

SELECTMEN MEETING MINUTES
APRIL 20, 1999

ATTENDING: Dale Witman, Brenda Charland, Willis Lord, Patti Berry, Brenda Huntress, Mike McAlevey, Frank Allen, Steve Foglio, Millard Genthner, Pam and Jason L'Heureux, Dianne Holden, Nancy Brandt, Bertha McAloon, Jerry Daigle, Lisa Morse.

Dale Witman called the meeting to order at 7 p.m. stating we will begin with our staff meeting which he will run as he did last month. He calls on Jerry Daigle for his comments. Jerry stated he has been working on field work and getting new valuations done.

Dianne Holden states that she has been working on lien foreclosure notices. Willis asks Dianne about the monthly reports that she had requested the Selectmen review and sign stating they had done so. Brenda Charland asked what does it mean when the Selectmen sign it? Dianne states this was suggested by Bob Hunt our auditor that Dianne send a monthly financial report to the Board of Selectmen for their review and that she should attach a signature page to show that the Selectmen received and reviewed it. Dianne adds that there is no legal tie in signing it. It is just a statement that it has been presented to the Board and they have reviewed it.

Steve Foglio states that the Code Office has been busy and that his hours have been running approximately 20-22 hours per week and it may get busier. The change of hours seem to be working well.

Nancy states that she has been busy doing boat registrations. Dale questioned Nancy regarding the number of unlicensed dogs in town. Nancy states that she doesn't have this information. Dale questioned how it worked the year Chauncey did a follow-up on unlicensed dogs and Nancy replied that since we don't summons, we don't have much authority if we do a follow-up.

Bertha reports that she has sent out reminder post cards for the second half of the tax year for taxes due May 13th. Willis questioned whether it would be easier to send two bills rather than one bill and a reminder. Dianne stated that she's checked with Jerry on this and that two bills would cost the same for postage, but with the cost for staff and time would amount to approximately \$2,400 per billing. The cost is about \$630 for reminder cards. Millard asked Bertha how many paid in full upon first billing and Bertha replied that, off the top of her head, maybe 15%.

Margaret is not present from Motor Vehicle. Dale inquires as to how many applications have been received. Patti reports there have been nine. Dianne questioned the pay for this position. Dale states we will have to pay the market rate and explains that Lyman's

experience with applicants for Motor Vehicle was that the rate of \$12.50 - \$14.75 per hour was being requested. Dianne questioned if this position would be required to do anything other than Motor Vehicle. Dale stated he has to discuss with the other colleagues. Dianne stated that she would like to have an answer when this is decided.

Lisa Morse reports that the Planning Board is busy at this time with subdivisions. Dale questions how the change of hours is working and Lisa states that the new schedule seems to be working very well.

Brenda Huntress reports that she has been working with Margaret in an effort to gain more Motor Vehicle knowledge.

Willis reports that Chauncey has given his notice. Dianne states he has said he would be willing to keep working as Constable.

Millard states they were able to burn in the burn pit last Saturday and will try to burn again on Friday if it rains Thursday. He states the brush is piled 8' from the pit for burning. Dale states that his understanding was that it would be 150' from the pit. Millard states that while they are burning, it is at a distance of 8' so they can move it more easily and quickly.

Pam L'Heureux states that the Library hasn't had a meeting recently but will be meeting to review policies and will report back to the Selectmen. Dale questions problems with overdue books. Pam reports that they have some problems but make reminder calls to get books returned whenever it is necessary.

Dale opens the floor for general discussion at this time.

Dianne questions the status of the employee meeting with MMA Health Trust. Patti states that she will set this up here at the Town Hall during the day. Patti states she is also setting up a workshop with Maine State Police Lt. Theodore Short on Violence in the Workplace. Mike McAlevey states that this was supposed have been in conjunction with the Sheriff's Department with Deputy Maurice Ouellette. Mike states that the reason he brings this up is because there is supposed to be a mutual aid agreement in place in the near future.

There is discussion about the Public Safety Committee and Nancy expresses concern about the Public Safety Committee and the Employee Health and Safety Committee duplicating efforts. Mike states that a year ago last May he was asked by the Board of Selectmen to put a committee together. Nancy asks if there should be just one committee. There was no resolution to this issue.

There was discussion regarding panic buttons, and it was noted that Margaret, Jerry, and Steve don't have one. Patti will arrange to have panic buttons installed at these workstations.

Pam L'Heureux states that the Public Safety Committee Meeting for May is scheduled for the 18th, and reports that EMA will be getting together with Lake Arrowhead Community for training on preparing for disaster situations. Pam reports that the E911 maps will be sent back to Augusta this week.

