

## MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 8, 2018

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), Peter Kassen (Chair, Planning Board Committee), Bob Moosmann, Jeffrey DeHart and Andrea Glidden (MDOT), Kris Spiegel (CMP) and residents Bridget McKeen, Katie Campbell, Bonnie Hrichak, Susan Bakaley Marshall, Michael McCoy and Arlene Hadley.

1. The agenda and minutes of December 18, 2017 were accepted.
2. Treasurer's Warrants: #51 for \$81,066.90 (A/P) & \$5,914.09 (payroll); #52 for \$40,126.00 (A/P) & \$1,668.99 ( payroll); #52A for \$796.39 (A/P) & \$42,392.51 (A/P 2) & \$643.62 (payroll); #1 for \$4,328.13 (payroll) and #2 for \$597.88 (payroll) were approved and signed
3. Bridge McKeen: Video recorded the meeting
4. Roadside Spraying: Cathy read a copy of Article 52 (as amended) prohibiting roadside spraying which residents passed at the 1980 Town Meeting. Cathy noted that the article had been posted on the Bureau of Pesticide Control's website (without the amendment) and that no formal agreement had ever been entered into with Maine DOT or the utility companies. Bob Moosmann from MDOT explained their vegetation control program which includes mowing within 8' of the pavement (which is done every year) and spraying (which is done every other year). The spray program targets hardwood saplings less than 6' in height and softwood saplings less than 3' in height 'within view of the public'. MDOT uses Garlon 4 Ultra Herbicide in a nominal ( ½ %) concentration. Bob noted that this concentration is considered safe for humans and wildlife and that it often takes more than one spray cycle to kill a sapling. Bob explained that if the Town enters into a Municipal No Spray Agreement with MDOT then the Town will have to submit a plan that includes a three-year budget detailing how the vegetation will be controlled. When asked about the average cost, Bob cited the example of Southport - that town spends approximately \$20K every three years to maintain their 10 miles of State road. Bob provided handouts consisting of a Municipal No Spray Agreement and a map identifying Montville's 17.9 miles of State road. Bob stated that the Town could also take over the responsibility of mowing the State roads but would be reimbursed for that at the contract rate of \$85 per center line mile. Bob additionally stated that if the Town enters into a Municipal Agreement there would be no need for residents to enter into individual agreements and, conversely, if the ordinance is voted down then residents who specifically object to spraying could enter into individual agreements. Bob advised that there are currently six towns that have a No Spray Agreements with MDOT. Bob recommended that the Board do some cost analysis and bring the matter to a vote at Town Meeting. Kris Spiegel from CMP explained that they have a 5-year cycle for vegetation control. Once an area is mowed a crew will go out the following year to spray what is needed. CMP uses the same tree height criteria as MDOT but employs a crew on foot, carrying backpack applicators, so theirs is a very targeted operation. Kris advised that there is a 16' minimum vegetation control envelope in the 'wire zone'. Kris stated that if the Town enters into a No Spray Agreement with CMP the Town would not have to take over any responsibilities but there could be a cost sharing fee imposed for the maintenance of distribution lines. Kris noted that CMP has a contact log which they use to advise residents of their trimming schedule. General discussion followed about the impact of herbicides on pollinators and which species of trees were targeted and which were generally protected. Arlene Hadley advised that she is part of a native plant seed program and referred to a book that has been written on the subject for MDOT. Bob advised that MDOT would be distributing the book next spring in concert with a pilot

- program to use native plants to control invasive vegetation. Cathy asked Bob if Montville could be considered for the pilot program and Bob said he would take the request under consideration.
5. Snow Plowing: The Board reviewed Steve's recommendations for improving winter road conditions and agreed that the plow drivers should be made aware of them. Jeanne will draft a letter which will include an invitation to report back to the Board on residents who habitually park in the Right of Way and/or plow across the road creating hazardous conditions.
  6. BMV Audit: The Board set up a meeting with Mary Thompson, in two weeks, to compare registrations and receipts to determine if there are any other excise tax discrepancies for 2017.
  7. Assessing / Tree Growth: The Board signed notices to new owners of properties which are in tree growth. New application(s) and renewal(s) will be handled later.
  8. Auditor's Letter: Jay signed the letter authorizing Wadman CPA to conduct the Municipal audit
  9. MRC 2019 Tipping Fees: the Board reviewed the notice regarding 2019 fees.
  10. Transfer Station: Cathy advised that the Transfer Station is low on oil. Also, that a window is broken: there is a broken hinge on the overhead door which is causing it to buckle; and snow is building up on the roof. Bob Price volunteered to take care of the window, door and roof. Jeanne will call Haskell's and put in an order for oil. Cathy also advised that the Transfer Station cannot accept barrels without covers or containers and bag full of fluids. She passed along a note from the Unity Area Regional Recycling Center which stated that they cannot accept any styrofoam; that large pieces of cardboard should be cut down; all lids should be separated from their containers; only certain glass is acceptable; and hardcovers should be removed from books. Recyclers are encouraged to bring any electronics, light bulbs, and batteries directly to the UARR center in Thorndike. The Montville transfer station will continue to accept these items. Jeanne will put a note out to residents with this information.
  11. Speeding on Route 220: Cathy spoke with Sheriff Jeff Trafton. Patrol units have been dispatched to address this situation and will continue to do so.
  12. Bridget McKeen: advised that a FedEx truck was speeding on Hogback Mountain Road on 1/4/2018. She did not get a plate but will try to if she sees this problem again.
  13. Bonnie Hrichak: spoke to the Board about her continued concerns about Steve Lucas' ability to execute his duties as road commissioner. There was a discussion about the pro's and con's of having a road commissioner appointed instead of elected. The Board acknowledged Bonnie's concerns and Cathy noted that they have also received compliments on Steve's work.

This meeting began at 6pm to accommodate the MDOT & CMP officials and ended at 8:35 p.m.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 8, 2018**

AMMENDED ~ JANUARY 22, 2018

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), Peter Kassen (Chair, Planning Board Committee), Bob Moosmann, Jeffrey DeHart and Andrea Glidden (MDOT), Kris Spiegel (CMP) and residents Bridget McKeen, Katie Campbell, Bonnie Hrichak, Susan Bakaley Marshall, Michael McCoy and Arlene Hadley.

