

MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 7, 2019

Present: Jay LeGore (1st Selectperson), Bob Price (2nd Selectperson), Carrie Hanagriff (3rd Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), and Katie Campbell (Registrar of Voters).

1. The agenda and minutes of December 17th were accepted.
2. Treasurer's Warrants: #52 for \$126,123.86 (AP) and \$682.23 (Payroll); and #53 for \$237.25 (Payroll); plus #1 for \$54,829.35 and \$4,034.75 (previews) were approved and signed.
3. Budget Committee: research will be done to determine what nearby Towns are paying for various services to determine if there is a path to cost reductions in Montville. The Budget Committee will also look at potential ways to bring more revenue in. It was agreed that the Board would try to minimize increases in the budget for those items that they have control over. It was noted that the snow plow contracts will have a significant impact. The mandatory increase in minimum wage will have an impact but to a lesser degree. Road options will be discussed.
4. Registrar of Voters: Katie Campbell advised the Board that the laptop she was assigned to use will not interface with the requisite scanner supplied by the State. She is also unable to connect to the office printer or label printer. Katie additionally advised the Board that it would be helpful to have access to TRIO when she is assisting Hannah as Deputy Town Clerk. After some discussion the Board instructed Katie to contact Archangel Computer to determine if the 3rd PC in the Clerk's Office could be configured to accomplish all of the goals.
5. Winter Roads: Steve advised that the grizzly screen has been installed at the sand shed. He informed the Board that he ordered another load (approximately 33 ton) of salt from New England Salt at the same price as pre-season. The Board told Steve to advise Bob Demers to stop plowing the Transfer Station yard with the loader as that is part of Troy Nelson's plow contract.
6. Tree Growth: the Board reviewed, and approved, the Marsolais renewal application.
7. MMA Loss Control Report: Jay checked with Revision Energy and was advised that the solar panels were installed to code and that there is no requirement for a retrofit. Jay conferred with MMA on this and they are in agreement. Jeanne will file a status report once it has been determined if the other items have been resolved.
8. Auditors Authorization Letter: The Board authorized the accounting firm of James Wadman to conduct the annual municipal audit.
9. Mowing Bid: Jeanne advised the Board that Liberty has asked that we reference each other in our advertisement for mowing bids in the hopes of drawing more prospective contractors to the area. They have also requested that we put a notice on our website and that we move forward now so the cost will be known in time for the Town Warrant. The Board agreed to this course of action. Jeanne will contact Kenn at Liberty to find out where they are at in their process.
10. Assessing Records: the final phase of reconciliation of real estate records, from MuniAd to TRIO, was discussed.

This meeting ended at 8:28 p.m.

Respectfully submitted by Jeanne Coleman

MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 14, 2019

Present: Jay LeGore (1st Selectperson), Bob Price (2nd Selectperson), Carrie Hanagriff (3rd Selectperson), Jeanne Coleman (Administrative Assistant), and Steve Lucas (Road Commissioner)

1. The agenda and minutes of January 7th were accepted.
2. Treasurer's Warrants: #1 for \$54,829.35 (AP) and \$4,034.75 (Payroll); plus #2 for \$11,864.76 and \$726.48 (previews) were approved and signed.
3. Steve Lucas: reported that he has been replacing road signs. Also, that the sand reserve is down by $\frac{2}{3}$ to $\frac{3}{4}$ and that a turn around may need to be built on Hogback Mountain Rd for the plow.
4. MMA Loss Control Report: Bob will check on the status of things at the Transfer Station and pass the information along to Jeanne. Jeanne will file the status report with MMA.
5. Mowing Bid: The Board decided that the spec sheet should remain the same as previous years. An AD will be placed this week with a deadline of March 11th so the cost will be known prior to Town Meeting. The call for bids will also be put on our website and Liberty's.
6. Assessing Records: Jay ran into a glitch within TRIO while working on update tables. Jeanne will contact tech support and try to get it straightened out.
7. Town Meeting / Town Report: Carrie will ask Glenn Couturier if he will accept the position of moderator again. Decisions were made, and assignments given, regarding various facets of the Town Report. Jeanne will contact Terry Fischer about writing the dedication.
8. Utility Survey: The Board reviewed the MMA Survey which Jeanne will complete and submit.
9. Training for Clerk and Deputy Clerk: the Board approved the Clerk and Deputy Clerk for the Town Meeting & Elections (Title 30A) Workshop in February.
10. Balance Accounts:
 - a. the Board voted to *transfer* \$335.83 from Health & Sanitation; \$678.93 from Protection & Enforcement; \$674.72 from the Ambulance Account; and \$835.81 from the School Account [a total of \$2,525.29] to Administrative Accounts.
 - b. the Board voted to *transfer* \$11,142.99 from the School Account; \$6,371.29 from the General Assistance Account; \$6,400.03 from the Abatements Account; and \$927.60 from the Ambulance Account [a total of \$24,841.91] to Highway and Public Works.
 - c. the Board voted to *transfer* \$12,881.36 from the Fire Department Wages and Operations et al accounts to the Fire Department Equipment Reserve.
 - d. the Board voted to *transfer* \$257.94 from the School Account to the Town Property Account
 - e. the Board voted to *transfer* \$1.10 from the School Account to the Perpetual Care Account

This meeting ended at 8:19 p.m.

