**Agenda for Tuesday, August 25, 2020 Sweden Selectmen’s Meeting**

1. **Pledge of Allegiance**
2. **Call to Order:**  
   The meeting was called to order by Selectman Frum at 6:02 PM.
3. **Election of Chairman of the Board of Selectmen**Selectperson Ridlon moved Selectman Frum become the Chair of the Board of Selectmen. Selectman Carty seconded the motion. The motion carried with two votes for and one abstention (Frum).
4. **Introduction of Attendees:**  
   Those in attendance included Selectman Frum, Selectman Carty and Selectperson Ridlon. Town Treasurer Patnaude and Fire Chief Cook were in attendance as well. Finally, Chair of the Planning Board (Bill Graham) and Chair of the Budget Committee (Chris Chadbourne) were in attendance. Approximately 6-8 citizens of the community were also in attendance.
5. **Review of previous minutes (7/28/20):**Minutes of the July 28, 2020 meeting were accepted to be entered in the record. The BOS did NOT approve these minutes as no current member of the BOS was in attendance at the July 28, 2020 meeting. The July 28, 2020 minutes will be posted as an attachment to these minutes (once approved).
6. **Review of previous minutes (7/18/20):**Minutes of the July 18, 2020 Annual Town Meeting were reviewed and approved with the following changes:  
   - Article 9a should read “Ronald Shorey made a motion to raise $12,500 AND to take from surplus up to $12,500. The motion was seconded by Selectman Fowler. The vote passed.”  
   - Article 31 should read “Kathiann Shorey made a motion to accept the article to raise $4,500. The motion was seconded by Selectman Shorey. The vote passed.”  
     
   It should be additionally noted that Chris Chadbourne provided the group specific information as to what comprised the funding requested in Article 14 (grounds maintenance). There were no questions or concerns with the wording of the article itself.
7. **Old Business:**Mr. Cook reported that soon, the fire station would be requesting funding to acquire a new fire truck (a used model from the town of Sebego). He presented the cost would be roughly $7,500 with some immediate maintenance needs of about $500. Mr. Chadbourne reminded the group there is a capital fund in which we could draw the resources to acquire the vehicle (maintenance would come out of the operating budget). After discussion, The BOS requested Mr. Cook to present at the next meeting specific funding needs and the timing in which those funds would be needed so the BOS can pro-actively support the effort.
8. **New Business:**Accepting Resignations: Mr. Frum presented the resignations of Selectmen Fowler and Miller. Selectmen Carty moved the acceptance of these resignations. Selectperson Ridlon seconded the motion. The resignations were accepted unanimously.  
     
   Appointments: Selectperson RIdlon presented the open positions needing to be filled in various roles supporting the town. Ms. Ridlon asked all attendees to submit suggestions as soon as possible.  
     
   Outstanding Bills/Warrant to disburse payments: Selectperson Ridlon made a motion the warrant to pay outstanding bills be approved. Selectman Carty seconded the motion. The warrant was approved unanimously. Selectman Frum did inform the attendees this was an unusually large number of bills outstanding given we did not have a quorum of selectmen available to approve for nearly a month. Mr. Frum also shared with the attendees the substance and size of some of the bills being paid to greater inform attendees of what was being discussed/approved.  
     
   Report on Staff Roles and AA Responsibilities: Selectmen Frum reported he was meeting with staff to help the BOS gain full knowledge of current workload, job descriptions AND any elements of the Administrative Assistant’s role (now vacant) that were noticeably not being completed, but needing attention. A more formal report will be made at next BOS meeting along with discussing the Administrative Assistant role, merits of replacing and/or adjusting said job description. It was also suggested the BOS consider the question as to whether the Administrative Assistant role will need to be replaced.  
     
   Volunteer Policy: Selectman Frum indicated to all attendees the BOS is aware the volunteer policy needs revision and attention. Input was provided by those in attendance and further discussion will occur at the next BOS meeting.

Staff Reports: Ms. Patnaude also informed attendees of the tax assessment process. She was asked by the BOS to reach out to Maine Municipal Association (MMA) to assure tax bill due dates are appropriately determined which will in term, determine the “trigger” date for any delinquency notices. Ms. Patnaude will follow up with the BOS as to her findings and this item will be on the next BOS meeting agenda under old business.

1. **Announcements:**The next meeting of the BOS will be September 8, 2020 at 6 PM.
2. **Other business/requests from citizens:**Mr. Warren DeWildt was in attendance and requested direction as to his appointment to the Board of Appeals. Selectmen Carty will follow up and formal consideration of his appointment will be on the agenda of the next BOS meeting under old business. Selectman Carty, on behalf of each Selectman apologized for the miscommunication and assured Mr. DeWeldt we would address the matter by next BOS meeting.  
     
   Ms. Patnaude requested the BOS contact her to get authorized for the Town bank account. This will occur over the next two weeks.
3. **Adjournment:**There being no further business, the meeting was adjourned at 7:12 PM.