1. The agenda and minutes of December 18, 2017 were accepted.
2. Treasurer's Warrants: #51 for \$81,066.90 (A/P) & \$5,914.09 (payroll); #52 for \$40,126.00 (A/P) & \$1,668.99 (payroll); #52A for \$796.39 (A/P) & \$42,392.51 (A/P 2) & \$643.62 (payroll); #1 for \$4,328.13 (payroll) and #2 for \$597.88 (payroll) were approved and signed

3. Bridge McKeen: Video recorded the meeting
4. Roadside Spraying: Cathy read a copy of Article 52 (as amended) prohibiting roadside spraying which residents passed at the 1980 Town Meeting. Cathy noted that the article had been posted on the Bureau of Pesticide Control's website (without the amendment) and that no formal agreement had ever been entered into with Maine DOT or the utility companies. Bob Moosmann from MDOT explained their vegetation control program which includes mowing within 8' of the pavement (which is done every year) and spraying (which is done every other year). The spray program targets hardwood saplings less than 6' in height and softwood saplings less than 3' in height 'within view of the public'. MDOT uses Garlon 4 Ultra Herbicide in a nominal ( ½ %) concentration. Bob noted that this concentration is considered safe for humans and wildlife and that it often takes more than one spray cycle to kill a sapling. Bob explained that if the Town enters into a Municipal No Spray Agreement with MDOT then the Town will have to submit a plan that includes a three-year budget detailing how the vegetation will be controlled. When asked about the average cost, Bob cited the example of Southport - that town spends approximately \$20K every three years to maintain their 10 miles of State road. Bob provided handouts consisting of a Municipal No Spray Agreement and a map identifying Montville's 17.9 miles of State road. Bob stated that the Town could also take over the responsibility of mowing the State roads but would be reimbursed for that at the contract rate of \$85 per center line mile. Bob additionally stated that if the Town enters into a Municipal Agreement there would be no need for residents to enter into individual agreements and, conversely, if the ordinance is voted down then residents who specifically object to spraying could enter into individual agreements. Bob advised that there are currently six towns that have a No Spray Agreements with MDOT. Bob recommended that the Board do some cost analysis and bring the matter to a vote at Town Meeting. Kris Spiegel from CMP explained that they have a 5-year cycle for vegetation control. Once an area is mowed a crew will go out the following year to spray what is needed. CMP uses the same tree height criteria as MDOT but employs a crew on foot, carrying backpack applicators, so theirs is a very targeted operation. Kris advised that there is a 16' minimum vegetation control envelope in the 'wire zone'. Kris stated that if the Town enters into a No Spray Agreement with CMP the Town would not have to take over any responsibilities but there could be a cost sharing fee imposed for the maintenance of distribution lines. Kris noted that CMP has a contact log which they use to advise residents of their trimming schedule. General discussion followed about the impact of herbicides on pollinators and which species of trees were targeted and which were generally protected. Arlene Hadley advised that she is part of a native plant seed program and referred to a book that has been written on the subject for MDOT. Bob advised that MDOT would be distributing the book next spring in concert with a pilot program to use native plants to control invasive vegetation. Cathy asked Bob if Montville could be considered for the pilot program and Bob said he would take the request under consideration.
5. Snow Plowing: The Board reviewed Steve's recommendations for improving winter road conditions and agreed that the plow drivers should be made aware of them. Jeanne will draft a letter which will include an invitation to report back to the Board on residents who habitually park in the Right of Way and/or plow across the road creating hazardous conditions.
6. BMV Audit: The Board set up a meeting with Mary Thompson, in two weeks, to compare registrations and receipts to determine if there are any other excise tax discrepancies for 2017.
7. Assessing / Tree Growth: The Board signed notices to new owners of properties which are in tree growth. New application(s) and renewal(s) will be handled later.
8. Auditor's Letter: Jay signed the letter authorizing Wadman CPA to conduct the Municipal audit
9. MRC 2019 Tipping Fees: the Board reviewed the notice regarding 2019 fees.
10. Transfer Station: Cathy advised that the Transfer Station is low on oil. Also, that a window is broken: there is a broken hinge on the overhead door which is causing it to buckle; and snow is building up on the roof. Bob Price volunteered to take care of the window, door and roof. Jeanne

will call Haskell's and put in an order for oil. Cathy also advised that the Transfer Station cannot accept barrels without covers or containers and bag full of fluids. She passed along a note from the Unity Area Regional Recycling Center which stated that they cannot accept any styrofoam; that large pieces of cardboard should be cut down; all lids should be separated from their containers; only certain glass is acceptable; and hardcovers should be removed from books. Recyclers are encouraged to bring any electronics, light bulbs, and batteries directly to the UARR center in Thorndike. The Montville transfer station will continue to accept these items. Jeanne will put a note out to residents with this information.

11. Speeding on Route 220: Cathy spoke with Sheriff Jeff Trafton. Patrol units have been dispatched to address this situation and will continue to do so.
12. Bridget McKeen: advised that a FedEx truck was speeding on Hogback Mountain Road on 1/4/2018. She did not get a plate but will try to if she sees this problem again.
13. Bonnie Hrichak: spoke to the Board about her continued concerns about Steve Lucas' ability to execute his duties as road commissioner. \* **Bonnie asked the Board if they were aware that Lucas Construction was fined \$19K in 2015 for gravel pit violations. The Board responded affirmatively.** There was a discussion about the pro's and con's of having a road commissioner appointed instead of elected. The Board acknowledged Bonnie's concerns and Cathy noted that they have also received compliments on Steve's work.

**\* amended on 1/22/208 as requested by Bonnie Hrichak and approved by the Board**

This meeting began at 6pm to accommodate the MDOT & CMP officials and ended at 8:35 p.m.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 15, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of January 8, 2018 were accepted.
2. Treasurer's Warrant: #3 for \$1,090.46 (payroll) was approved and signed
3. Bridget McKeen: Video recorded the meeting. Bridget asked if the Local Food Ordinance would be on the Town Warrant and she was advised that it would be. Bridget stated that she had attended the Planning Board meeting and that there was some confusion over the correct procedure for notification prior to a vote on an ordinance. Jeanne will do some research. Also, Jay will check with MMA regarding the legal distinction(s) between an article and an ordinance.
4. Roadside Spraying: Cathy will be contacting Bob Moosmann (MDOT) for the list of Towns that have entered into Municipal Agreements and a copy of their three-year plans / budgets. Cathy will also follow-up on the prospect of Montville being selected for the native plant pilot program. Cathy suggested that Fernwood Nursery in Montville might be a resource. The Board will continue to do research into the cost of vegetation control in preparation for Town meeting.
5. Snow Plowing: The Board signed letters to the snow plow contractors asking them to keep the heater banks pushed back and to take care not to cause damage to the shoulder of the roads. The Board also invited the plow drivers to report any residents who park in the right-of-way and/or plow across Town roads creating hazardous conditions.
6. Audits: The Municipal audit has been postponed. The Board will meet with Mary Thompson to continue work on the BMV audit next Monday at 6 pm.
7. Assessing / Tree Growth: The Board reviewed the John Anzalone Tree growth renewal application and the Mark & Carolyn Marsolais initial application and approved both. The Board

also signed the Roberta Robbins Abatement certificate and continued to review the Steve Lucas Abatement applications. Bob will research a chicken barn in Knox for comparison.