Respectfully submitted by Jeanne Coleman

☆ There was no meeting on January 21st due to the Holiday

MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 28, 2019

Present: Jay LeGore (1st Selectperson), Bob Price (2nd Selectperson), Carrie Hanagriff (3rd Selectperson), and Jeanne Coleman (Administrative Assistant)

1. The agenda and minutes of January 14th were accepted.
2. Treasurer's Warrants: #2 for \$11,864.76 (AP) and #3 \$1,577.26 (Payroll); plus #4 for \$76,478.53 and \$1,013.81 (previews) were approved and signed.
3. MMA Loss Control Report: Jeanne advised the Board that MMA acknowledged the report she filed and set a deadline of February 4th for a follow up report. She also advised the Board that the electrician is supposed to return to the Transfer Station early this week to complete the work there. It was reiterated that no action can be taken on the Sand Shed until it has been emptied.

4. Town Report: The date for the 2019 roll-off event was set so it could be included in the book. The Board voted to order the same number of books again this year. Posting the book on the Town website was discussed. Carrie confirmed that Glenn Couturier will moderate the Town Meeting.
5. TRIO: Jeanne reported that the current problem has been referred to the database techs and it is speculated that it will be weeks before a resolution is arrived at. Jeanne provided Jay with a Batch Calculation run by Map/Lot - and attending error log - so he could proof the work he is doing.
6. Job Descriptions: the Board reviewed the consolidated job description for Select Persons. Bob noted that review and approval of the Treasurer's Warrants needed to be added.
7. Select Board Budget: The Board discussed Jay's draft of a preliminary budget. Bob reported that he had done some research and Montville is maintaining roads at a lower cost per mile than Freedom. The Board will meet with the Budget Committee next week for further discussion.
8. Warrant Building Workshop: February 11th was set for this year's workshop. Jeanne will put a notice out to residents and ask Hannah to do the same.
9. Computers: After reviewing the current status of all of the equipment in the Clerk's Office the Board voted to replace the computers at the Clerk's and Treasurer's workstations and have the third workstation issues addressed. Jeanne will contact Archangel Computers and set it up.

This meeting ended at 8:49 p.m.

Respectfully submitted by Jeanne Coleman

MONTVILLE SELECT BOARD MEETING – MONDAY, FEBRUARY 4, 2019

Present: Jay LeGore (1st Selectperson), Bob Price (2nd Selectperson), Carrie Hanagriff (3rd Selectperson), Jeanne Coleman (Administrative Assistant), John York (Fire Chief), Cathy Roberts, Roy Antaki, and Ana Antaki (residents)

1. The agenda and minutes of January 28th were accepted.
2. Treasurer's Warrants: #4 for \$76,478.53 (AP) and #5 for \$4,343.69 and \$58,272.32 (previews) were approved and signed.
3. Roy and Ana Antaki: spoke with the Board about the way their road has been plowed this winter. They explained how the plow truck made its turn in prior years and requested that the information be conveyed to the current plow contractor. Bob will speak with Henry Spaulding.
4. John York: spoke with the Board about the occasional need for the Fire Department to have an excavator knock down a building. In the past, Clayton Larrabee donated his time and equipment but he is no longer available. John is looking for someone to replace Clayton and wanted the Board's approval in the event that the new person submitted a bill. The Board approved the expenditure. John also spoke to the Board about the need to have at least one of the plow contractors on call for sanding roads at the scene of an emergency. The Board agreed that someone should be designated. They further agreed that whomever it is should be compensated if called out. Bob will speak with Henry Spaulding.
5. Budget: the Board sat in on the Budget Committee meeting and made recommendations where line items needed to be increased and where some could be decreased. Another Budget Committee meeting was called for next Monday, February 11th.
6. TRIO: Jay advised that he has worked on analyzing the real estate data and correcting a coding problem. Jeanne advised that TRIO tech support states that we have been given a high priority status but has not come up with a resolution as of this time.
7. Job Descriptions: Cathy Roberts shared her thoughts on how the Select Board job description should be written. Discussion ensued about the two current drafts for the position(s) and what should be added and what might be taken out.

8. No Spray Ordinance: Cathy Roberts reminded the Board that MDOT and CMP agreed to a moratorium on spraying in 2018 in order for the Town to sort out its No Spray Ordinance. Given that it would require a 3 Year Management Plan – complete with a budget – for the Town to enter into an agreement with MDOT and CMP moving forward Cathy recommend that the current article be repealed. She further recommended that residents be informed of their ability to enter into individual contracts with MDOT and CMP. Jeanne will do some research through MMA and further discussion will take place during next week’s Warrant Building Workshop.
9. RSU3 Reapportionment Plan: Bob advised that he will attend the meeting on Tuesday between RSU3 and its attorney regarding the legality of the new plan.

This meeting ended at 8:50 p.m.

Respectfully submitted by Jeanne Coleman