

SELECTMEN'S MEETING
January 29, 2020
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- **Special Town Meeting** – The Town Administrator updated the Board and public regarding the contract, change order, initial appropriations and final payment to Sanford regarding the dam project. Special Town Meeting will be held Monday, February 3, 2020 at 6 pm. Selectmen Ed Walsh recapped the work done and holes filled to make the dam sound.
- **Email issue** – Town Administrator walked through time line of emails regarding Special Town meeting sent and stipulated as not received. Review of accounts indicated emails were sent as stipulated and received. Warrant was also made available on 2 separate occasions to W&F and not through the email system. Issues were investigated and resolved. Reminder- if an recipient is having trouble receiving emails, please let the Town Administrator know.
- **Recreation order** – The Town Administrator placed the award medals order and it is expected to be received by Friday in time for presentation.
- **Budget Workshop** – The Town Administrator requested a workshop with the Board of Selectmen and Treasurer to review budgets. Meeting scheduled for February 10, 2020 at 4 pm.
- **SQL Conversion of TRIO** – Conversion was performed behind the scene and was successful.
- **Job Shadow** – The Town Administrator received few applications for the Deputy Clerk position and is having viable candidates job shadowing as part of the interview process. A recommendation for employment will be forthcoming from both the Town Administrator and Treasurer.
- **Town Report** – Town Report has been completed and is in final proofing stage. Expect to send to printers Monday. Asked Board of Selectmen to review final document.
- **Workshop with Legal** – The Board of Selectmen and Town Administrator held a workshop and reviewed drug testing, Article 43 and Flat Ground Road.
- **Municipal Caucuses** - Republican and Democratic caucuses will be held at the Acton Town Hall on the following dates: Republican Caucus, February 8, 2020 at 11 am and Democratic Caucus on March 8, 2020 at 4 pm.
- **Voter Notice** – Friday, February 14, 2020 is deadline to change parties. If unenrolled you can enroll at any time, however you must stay enrolled in that party for 3 months. If you would like to double check your party, contact the Town Administrator or stop in to the Town Offices.
- **Webstie Discussion** – Tabled.

3. WARRANTS/BILLS

4. APPROVAL OF AGENDA

Selectmen Kimberley Stacey-Horn made a motion to approve the agenda; seconded by Selectmen David Winchell. No discussion. All in favor.

5. MINUTES OF LAST MEETING

Selectmen Kimberley Stacey-Horn made a motion to approve the minutes of January 15, 2020; seconded by Selectmen David Winchell. No discussion. All in favor.

Selectmen David Winchell made a motion to approve the minutes for December 18, 2019 and January 22, 2020; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

- Dennis Long approached the Board to report the meeting with the School Board to start their budget process went well. Mr. Long reported that he presented information to the W&F Committee and sought permission for Carol K. to speak on his behalf of W&F regarding decision on not taking over the Capital Improvement Committee.
- Carol K. approached the Board to present a statement regarding W&F's decision to not take on the Capital Improvement Committee tasks. Carol K. further commented that it was not permissible in their ordinance to perform such duties as expected from a Capital Improvement Committee to develop a Capital Improvement plan. Carol K further included in her statement what the intent of the W&F Committee was to have a meeting with all department heads to hear about capital improvement thoughts and plans.

The Board appreciated W&F's response but still did not understand or accept why the W&F felt it necessary to have such a discussion with all department heads when budgets have not even been presented as of yet. A decision was made for the Town Departments not to attend W&F's meeting inviting all department heads.

- The Board continued discussions on this subject because they felt they still wanted to pursue developing a Capital Improvement Committee and Selectmen Kimberly Stacey-Horn stepped forward to take the lead on the committee and asked for 2 weeks to get names of interested parties and pull a group of 5 members together. Goal of committee will be to come up with capital improvements outside the budget scope for a 3, 5, and 10 year plan. The Board will also develop a policy with guidelines for the committee. Such a committee was not only recommended in the past by the Treasurer but the Auditor recommended such a committee as well. The Town Administrator will put up a notice and gather potential committee member names to put forward.

Reminder, do not expect numbers in time for this year's Special Town Meeting as there is a time frame in which to do everything.

7. OLD BUSINESS

A. Policies – Tabled

B. Goat Hill

Carl Davis approached the Board to update them on the Goat Hill bid and trail construction information he was tasked to look into further. Quote costs and work to be done was reviewed and outlined in emails presented. Even though the Town has been approved for grant funding for \$23,000, it is a 50/50 match program and they are continuing to seek other grants and do fund raising to cover the remaining balance.

The Board requested Mr. David come back when he had the contract in hand, had fundraiser deadlines and a timeline put together for review. Bid is valid through September 2020.

8. NEW BUSINESS

A. Ryder Additional Camera

The Town Administrator presented to the Board the quote for adding a new camera to the recently installed camera system.

Selectmen David Winchell made a motion to approve and sign the agreement for installing an additional camera for \$439.00 (\$4.18/month fee); seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

B. Pull Stations

The Town Administrator presented to the Board the quote for installing 5 fire alarm pull stations as requested by the Fire Chief.

Selectmen David Winchell made a motion to approve and sign the agreement for installing five (5) fire alarm pull stations for \$1,650 (\$6.08/month fee); seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

C. Collections / Deceased Patient

The Town Administrator approached the Board for permission to develop a policy to waive Ambulance fee balances for those that are deceased. The Board was in agreement.

D. FOI

Selectmen Ed Walsh read out a Freedom of Information request that the Town received from Mr. Charles Crispi regarding sketch plans for a subdivision on Young's Ridge; request specifically requested information by February 5, 2020 prior to Planning Board meeting of February 6, 2020.

E. Land Use Notice

Selectmen Kimberly Stacey-Horn read out the Public Hearing notice for 2 lot subdivision.

F. Executive Session 405 6A

Selectmen David Winchell made a motion to go into Executive Session M.R.S.A. 406 (6)(A) at 6:55 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

Selectmen David Winchell made a motion to come out of Executive Session M.R.S.A. 406 (6)(A) at 7:13 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

9. PUBLIC COMMENT:

- Rollin Waterhouse, Cemetery Committee approached the Board to ask who owns the property out front of the Town Hall where the memorial resides. It has come to their attention that it may be a safety concern as the ground sounds hollow. The Town Administrator will have the Assessor check and send the committee an email response.
- Tom Gore approached the Board to comment on and clarify information he knew regarding working with Sanford and the Dam project; he was not concerned with the costs and payment; what he was concerned with is being on W&F committee and not knowing what was on the Warrant he was supposed to recommend on.

10. ANNOUNCEMENTS

- A. Special Town Meeting – February 3, 2020
- B. Mary Grant Committee Openings (2)
- C. Transfer Station Opening

11. MEMBERS PRESENT

Selectmen Ed Walsh, Selectmen David Winchell, Kimberley Stacey-Horn and Town Administrator Jennifer Roux

12. ATTENDANCE

Dennis Long, Leslie Berlan, Susan Meehan, Cindy Hart, Mr. Hart, Mrs. Murray, Mr. Murray, Tom Gore, Rollin Waterhouse, Joyce Bakshi, Robin Ham, Will Langley, Tucker Pierce, David Winchell Sr., Carl Davis, Jim Driscoll, and Carol K.