8. OSHA 300A Annual Report: Cathy signed it so Jeanne could post it.
9. End of Year Finances: the report is not done so this item was put on hold for a week
10. Pinkerton quote for dumpsters: came in as \$350, per week, for three units. This price includes rental fees and the weekly transportation of materials to PERC. Jay will research the historical cost of maintaining the packer truck and the price of purchasing dumpsters outright.
11. Date for Annual Town Meeting: traditionally the meeting is the last Saturday of March but there are five Saturdays in March 2018 and the last one is on the weekend of Passover and Easter. After discussing the pros and cons the Board agreed on March 24<sup>th</sup>.
12. Date/time for Budget Committee meeting: the meeting was set for 6 pm on January 29<sup>th</sup>.
13. Bonnie Hrichak: asked the Board what the deadline is for getting an article on the Town Warrant. Bonnie was advised that work on the Warrant had not started yet and that, in some instances, a petition was needed to have something put on the Warrant. Bonnie acknowledged that she was aware of this requirement.

This meeting ended at 8:21 p.m.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 22, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Jonathan Thornhill (plow contractor), Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of January 15, 2018 were accepted.
2. Treasurer's Warrant: #53 for \$796.39 (payroll); #54 to void Check #021635& reissue a new one for \$2,500: #2 for \$42,392.50 (A/P) and \$597.88 (payroll); and #4 for \$4,951.01 (A/P) and \$2,110.96 (payroll) were approved and signed
3. Bridget McKeen: Video recorded the meeting. Bridget also requested copies of the 2017 Abatement applications plus the notices of resolution sent by the Board in response to them.
4. Bonnie Hrichak: informed the Board that she felt that the minutes of January 8<sup>th</sup> should be amended to document a specific question that she had asked. After some discussion the Board approved an amendment.
5. Jonathan Thornhill: advised the Board that he was in receipt of their letter. He stated that his plow was not damaging roads and that the problems stem from the lack of an adequate gravel base and/or improper grading. Jonathan specified that shoulders are higher than the road surface, and there is insufficient gravel surface, which is causing the wash-outs and ruts. He provided a collection of photos to corroborate his position. Jonathan stated that he has brought these problems to Steve Lucas' attention many times but has had no response to make repairs He said the role of Road Commissioner should be to create a road plan and do culvert inspections etc. and that all of the work should be put out to bid. Jonathan reported that the winter sand that the Town purchased from Lucas Construction is inadequate. Jonathan also reported that Steve has used his own equipment, and not Town equipment, which is costing the Town more money. He then asked about the possibility of acquiring a door opener remote to be kept in the loader as it was a challenge to have to run in and out to manage the door - and the garage was losing heat in the process. Jay stated that the sand lacked small stone having recently examined it. The Board

agreed that a door opener remote could be purchased even if it meant having to replace the control head.

6. Roadside Spraying: Cathy has contacted Bob Moosmann (MDOT) for the list of Towns that have entered into Municipal Agreements and a copy of their three-year plans / budgets. She is waiting for a return call. Jay stated that he has located the notes on this subject from 2016. Cathy requested that Jay follow up with MMA regarding the fact that the article had been amended
7. Audit: The Board met with Mary Thompson for instructions on how to cross reference specific types of information. Their audit will continue this week.
8. Dumpsters: Jay updated his prior research and concluded that the most economical way to proceed is to buy dumpsters outright and simply contract the disposal of their contents. He will research sources and prices.
9. Assessing: Bob has been unable to acquire the information from Knox yet but will contact them this coming week.
10. Town Report: The Board reviewed the elements that needed to be assigned. Jeanne will contact Susan Jones about accepting service of the Town Warrant; Bob will ask Glen Couturier to be moderator; Cathy will draft the Select Board letter; Jay will put together the Select Board Financial Report; and Jeanne will put together the Assessor report. There was a discussion about the books dedication but a decision was deferred.
11. Town Warrant Workshop: was set for the Board Meeting on February 12<sup>th</sup>
12. Spirit of America Award nomination: the Board decided to pass on this.
13. Computer for the Conference Room: Cathy advocated moving forward with the plan to put a computer in the Conference Room with the Board Meeting video recordings and tax maps. A discussion ensued about that status of the laptops given to the Town by the school and also cyber security issues relative to Wi-Fi access. Jeanne will research the cost of an external hard drive and if a guest log-in can be created for Wi-Fi access.

This meeting ended at 8:37 p.m.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 29, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Glen Widmer and Herman Peaslee (Budget Committee), Chris Birge, Steve Chapin and Pete Maruhnic (Liberty Volunteer Ambulance Service), John York (Fire Chief), Steve Lucas (Road Commissioner), Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of January 22, 2018 were accepted.
2. Treasurer's Warrant: #55 for \$375.00 (A/P); #4 for \$4,951.01 (A/P) and #5 for \$75,202.63 (A/P) and \$2,110.72 (payroll) were approved and signed
3. Bridge McKeen: Video recorded the meeting.
4. Audits: the Municipal Audit has been scheduled for March 1<sup>st</sup>. Jeanne noted that this date would mean the Auditor's report would not be available in time for the Town Report. The Board proposed that it could be posted on the website, sent out as a PDF, and available in print at the Town Office. The Board has continued their examination of registration documents and found additional irregularities in cash transactions by Abbie Hills. The matter will be reported to the State Auditor as is required by statute.
5. 2018 Budget: the Board, and the Budget Committee, heard from the Liberty Ambulance personal regarding financial and staffing issues. They reported that the first year under the new agreement

went relatively well and that they would be requesting the same amount of money from Liberty and Montville for this year. They noted that Montville currently has a credit of approximately \$8,500. They will be investigating the possibility of taking on another town (or two) to help further distribute the cost(s) in the future. Notable recruiting, and retaining, EMTS is a challenge and this matter will have to be addressed before increasing the service area. Steve Lucas advised the Board, and the Committee, that the Town should start saving for a grader and that the road maintenance budget would need to be increased if the Town wants to do any substantial projects. John York advised the Board, and the Committee, that increases in minimum wage, and the cost of living, will need to be addressed regarding fire fighter wages. The next Budget Committee meeting was scheduled for February 5<sup>th</sup> at 6pm.