Nancy questions if anyone else is keeping track of incoming calls. It is determined that not all employees are tracking calls. Bertha, Dianne, and Nancy report that they have been tracking calls since last Staff Meeting and that it is very time consuming. Willis directs them to stop tracking incoming calls.

APPOINTMENTS

- 7:45 Steve Brunette is present for the purpose of obtaining a Request for Consent Agreement for a lot in Westwinds Development. A Consent Agreement was signed in 1989 dealing with the front setback, but the side setback violation was not addressed at that time. Dale made the motion to enter into the Consent Agreement in lieu of penalty of \$1.00. Brenda seconded. Vote 3-0-0 in favor. Consent Agreement is signed. Penalty of \$1.00 is paid.
- 8:00 John Kustron enters with a proposal for additional parking at the Lions Club. John states that they are experiencing parking problems, particularly when ball games run into Lion's Club functions. John states they are proposing to line the parking lot which would allow for more cars, and new 80' X 50' parking area. Glenn Bean has been consulted for help with stump removal and Lions Club members will volunteer their time on the project. John has spoken with a contractor regarding spray sealing and lining the existing parking lot, and the estimate is \$2,500 - \$3,000. They also want to make the driveway one way which would help with additional parking and safety. John asks the Selectmen's opinion on who should pay for this project. Dale states that we have a special Town Meeting in June. Dale questions the status of the Bean Pit Rd. and John replies that Glenn Bean owns the right of way over the town property. John states that the Lions want to start this parking lot project next month and asks the Town for help with loam and gravel. Brenda Charland states she has no problem authorizing resources coordinated through Mike. Dale states that if John would like this to go to Special Town Meeting in June, he will have to have the verbiage for an article by no later than June 1st. John states the job will be done by that date. Dale states he would like to hear input from the Road Commissioner and Parks and Rec.

John reminds everyone that the Third Annual Cranberry Apple Festival is scheduled for September 10th, 11th and 12th at the Lions Club.

John states that he is a partner in C&K apartments which owns 18 acres of land just beyond the apartment complex. Noting the need for additional recreation areas, John suggested possibly allowing 3-4 acres for a ball field if the Town wanted to build and maintain it on a possible lease basis. John is directed to get input from Mike.

Brenda Charland motions to ask Patti to work with the two department heads to review Lions Club plan for proposed additional parking spaces and to provide what material the town owns to accomplish this plan and to decide which account to use. Dale seconds. Vote 3-0-0 in favor.

NEW BUSINESS

Willis and Dale both state that they have reviewed the April 13th Selectmen's Meeting Minutes. Willis motions to approve the April 13th Selectmen's Meeting Minutes. Dale seconds. Vote 2-0-1. Brenda abstained as she was not present at the April 13th meeting.

Patti reports that RWS has contracted with Clean Harbors for a day of free hazardous waste disposal to us. RWS will advertise the types of materials to be disposed of which include oil based paints, stains, fertilizer, chemicals, thinners, solvents, batteries, pesticides and photochemiclas. Their proposed date is May 22nd, 9 AM - 2 PM. RWS is requesting that we provide an extra dump attendant to help with traffic and check dump stickers. Brenda motions to authorize Patti to hire extra person on May 22nd if she sees the need after talking with RWS. Dale seconds. Vote 3-0.0 in favor.

Willis motions that clean-up day be held on May 15th all day. Dale seconds. Vote 3-0-0.

Patti states that the Town of Hollis will be holding a Hazardous Waste Disposal Day in June, on a day which is not their regular day. They are requesting permission to bring metal or plastic containers to our facility if they provide the dump attendant. The Board agrees that this will be okay.

Dale reports that there is an abandoned ice shack at the public beach area which needs to be removed and asks Patti to inform Mike and Fred of this so they can arrange to have it hauled away.

There is a Planning Board Meeting this Thursday, April 22, at 7:30, to discuss the gravel pit ordinance. The Planning Board has requested that the Board of Selectmen attend. Willis and Dale state that they will be there.

OLD BUSINESS

There is discussion in regard to the Parks and Rec mower. Willis states his understanding is that a motion was made to enter into a 3-year lease with John Deere and, if so, that it cannot be put out to bid. Patti will research the minutes of the Town Meeting to find out specifically what the motion said and report back to the Selectmen.

There is discussion regarding the Lake Arrowhead invoice and reply from the Board of Trustees to our request. Willis states that he thinks we should be looking at tax acquired non-buildable lots and get rid of them.

