

SELECTMEN'S MEETING

March 12, 2019

5:00pm

1. APPROVAL OF AGENDA:

Selectmen Elise Miller made a motion to approve the agenda; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved.

2. MINUTES OF LAST MEETING:

Selectmen Elise Miller made a motion to table the minutes; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Minutes tabled.

3. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES:

A. Planning Board

Joyce Bakshi, Chairman updated the Board that the Planning Board has been busy on many diverse issues. Workshops have been scheduled on alternative Wednesdays to review the Town's Subdivision Regulations, Zoning Ordinances and the Comprehensive Plan. Reviewing only the portion relating to Ordinances. Goal is to make sure there is no conflict between the Town's Comprehensive Plan and changes made to Ordinances. The Planning Board's changes are not really changes but suggestions, updating and housekeeping of the documents. These documents have to be updated because the voters have the right to acknowledge the changes. Review of best practical locations is one of the most common applications the Planning Board deals with. This involves reviewing the application, actual site visits and public meetings. The Planning Board is responsible to make sure that anyone within 100 feet of the lake shore is located as far as possible away from the high water edge taking into consideration of where wells and septic systems are located, topography of the lots, driveway locations and setbacks from the road. The Planning Board so far this year has had only three Best Practical Locations since their November update due to this being winter and a slow time. Currently the Planning Board is working on:

- Reviewing a Conditional Use Permit Application to establish a Home Daycare.
- A Conceptual Primary Plan for a 22 Lot Cluster Subdivision
- Site Plan Review Application to establish a Warehouse and Show Room
- Modifying an existing Approved Conditional Use Permit for an Event Venue
- Mineral Extraction Permit Application

All require site walks, public notification and public hearings. Generally it takes minimally 6 to 8 weeks to get a permit. The Planning Board meetings are held the 1st and 3rd Thursday of each month at 7pm in the Planning Department Meeting Room and the public is invited and encouraged to attend; Works Shops are on alternating Tuesday afternoons from 12:00 to 2:00 pm. All open to the Public. Work done during workshops is finalized at regularly scheduled Planning Board Meetings; this is also when voting takes place.

Mrs. Bakshi finished her report by thanking the Fire and Rescue Department for their attention when she took ill at the Town Hall.

B. Road Commissioners had nothing to add.

C. Animal Control is on call handling a local complaint.

4. OLD BUSINESS:

A. Action Plan Maine Municipal Association

The Town Administrator Jennifer Roux and Selectmen Kimberly Stacey-Horn toured the Fire & Rescue Department reviewing safety list and all tasks were completed to satisfaction. Only item missing is the Pressure Vessel. A letter will go to Travelers stating Fire Department is on the list and waiting on the State. Transfer Station is next.

B. 19-20 Proposed Budget

The Town Administrator updated the Board that a workshop was conducted on Monday with the Treasurer. Minor changes discussed in the workshop have been completed.

C. EMA Director/E911 Operator Job Descriptions

Mrs. Roux recapped information on EMA Directors from surrounding towns. The amount currently being dispersed for this position is on the low side. The Board is considering an increase and will inform the Town Administrator their decision by Friday.

D. District 1 Equipment

Selectmen Walsh stated the radios were back and as soon as the snow leaves the rest of the equipment and hay will be returned.

E. Fitness Center

A list of gym memberships was provided to the Board for review. June 30, 2019 people is available for random checks. All names were cross checked. Even exempt from payment names were included because they also need to complete a Risk of Release Form. If people insist they have signed up, please have them see the Town Administrator.

F. Rowe Bridge Damage

Mr. Letourneau is working on a preliminary report to file a claim with the insurance company. Hard to get estimates and file due to weather. Maine Municipal is aware it is being worked on and as soon as the weather breaks review will be finalized.

Road sign is in for Middle Road. Mr. Letourneau asked the Town Administrator to get him some brackets. Sharp Corner Ahead sign is on hold.

G. 7th Street

Application has been reviewed alongside the Ordinance. The Town Attorney is reviewing to make sure all qualifications have been met. Former Road Commissioner had gone out and review the Road; Mr. Letourneau will work with Mr. Winchell to complete the review. If all goes well it will be on the next Warrant.

Mr. Letourneau did meet with Mr. Cote and look at the road; still waiting to finalize review once the weather breaks.

H. Liquor License Renewals

Both, Iron Tails and KB Restaurants have been scheduled for Tuesday, April 9, 2019 at 5 pm. The Town Administrator will advertise these public hearings.