6. Fire Department: John York advised the Board that the Fire House roof has developed a leak and that Mitchell's Roofing will be repairing it. He also advised the Board that during the last storm he used every safety cone he had and asked if the Town could purchase a few barricades for future events. Jay told John that there are sawhorses, and signs, at the Transfer Station that he could use. John informed the Board that the Fire Chief's appointment may need to be done at the first of January instead of after Town Meeting in March. He will ask Karen to forward the legal citation to Jeanne. John apprized the Board of changes that may be coming to the on-line burn permit system and that they may be contacted by third party vendors. John recommended against using said vendors. Additionally, John informed the Board about private services that would follow –up with insurance companies for reimbursements after Montville emergency services are used for non-residents. They would charge 10% of what they are able to procure. The pros and cons of using this type of service was discussed.
7. FEMA: Jay created a log-in for the Town on the FEMA portal. John York put together the Fire Department numbers for the fall storm and will turn them in. Steve Lucas needs to complete his numbers and turn them in. Per John, Waldo Emergency Management has determined the threshold for the Town is \$3,500.
8. Dumpsters: Jay calculated that buying and maintaining dumpsters would be approximately \$3K less expensive, per year, than running the packer truck. The fee used in that calculation for trash pickup and disposal was debated. Steve Lucas recommended running the packer until it could not be used any more and then making the switch.
9. Assessing: Bob acquired some information from the Town of Knox which was discussed. He will return for additional information to aid in the evaluation of chicken barns. Steve advised that the roof is half caved in, on one of his buildings, and that it will be torn down as soon as feasible.
10. Roadside Spray Ban: Cathy reported that Bob Moosmann returned her call and advised that none of the Municipal agreements are active at this time so he had no additional information to provide her. He is still entertaining an alternative native vegetation management pilot project with Montville. Cathy has written to MMA to acquire examples of roadside spray ban ordinances.
11. Year End Finances: deferred until the final report is complete.
12. Furnace Failure Alarm: Terry Fischer brought in a new, still in the package, alarm (which cost \$100+) which she would sell to the Town for \$25. It is noted that two weeks ago the furnace went down and the problem was only discovered because Terry, and Mary Thompson were putting in extra hours doing the end of year books while the Town Office was closed.
13. Price of Copies: the copier is having issues and, according to a repair tech, will need to be replaced soon. The current cost of copies (10 cents) is under review.

This meeting ended at 9:21 p.m.

Respectfully submitted by Jeanne Coleman



Contact emails:

Jay LeGore, 1<sup>st</sup> Selectperson/Assessor [montville@fairpoint.net](mailto:montville@fairpoint.net)

Cathy Roberts, 2<sup>nd</sup> Selectperson/Assessor [montville2nd@fairpoint.net](mailto:montville2nd@fairpoint.net)

Bob Price, 3<sup>rd</sup> Selectperson/Assessor [montville3rd@fairpoint.net](mailto:montville3rd@fairpoint.net)

Sandra Devaney, Town Clerk [tcmontville@fairpoint.net](mailto:tcmontville@fairpoint.net)

Terry Fischer, Tax Collector/Treasurer [trmontville@fairpoint.net](mailto:trmontville@fairpoint.net)

Jeanne Coleman, Administrative Assistant to the Select Board [montville@fairpoint.net](mailto:montville@fairpoint.net)

TOWN WEBSITE: [www.montvillemaine.org](http://www.montvillemaine.org)

## **MONTVILLE SELECT BOARD MEETING – MONDAY, FEBRUARY 5, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Glen Widmer and Herman Peaslee (Budget Committee), Steve Lucas (Road Commissioner), Sandy George, Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of January 29, 2018 were accepted.
2. Treasurer's Warrant: #55 for \$375.00 (A/P); #5 for \$75,202.63 (A/P) and \$2,110.72 (payroll) and #6 \$2,908.01 and \$44,851.79 (previews) were approved and signed
3. Budget: it was agreed that the Town's Officers would not ask for a pay increase but that extra money would be needed for the deputy pay allotment. Wages for Town employees, relative to increased minimum wage was discussed. Road projects, and town owned road equipment, were reviewed as was the need for repairs to the Town House roof. The possibility of leasing a postage machine and having to replace the copier was deliberated. Another meeting of the Budget Committee was scheduled for February 12<sup>th</sup> at 6:00 pm.
4. Audit: Jay sent in a report to the State Auditor reference the missing excise tax. He followed up with a phone call but reached a subordinate who needed to confer with his boss.
5. Roadside Spray Ban: MMA has advised the Board that the article/ordinance should be re-written. Cathy has heard from some residents who are opposed to a town-wide spray ban because of the cost. More information is needed before Town Meeting regarding the potential cost.
6. Assessing: Bob provided additional information on chicken barns. A decision on Steve Lucas' barns was deferred until the full Board could vote. (Cathy left early due to illness).
7. Overhead Door Opener remote: Jeanne relayed the quote from the Overhead Door company which was \$645 to \$835. The Board voted against purchasing one to be kept in the loader.
8. Furnace Failure Phone Alert: Jay tested the device at home and stated that it worked well. The Board voted to purchase it. Jay will set it up in the Selectboard Office.
9. Price of Copies: after much debate Jeanne was asked to get more information.
10. Bridget McKeen: requested copies of the MSRS Sales Analysis and information regarding Municipal revaluation.
11. Year End Finances: this matter was deferred until next week so the Board could study the reports which were completed and distributed to the Board this evening.
12. President's Day February 19<sup>th</sup>: the Board voted to meet in spite of the fact that the Town Office would be closed due to the Holiday. Jeanne will put out a notice.

This meeting ended at 8:25 p.m. It was video-recorded by Bridget McKeen.



Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, FEBRUARY 12, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Glen Widmer and Herman Peaslee (Budget Committee), Steve Lucas (Road Commissioner), Deb Stephens (Historical Society), Fran Gonzalez, Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of February 5, 2018 were accepted.
2. Treasurer's Warrant: #6 for \$2,908.01 (payroll) and \$44,851.79 (A/P) and #7 for \$463.13 and \$1,948.28 (previews) were approved and signed
3. Budget: proposed amounts for the line items in the Town Warrant were discussed. It was agreed that the Liberty Ambulance request(s) should read the same as in the Liberty Town Warrant, however it will need to be noted that Montville has a credit that they will be using so the actual amount raised will differ. Salary rate(s) for deputy clerks was brought up and Jay advised Terry Fischer to speak with Sandi Devaney to work out a recommendation. Another meeting of the Budget Committee was scheduled for February 19<sup>th</sup> at 6:00 pm.
4. Bonnie Hrichak: submitted a proposed article for the Town Warrant that would change the positions of Road Commissioner, Animal Control Officer and Fire Chief to elected and not appointed. After she articulated her reasons for the article it was accepted. Bonnie spoke about the difficulties incurred during the transition to TRIO software and asked what would happen if the Town declined the imminent update that will cause a 20% increase in fees. The consensus was that it was not possible to decline the update and have the software function correctly. Bonnie also asked if there had been a resolution regarding the quality of the winter sand. She was advised that it had been a matter of a difference of opinion. Steve reported that he would be using a 5/8" minus screen next time, instead of the 1/2" minus screen, to allow for more grit.
5. Deb Stephens: requested that an article be put on the Town Warrant allowing the Historical Society to construct a 30 X 30 post & beam building on Town property. No funding would be requested for the project. The article was approved. Deb will provide additional details soon.
6. Audit: Jeffrey A. Paquette, a Senior State Auditor, acknowledged receipt of the Town's report on the former Town Clerk and advised that he was forwarding it to the Attorney General's Detective Division and the Bureau of Motor Vehicles Office of Investigations. Jay offered to speak with the District Attorney on this matter as well.
7. Roadside Spray Ban: the Board voted to wait until 2019 to proceed with a new ordinance in order to conduct more research and to ensure the ability to meet all notification deadlines.
8. Assessing: the Board discussed the four Abatement applications submitted by Steve Lucas. Two applications were denied. It was agreed that one of the chicken barns on Map 37/Lot 28 would be removed from the tax rolls as it is being torn down and serves no use. The value of the other barn on that lot will remain unchanged. A debate ensued on the fourth application and it was agreed that it would be tabled until next week.
9. Town Report Dedication: the report will be dedicated to Harriet Veronesi. Bob will contact her son and ask if he would like to write the dedication for the book.
10. Emergency Action Plan Review: Dale Rowley, Waldo County Emergency Management director, has requested a meeting to go over the Town's Emergency Management Program. The Board thought that it would be a good idea to hold the review during a Selectboard meeting so residents could attend. Jeanne will follow up and try to get it scheduled for April.

This meeting ended at 9:40 p.m. It was video-recorded by Bridget McKeen.

Respectfully submitted by Jeanne Coleman

## **Montville Select Board Meeting – Monday, February 19, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Herman Peaslee (Budget Committee), Steve Lucas (Road Commissioner), Paige Zeigler (Representative), Katie Campbell and Bridget McKeen (residents)

1. The agenda and minutes of February 12, 2018 were accepted.
2. Treasurer's Warrant: #7 for \$463.13 (payroll) and \$1,948.28 (A/P) and #8 for \$896.65 (preview) were approved and signed
3. Budget: the discussion on proposed amounts for the line items in the Town Warrant was resumed. It was agreed that an increase is needed for deputy (clerk/treasurer) pay. Also, for the summer roads budget due to a mandated bridge rehabilitation project. A reserve account will be added to start saving towards a new grader. Jay will research the LRAP figure.
4. Town Report: someone is needed to accept service of the Town Warrant. It is unknown if any of the Town Officials can do it – Jeanne will research. Bob will contact Ed Veronesi reference writing the dedication. Articles which repeat year to year were reviewed to make sure dates and amounts etc. are correct for 2018. The Local Food and Community Self-Governance Ordinance was discussed. It was agreed that it would be posted, with the warrant, so residents can review it before Town Meeting. Jeanne will send out FAQs with the minutes. The LVAS article was discussed. Liberty has asked that it read the same as theirs but some modifications are needed. Jeanne will let Liberty know what those changes will be. The articles that Bonnie Hrichak proposed were readdressed. Jeanne researched which officials can be elected and determined that the ACO has to be appointed. The Board agreed to retain Bonnie's proposed articles for electing the road commissioner and fire chief and table the article for the ACO. Jeanne will make Bonnie aware of this development.
5. Paige Zeigler: reported that there will be a slight increase in fees at the UARRC. He noted that there is currently no market for #3-#7 plastic and solid waste disposal in general faces issues. Paige confirmed that the Town would need a local food ordinance. He reviewed the ordinance template we possess and stated that it looked good. When asked about the current review of the new minimum wage law, he advised that it is a contentious subject and that he cannot predict how the vote will go.
6. Assessing: the Board discussed the last two Abatement applications submitted by Steve Lucas. Two applications were denied. It was agreed that condition values for the two chicken barns on map 37 lot 12.1.1 would remain the same but the function values would be reduced to 40%. The Board reaffirmed their decision to remove one of the chicken barns on Map 37/Lot 28 from the tax rolls and leave the value of the second barn unchanged.

This meeting ended at 8:32 p.m. It was video-recorded by Bridget McKeen.

Respectfully submitted by Jeanne Coleman

## **Montville Select Board Meeting – Monday, February 26, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), and Bridget McKeen (resident)

- 14. The agenda and minutes of February 19, 2018 were accepted.
- 15. Treasurer’s Warrant: #8 for \$896.65 (payroll) and #9 for \$1,870.41 (payroll) and \$74,247.87 (A/P (previews) were approved and signed
- 16. TRIO: Terry Fischer spoke to the Board about the difficulties incurred throughout the transition from MuniAd and Peachtree but stressed how much more efficient TRIO is and how reports generated in the future will be much more comprehensive. She additionally noted that there are many safeguards built into the TRIO system so the Town is better protected from mistakes and deliberate manipulation than ever before.
- 17. Town Warrant: the final draft was reviewed and then signed. Jeanne will deliver to the Town Clerk for service.
- 18. Town Report: outstanding details were reviewed, discussed and resolved. Jeanne noted that some reports just came in today, and some are still being finalized, but she is hoping to have the book ready to go to print sometime next week.
- 19. Local Food Ordinances: the draft was approved for the Town Report
- 20. The Board voted to transfer \$1956.54 from the Consulting Fees Account to the following accounts for the purpose of balancing these accounts:

Audit	\$838.50
Payroll Liability – All Officers	\$565.72
Office Equipment	\$552.32
<b>TOTAL</b>	<b>\$1,956.54</b>

- 21. The Board voted to transfer \$738.07 from the Miscellaneous Incidentals account to the Office Supplies account
- 22. The Board voted to transfer \$729.69 from the Administrative Utilities Account to the following accounts for the purpose of balancing these accounts:

