad would state the position would require 32 hours bi-weekly including open office hours and selectmen meetings. The demand for the position and the additional duties over the years have changed and require more time to complete the requirements of the position. Ryan made a motion to advertise the position of Tax Collector/Treasurer as 32 hours bi-weekly including open office hours in the following:

MMA job bank, Town of Sweden website, Bridgton News, Norway Advertiser Democrat, North Conway Daily Sun and the Windham Eagle for 2-3 weeks, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

Ryan made a motion to adjourn at 10:55am, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Respectfully submitted,

Jenna Domer  
Administrative Assistant