In regard to a situation where an employee reimbursed out of pocket for a monetary error, Patti has researched with MMA and states that MMA advises the Town to put in a claim on our bond. Brenda states that she feels an employee should not have to reimburse the Town for monetary errors and that the Town should pay. Brenda makes the motion to reimburse the employee and to take the reimbursement from the training account. Dale seconded. Mike McAlevey made the point that if this situation isn't rectified, it could set a precedent. Frank notes that taking this out of training is not setting a good precedent. Dale amended the motion that this be taken out of the incidentals account. Brenda seconded the amended main motion. Vote 2-1-0. Willis voted against.

In regard to incidentals and advertising expenses relating to Motor Vehicle ads. Patti states that within the next couple of weeks we will be seeing this advertising expense. Patti states that at special we will have enough money within General Government so that we will not have to tap into surplus.

Mike McAlevey reports that the Public Safety Committee will meet on May 18th for the purpose of screening for Fire Chief. Mike reports that at last night's Public Safety Committee Meeting regarding the new fire truck they went through specs to the committee's satisfaction. Elias explained that 4 companies were contacted prior to Town Meeting. Two replied. Patti explained the bid procedure being that we send out specs to two companies by request. The committee agreed to this. The Committee suggests to use specs adopted by the department and meet with the Selectmen. The committee recommends getting specs out for invitation to bid to two companies. Warrantee of equipment will be included in these specs. The committee voted unanimously to endorse the process the Fire Chief took to make specs. They were not critical of the Department or the Selectmen.

There was discussion at this time regarding the Motor Vehicle position and the direction of current employee staff. Patti states that in discussion last week the Selectmen didn't come to a decision regarding further training for Brenda. Dale feels Brenda should receive as much training in regard to re-registrations as possible. Patti states that there is much more to the position such as the reports, limited and new registrations, and

also states we cannot be just a "re-registration" town. Patti states that Brenda has not had the opportunity to get enough extensive training at this point and will not from this point forward until May 18th to become a Certified Motor Vehicle Agent. Patti reports that there must be a Certified Agent in this building in order to have a Motor Vehicle Department. If there is not an Agent we will have to suspend Motor Vehicle altogether. There is discussion regarding Dianne being trained and certified and if she might be willing to take the position. Patti states that Dianne would need to take 3 courses before becoming certified as there are continual yearly updates, as well as the new Chickadee plate training. Patti states Dianne specifically asked if this will be Motor Vehicle duties only. Dale states that the answer is "yes" unanimously, at 35 hours a week. Patti will pursue with Dianne and Bertha and report back to the Selectmen if this is to be an option. Patti states that further Motor Vehicle training for Brenda would not be beneficial at this time.

Millard give an update on cardboard recycling reporting that there were erroneous numbers in the weight he reported and that in reality, each silver bullet can hold approximately 1 ton of cardboard.

The Selectmen agreed that the meeting with Lake Arrowhead regarding town owned lots will be scheduled for Wednesday, May 5th at 7:30, here at the Town Hall.

The Selectmen also agreed that the meeting with the Transfer Station will be set for Monday, April 26th, at 7:30, here at the Town Hall

The two ZBA hearings will be tentatively scheduled for May 11th at 7:00. This is a Tuesday night and the two issues are a variance request and an administrative appeal on the Code Enforcement Officer's refusal to put a stop work order on Doug Foglio's pit. The Board agrees that our attorney should be on hand to assist the ZBA. The Selectmen will sign bills and payroll only on May 11th, and the regular Selectmen's Meeting will be rescheduled for Wednesday the 12th. Agenda's will be posted accordingly.

Patti reports that the Road Commissioner is being scheduled for surgery and asks what we do in the instance of an elected official being out of commission. Patti states Fred has scheduled his workload and set up duties for the crew and left her with a list of contacts. The Selectmen agree that it isn't necessary for Fred to have to deal with scheduling his workload particularly at this slow time of the year.

Brenda expresses concern regarding a permit that was issued to a take out sandwich shop on the Goodwins Mills Rd. in South Waterboro. Brenda states that she will be working with the CEO on that and that she may wish to challenge this through the ZBA. She reports that this is within 100' of a blinking light and there is no parking available.

SIGNED

The Board of Selectmen signed the Warrant for Bills and Payroll. They also signed the following:

1. Selectmen's Meeting Minutes for 4/13/99
2. Deed signature - Brenda Charland

ADJOURNMENT

The Board adjourned at 10:00 P.M.

APPROVED

Date: 5-4-99

Dale A. Wether

Brenda Charland