<u>Liability Insurance</u>	<u>\$589.50</u>
<u>Mileage</u>	<u>\$78.50</u>
<u>Postage</u>	<u>\$61.69</u>
<b>TOTAL</b>	<b>\$729.69</b>

- 10. The Board voted to transfer \$8,142.32 from the Highway Equipment Repair account to the Winter Roads account
- 11. The Board voted to transfer \$22,961.96 from the Summer Roads account to the Road Paving account
- 12. The Board voted to transfer \$4,568.24 from the Abatement Account to the following accounts for the purpose of balancing these accounts:

<u>Tipping Fees</u>	<u>\$1,201.61</u>
<u>Demolition Days</u>	<u>\$2,126.54</u>
<u>Health &amp; Sanitation Wages</u>	<u>\$380.35</u>
<u>Health &amp; Sanitation Equip. Repair</u>	<u>\$859.74</u>
<b>TOTAL</b>	<b>13. \$4,568.24</b>

- 13. The Board voted to transfer \$2,071.17 from the Professional Fees Account to the following accounts for the purpose of balancing these accounts:

<u>Fire Dept Operations</u>	<u>\$1,330.81</u>
<u>Fire Dept Equip</u>	<u>\$476.31</u>
<u>Fire Dept Wages</u>	<u>\$80.00</u>

<u>Fire Dept Payroll Liability</u>	<u>\$184.05</u>
<u>TOTAL</u>	<u>\$2,071.17</u>

14. The Board voted to transfer \$7,837.48 from the Abatement Account to the following Town Buildings accounts for the purpose of balancing these accounts:

<u>Fire Station</u>	<u>\$73.31</u>
<u>Sand/Salt Shed</u>	<u>\$7,049.38</u>
<u>Town Garage</u>	<u>\$243.07</u>
<u>Town Office</u>	<u>\$471.72</u>
<u>TOTAL</u>	<u>\$7,837.48</u>

15. The Board voted to transfer \$84.28 from the Cemeteries Landscape Contractor account to the Cemetery Wages account
16. The Board voted to carry over \$1,512.58 , the remainder of the VFD matching grants account, to next year.
17. Excise Tax Irregularities - The Board was contacted by the Waldo County sheriff's office. The investigation is ongoing.

This meeting ended at 8:08 p.m. It was video-recorded by Bridget McKeen.

## **MONTVILLE SELECT BOARD MEETING – MONDAY, MARCH 5, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Karen York (MVFD) and Bridget McKeen (resident)

1. The agenda and minutes of February 26, 2018 were accepted.
2. Treasurer's Warrant: #9 for \$1,870.41 (payroll) and \$74,247.87 (A/P) and #10 \$2,383.19 and \$41,255 (previews) were approved and signed.
3. Karen York: stopped by to tell the Board that she would be working on getting the Fire Department costs from last fall's destructive storm so that a FEMA claim can be filed.
4. Audio Recording: Jay supplied an audio recorder to have an additional recording and record available of Board meetings. Bridget asked about what progress had been made regarding putting a computer in the conference room so her video recordings can be made available to the public. Jay will inventory the old PC and laptop(s) to determine if any of them are suitable for the purpose. Bridget also requested all of the Board meeting minutes for the year and paperwork for several additional abatement applications.
5. Audits: per the request of the Municipal auditor a letter was sent to the law firm handling the Thornley suit requesting an accounting of billable hours. Jeanne advised the Board that Randa Veilleux, a representative from MMA, is looking discuss the claim process for a Municipal bond. Jeanne will call her back to get the details.
6. Town Report: the print order was discussed. Jeanne was advised to add a note to the Financial Reports so that residents would know that the year-end numbers are not final because the audit is still on-going. Jeanne will deliver the document file to the Copy Center in Augusta tomorrow. Once the books are printed Bob will pick them up.
7. Abatements: the paperwork for Steve Lucas' abatements was signed.
8. MRC: Cathy spoke with the Board about her concerns regarding solid waste disposal.
9. LD 1853: Jeanne gave copies of the notice on the proposed legislation to the Board. LD 1853 is designed to limit Municipalities control over pesticide use.

10. TRIO meeting: Jeanne advised the Board of an informational meeting being held by TRIO on March 28<sup>th</sup>. It was agreed that Jay and Jeanne will attend.

This meeting ended at 8:02 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, MARCH 12, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner) and Bridget McKeen (resident)

1. The agenda and minutes of March 5, 2018 were accepted.
2. Treasurer's Warrant: #10 for \$2,383.19 (payroll) and \$41,255 (A/P) plus #11 for \$2,097.46 and \$11,187.63 (previews) were approved and signed.
3. Bridget McKeen: requested copies of all of the 2017 Supplementals and was given copies of the Abatements she requested last week. Bridget also asked for additional information regarding a property used in the analysis one of Steve Lucas's Abatement applications and Jay provided it.
4. Audits: work on the Municipal Audit is still on-going. Jeanne spoke with Randa Veilleux, at MMA, regarding the Excise Tax investigation and was advised that the Town's deductible is \$1,000. 'Proof of Loss' documentation would have to be analyzed and approved for anything over that amount. Randa will be sending paperwork which explains the process.
5. Town Report: Jeanne contacted the Copy Center and the order is behind schedule due to the big storms last week and this week. They are going to try to have it done for this Thursday (3/15).
6. Assessing/Tree Growth: Jeanne spoke to the Board about an application that had been received which lacked the requisite support documents. A call had been made, and a letter sent, last fall both of which had gone unanswered. Since the April 1<sup>st</sup> deadline is imminent the Board advised her to try one more time to request the paperwork
7. TRIO: data entry for the real estate module was discussed.

This meeting ended at 7:46 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, MARCH 19, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Cathy Roberts (2<sup>nd</sup> Selectperson), Bob Price (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), and Bridget McKeen (resident)

1. The agenda and minutes of March 12, 2018 were accepted.
2. Treasurer's Warrant: #11 for \$2,097.46 (payroll) and \$11,187.63 (A/P) plus #12 for \$1,052.47 and \$9,547.46 (previews) were approved and signed.
3. Bridget McKeen: asked who the chair of the Board is and how that decision was made. She was advised that Jay is the chair and was appointed after the Board discussed the matter. Bridget asked how often the minutes were updated on the Town website. Jay told her that traditionally a whole year's worth was posted at one time. He said that he could update it weekly and asked Jeanne to send him her composite document. Bridget advised that Board that there had been a small turn out at the Grange for the informational meeting on the Local Food Ordinance. Heather Retberge had been the keynote speaker and gave a good presentation. Cathy suggested that the

FAQ sheet, prepared by Heather, should be available at Town Meeting and asked Jeanne to make 20 copies.