5. NEW BUSINESS:

A. Town Meeting / Election Dates / Nomination Papers

The Town Meeting has been set for Saturday, June 22, 2019 due to a law change with nomination papers. Nomination papers are available in the Town Hall as of 9 am today and must be returned by March 23rd at

4 pm. Papers are available for 1 Selectmen, Assessor and Overseerer of the Poor; 1 School Committee Member and 1 District Road Commissioner. 8 am was agreed upon for time of stated meeting.

B. Municipal Quick Claim Deed

Property Owner for Avenue A has been located and has paid all tax monies and fees. A Quick Claim Deed was drawn to return property to original owners.

Selectmen Ed Walsh read out Quick Claim Deed Map and Lot 146-025 minus personal information.

Selectmen Miller made a motion to sign the Quick Claim Deed for Map 146 Lot 025; Selectmen Stacey-Horn seconded. No discussion. All in favor. Approved. Mr. Ham Witnessed.

C. Open Audits

Smith Associates CPA via email declined putting in a bid for Auditing Services. Selectmen Walsh opened and read out the 2 bids which were received.

- RKO
 - 1 year bid at \$9,000 for the Town; \$5,000 for the School
 - 3 year bid started (June 30, 2019, 2020, and 2021) \$8800/\$4800, second year at \$9000/\$5000 and third year at \$9,200/\$5,200
- RHR Smith
 - Bid was for \$9,500 Town and \$3,900 for the School for the next three years.

Bids will be passed onto the Treasurer for review; School will also be included in the review. The Treasurer will pull out all pertinent information for comparison

D. Certification

The Maine Municipal Tax Collectors and Association sent a letter of accommodation and certification for Treasurer Michelle Rumney and the presentation date. This is a major accomplishment for Mrs. Rumney. The Board congratulated her.

E. District 1 Road Commissioner

Now that the Town will be staying with an elected Road Commissioner, Bourgue and Clegg is satisfied that the Board has the authority to appoint the Interim District 1 Road Commissioner for the remainder of the term. Mr. Langley accepted the appointment. Selectmen Ed Walsh read out appointment.

Selectmen Elise Miller motioned to appoint Mr. David Langley as Interim District 1 Road Commissioner until June 30, 2019; Selectmen Kimberly Stacey-Horn seconded. All in favor. Approved.

F. Posting Road Fines

All roads have been posted with heavy weight signs. Public has been notified via website, cable, advertising, etc.; if there are any questions, please call Road Commissioners directly. The Ordinance was adopted on January 2011 to put fines in place. Deputy Shaw can not enforce without Board's direction.

Ordinance fines range between \$250 - \$1,000. Deputy Shaw will need to know what amount of fine should be issued. Road Commissioner have the authority to assign fines but would like to leave it in the hands of the Sheriff's Department.

The Board of Selectmen discussed and set the fines to be \$1,000; if there is additional damage done to the road or bridge the Town will seek recompense.

Selectmen Elise Miller made a motion to set the fine at \$1,000 for driving over the limit on posted roads; Selectmen Stacey-Horn seconded. No discussion. All in favor.

G. CEO Upgrades

The Town Administrator updated the Board that the following items have been completed in the CEO's Office using this year's Maintenance Account:

- Window added to Mr. Paul's Office
- Replaced all the lights in the Code Enforcement Office
- Replaced Fan in the Bathroom
- Handicap Railing has been ordered.

6. PUBLIC COMMENT:

Cindy Hart approached the Board to notify all that there will be a Stream Crossing Presentation available in Falmouth on April 4, 2019. This presentation credits anyone working on the Roads the qualifications to work on Erosion Control. Anyone working on Acton Roads must be certified to work on Erosion Control as it permits all to work within 75 feet of the water and bridges. Stream Crossing money is a good money for the Town. Cindy Hart and Leslie Berlin have currently signed up. Since this is the only presentation in Southern Maine all should sign up. Sign up is through the Audubon. Fee is \$35.00. Those recommended to go is Road Commissioners, Road Committee, Warrant & Finance and anyone else who is interested.

Joyce Bakshi approached the Board again to thank the Fire Department for the attention during her illness. She would not be here if that attention wasn't given.

7. ANNOUNCEMENTS:

- Meetings are on the website
- Jerry Douglas/Paving & Info Workshop 03/13/19 @6pm
- Budget Workshop 03/16/2019 @9am
- Seeking Members for Capital Improvement Committee
- Baseball Sign ups 03/28/2019
- 4 Planning Board Site Walks 3/23/2019

8. MEMBERS PRESENT:

Selectmen Ed Walsh, Selectmen Elise Miller, Selectmen Kimberly Stacey-Horn and Tax Administrator Jennifer Roux

9. OTHERS PRESENT:

Cindy Hart, Leslie Berlin, Robin Ham, Dave Langley, and Joe Letourneau