

## Board of Selectmen Meeting Minutes

Via Zoom Teleconference

March 24, 2020

**Attendance:** Administrative Assistant to the Select Board, Jenna Domer(non-voting); Chair, Ryan Fowler; Selectmen, C. Wayne Miller; TC/Treasurer, Patricia Patnaude(non-voting) and Selectmen, Ron Shorey

Roll call taken by Jenna Domer as all Select Board members were present and voting.

Chair Ryan Fowler called the meeting to order at 6:02pm.

Ryan made a motion to approve the meeting minutes of March 10, 2020 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 March 18, 2020 as written, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

**Visitors-** Chris Chadbourne, Chair of the BC was present via phone for the meeting.

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

**ACO-** no report

**Administrative Assistant to the Select Board-** Jenna indicated she was waiting on Patricia Porter to complete her faithful service of duty form in order to complete the submission of the 2020 MMA Property and Casualty Pool Renewal. She will meet her at the Office and have her complete the form and the pool renewal will be submitted before the deadline of March 31, 2020.

AA has been contacted to assist MEMIC for a worker's compensation audit, she will gather required documents with the Treasurers assistance to submit remotely to the MEMIC auditor.

Alberta Ridlon has submitted her resignation as Town Clerk effective March 29, 2020. Jenna presented an appointment to the BOS for Patricia Porter as Town Clerk effective March 30, 2020 until March of 2021 and Registrar of Voters until December 31, 2021. Wayne made a motion to appoint Patricia Porter as Town Clerk, Ryan 2<sup>nd</sup> the motion and it was approved unanimously. Ryan made a motion to appoint Patricia Porter as Registrar of Voters effective March 30, 2020 until 12/31/2021, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

Jenna presented a draft Town email policy for the BOS to review. The draft was tabled as all members did not have time to review the policy.

**CEO-**no report

**Clerk-**Alberta Ridlon has submitted her resignation as Town Clerk effective March 29, 2020.

**Fire Chief-**no report

**Road Commissioner-** no report

**Tax Collector/Treasurer**-Tricia provided the BOS with an electronic copy of the Warrants for review. Ryan made a motion to accept and sign the Warrant dated March 24, 2020, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

**Old Business**- none

**New Business**- Ryan will reach out to the PB regarding Zoom access, it will cost the Town an additional \$149.00 per year per host.

Jenna stated she will provide all essential workers for the Town a safe passage letter for traveling signed by Chair Ryan Fowler for Town business.

AA inquired about any necessary updates to the Town Office and TMH closure, Ryan made a motion that the Town Office and TMH will remain closed to the Public through April 26, 2020. Only essential employees will have access to the Town Office to perform necessary business, Ron 2<sup>nd</sup> the motion and it was approved unanimously.

The BOS and Town Clerk will hold the Town Meeting as scheduled on Saturday March 28, 2020 at 9:00am, opening the meeting, electing a moderator and swiftly adjourning the meeting canceling the meeting indefinitely, no action will be taken. This action needs to be performed as the Town Meeting Warrant had been advertised and posted for more than seven days and was advised by Legal Counsel.

**Communications and Correspondence**-

- Letter dated March 12, 2020 from Bertrand Kendall, Interim Town Manager of Denmark, ME regarding a detailed cost estimate on Moose Pond Dam.

The BOS asked the AA to respond to Mr. Kendall thanking him for the opportunity to review the estimate however, at this time the Town of Sweden is not in the position to assist with the cost of the repair of the Moose Pond Dam.

Ryan made a motion to adjourn the meeting at 6:23pm, Wayne 2<sup>nd</sup> the motion and it was approved unanimously.

Respectfully submitted,

Jenna Domer

Administrative Assistant to the Select Board