4. Town Report: Bob picked the books up from the printers today and dropped some off at Peavey's Store, and the Maritime Energy Fuel Office as well as the Town Office. Jeanne will put a note out to residents where to find them.
5. TRIO/Real Estate: the training planned for tomorrow is being re-scheduled due to treasurer being ill. Jeanne will adjust her schedule in order to attend once the new date is set.
6. Cyber Security Policy: the Board voted to update the Town's Cyber Security Policy.
7. LD 1853 - An Act To Ensure the Safe and Consistent Regulation of Pesticides throughout the State by Providing Exemptions to Municipal Ordinances That Regulate Pesticides: Cathy advised the Board that her research-suggests there is limited support for this proposed bill which purports to remove a Town's authority to have a No Spray Ordinance. The bill is slated to go to committee tomorrow. Cathy will write a brief summation of why the Town believes that the decision should remain at the local level and Representative Paige Zeigler will present it on behalf of the Board.
8. Town House Prep for Town Meeting: Bob will setup his heater and get the water turned on; Jay will bring kindling and firewood over and get a fire started; Cathy will make sure that the Town House gets cleaned; and Nick Peaslee (Herman Peaslee's son) will be hired to do the shoveling.

This meeting ended at 7:40 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, MARCH 26, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Cathy Roberts, Sandy George and Bridget McKeen (residents)

1. Select Board: the Board chose Jay LeGore as its chairperson
2. The agenda and minutes of March 19, 2018 were accepted.
3. Treasurer's Warrant: #12 for \$1,052.47 (payroll) and \$9,547.46 (A/P) plus #13 for \$2,024.08 and \$33,793.58 (previews) were approved and signed.
4. Sandy George: expressed her dismay over the moderator's impatience when Terry Fischer and Cathy Roberts tried to speak at Town Meeting. She felt that, as Town Officials, they should have been given sufficient time to say what they needed to say. Sandy recommended that a hand written thank you note go out to both women and even provided the note cards. Sandy also spoke about the brevity of the lunch break. Everyone present agreed that Glenn Couturier does a good job running the meetings, but, the Board will request that he make allowances for Town Officials to speak, and for people to have adequate time to get their lunch, in the future.
5. Cathy Roberts: said that, had she been allowed to finish her presentation at Town Meeting, she would have told people why she was not running for re-election. Cathy stated that she would like to write something up and have it go out with the minutes notice if possible. Cathy urged the Board to start writing job descriptions for all of the Town positions and to make them available before next Town Meeting. That way people could make informed decisions about seeking office. Cathy also suggested that staggered terms for the Select Board be re-considered so that new board members could be mentored by experienced board members.
6. Bridget McKeen: presented Carrie with a set of Assessing Manuals as a welcome to the Board gift. Bridget also spoke to Carrie about other resources that she has found valuable.

7. Roads: Diana Chapin’s offer to help with the road inventory software was discussed. Jay noted that there is a drawback to the software, in how it creates segments, but suggested there could be a work-around. The project will pursued once road and weather conditions improve.
8. Transition of Officials: Bob and Cathy discussed how to move the email accounts over to the respective members of the Board. Jay suggested putting together a work session to orientate Carrie to assessing responsibilities. Jeanne informed the Board of what had been done, and what still needs to be done, to set Hannah up as the Town Clerk.
9. Appointments: after consideration the Board appointed the following people

Animal Control Officer	Peter E. Nerber
Animal Control Officer, Deputy	Peter A. Nerber
Code Enforcement Officer	Bob Temple
E-911 Addressing Officer:	Bob Price
Election Warden	Linda Dartt
Emergency Management Director	John York
Fire Warden	John York
General Assistance Administrator	Jeanne Coleman
Licensed Plumbing Inspector	Bob Temple
Public Access Officer	Hannah Hatfield
Road Commissioner	Steve Lucas

The Board also approved the Registrar’s list of Ballot Clerks and tabled the appointments for a Local Health Officer and the two Board of Appeals members in order to search for volunteers.

10. RSU3 Reapportionment Committee: copies of the paperwork calling for committee members were made for everyone to review. Bob will be going as the Town Official.
11. Meeting with Dale Rowley, Waldo EM: The Board was given two dates that were convenient to Dale to review the Town’s Emergency Management Plan and they selected April 30<sup>th</sup>.
12. MMA Insurance: the renewal application is due this week but requires a copy of the Municipal audit. Jeanne has advised MMA that the audit has not been completed yet and will reiterate that and ask for a clarification on the section pertaining to Town owned vehicles.

This meeting ended at 8:30 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, APRIL 2, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), Sandy George, Diana Chapin, Bridget McKeen and Randy Hayes (residents)

1. The agenda and minutes of March 26, 2018 were accepted.
2. Treasurer’s Warrant: #13 for \$2,024.08 (payroll) and \$33,793.58 (A/P) plus #14 for \$2,283.71 and \$3,905.10 (previews) were approved and signed.
3. Sandy George: addressed the issue of the packer truck being in for repairs and trash piling up at the Transfer Station. Sandy asked what year the truck was; how long the Town had owned it; and how many people had class 2 licenses to drive it. Sandy was told that the truck is a 2001 International and that it had been bought, used, a number of years ago. The truck currently needs a wiring harness and the part had not come in on time for the repairs to occur before last Saturday. There is no one formally assigned as a back-up driver but there are several individuals



– including the plow contractors – who are properly licensed to drive the vehicle. Bob added that the Town is currently mandated to bring solid waste to Crossroads in Norridgewock and he had been advised that it is a challenging facility to navigate.

4. Diana Chapin: addressed the status of the dirt roads in Town. Diana suggested that a strategic plan needed to be drawn up and volunteered to chair a committee that could formulate one. Jay said that he would look for the list of people who had been road monitors in the past. Jay noted that there are approximately 33 miles of gravel road, and 11 miles of paved roads, and that all of them would need to be surveyed. Jeanne will send out a note asking for volunteers.
5. Randy Hayes: Advised the Board that he was not happy with the washout on Center Road because it was preventable. He further suggested that water cannot run off any of the roads in Town because they have not been properly maintained in years. Steve Lucas informed Randy that slush had built up and that Center Road was taken care of as quickly as conditions allowed. Steve further advised that the roads have been consistently maintained and all of them are now passable whereas they had not been in the past. Randy asked the Board if they were staying true to State guidelines for assessing. Jay informed him that they are. Randy asserted that the Town was over-due for a full re-val because assessments did not match ‘fair and open market value’.
6. Transition of Officials: Bob and Carrie changed over to the respective email accounts. Jeanne advised that things are still in progress getting Hannah set up as Town Clerk.
7. Appointments: after consideration the Board appointed the following people

Appeals Board	Roy Antaki
Appeals Board	John Boulay
Local Health Office	Jackie Ascrizzi
8. RSU3 Reapportionment Committee: Joshua Hanagriff was confirmed as the resident representative. The Committee will meet tomorrow night and Bob & Joshua will attend.
9. Meeting with Dale Rowley, Waldo EM: April 30<sup>th</sup> was confirmed as an acceptable date. The Board asked Jeanne to contact Dale to set the time for 6:00 instead of 7:00.
10. MMA Insurance: renewal documents were discussed and signed.
11. TRIO: Jeanne has contacted support for assistance with tables update errors. Data migration was discussed as were all of the updates that will need to be entered.
12. Tree Growth and Farmland Applications: Jeanne gave the Board one farmland application and eight tree growth applications for 2018.

This meeting ended at 8:14 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, APRIL 9, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of April 2, 2018 were accepted.
2. Treasurer’s Warrant: #14 for \$2,283.71 (payroll) and \$3,905.10 (A/P) plus #15 for \$2,223.10 and \$47,050.07 (previews) were approved and signed.
3. Bonnie Hrichak: requested the invoices from the Road Commissioner for the last year. Jay informed her that she would have to ask the treasurer for them.
4. Bridget McKeen: presented Carrie with a new set of tax assessment reference books.
5. Road Committee: Jeanne advised the Board that a number of residents have volunteered but not everyone would be available do both road surveys and monitoring. The first meeting was set for 6pm on April 23<sup>rd</sup> and it was agreed that tasks / assignments could be sorted out then. Bob noted

that Freedom is considering building a new snow plow turn-around on the Smithton Road just prior to Burnham Hill Road – which Montville might look into using if it comes to fruition.

6. RSU3 Reapportionment Committee: Bob reported that he and Joshua Hanagriff attended the meeting. The committee was convened to address the issue of the number of votes on the School Board not being proportionate to the population of the respective Towns. Three solutions were proposed and the one selected was the at-large option. The eleven director positions will be filled with a representative from each of the eleven towns in the district. The candidates will be voted on ‘at-large’ by all of the voters of RSU 3 and not the residents of their respective towns. Bob will do some research and report back with the date that this will take effect.
7. TRIO: Jay has started a dialog with the TRIO tech support to acquire a quote for them to do the data migration for outbuildings and land.
8. Tree Growth & Farmland Apps: Jay reviewed the eight applications that Jeanne handed out last week. He passed them onto Carrie after explaining what her review should entail.
9. LUCA: Jeanne reported that she had received the material from the Census Bureau and loaded it onto her computer. She is unable to extract the data because she never received the password for the encrypted material. She has sent a note to the Bureau requesting the information.
10. Dept. of Economic Development: Bob reported that the call for grant proposals specified it was to be used for the efficient delivery of local / regional services. The RFP deadline is the end of the month. He will call the department to request additional information.
11. Select Board Hours: Jeanne noted that the Board’s office hours were posted years ago as 6pm to 7pm. After some discussion it was decided that they should be posted as 6:30 to 7pm. Residents will continue to have the option to make an appointment to see them outside this timeframe.
12. Staff Training: the Board approved the training requested by the Town Clerk and the Town Treasurer.
13. Mowing Bids: Jeanne reviewed the mowing specs from last year with the Board. No changes were made. Jeanne will place an ad in the Republican Journal and mail out spec sheets to the contractors who placed a bid last year. The Board set April 30<sup>th</sup> as the deadline for bids.

This meeting ended at 8:14 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

 **THERE WAS NO MEETING ON APRIL 16<sup>TH</sup> DUE TO THE HOLIDAY**

## **MONTVILLE SELECT BOARD MEETING – MONDAY, APRIL 23, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), Jonathan Thornhill (Plow Contractor) and Bridget McKeen (resident)

1. The agenda and minutes of April 9, 2018 were accepted.
2. Treasurer’s Warrant: #15 for \$2,223.10 (payroll) and \$47,050.07 (A/P) plus #17 for \$2,067.60 and \$38,150.86 (previews) were approved and signed.
3. Jonathan Thornhill: resigned from the remainder of his plow contract for medical reasons.
4. Bridget McKeen: asked Jay for the correspondence he had with MMA in 2017 regarding Personal Property tax. Bridget also requested a copy of the personal property abatement granted to Jacob Mentlik in 2017.
5. RSU3 Reapportionment Committee: Bob advised that the recently adopted policy for appointing representatives will start in June 2019.

6. Assessing: the Board scheduled their first assessing session for Saturday at 0900 hrs.
7. TRIO: a quote was received from TRIO to take the land and outbuilding data from the MuniAd database and enter it into their software. TRIO would need approximately a month to complete the task. Jay will work on creating a spreadsheet for dwelling data and submit that for a quote.
8. Tree Growth & Farmland Apps: Carrie completed her review of the eight applications and went over her findings with the Board. She passed the documents along to Bob.
9. LUCA: Jeanne reported that the software is loaded onto her computer and she printed out a list of every address in town from MuniAd. Bob will assist in comparing the two lists on Thursday.
10. Grader Driver Ad: Steve Lucas requested an ad be placed for a new grader driver. Jeanne will write it up - include a call for a new plow driver - and submit it to run for two weeks.

This meeting ended at 8:17 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, APRIL 30, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), Karen and John York (Montville Emergency Management); Dale Rowley (Waldo Emergency Management); Steve Hughes, Fran Gonzales, Bonnie Hrichak, and Bridget McKeen (residents)

1. The agenda and minutes of April 23, 2018 were accepted.
2. Treasurer's Warrant: #17 for \$2,067.60 (payroll) and \$38,150.86 (A/P) plus #18 for \$1,098.79 and \$8,365.52 (previews) were approved and signed.
3. Dale Rowley Waldo EM: provided the Board with an Emergency Management Assessment sheet and reviewed it with them. He recommended that the Town establish a reserve account for disasters. He also recommended that there be a separate accounts payable created so disaster costs would be easier to track and calculate. John and Karen York provided details on Town operations and how last fall's storm was handled. Karen advised that they could use additional volunteers /auxiliary members. She will write something up and Jeanne will put a notice out.
4. Steve Hughes: asked that his property be reassessed due to the many decommissioned buildings. The Board agreed to set up a meeting to review his site.
5. Bridget McKeen: asked for documents regarding Personal Property tax; the Town's Certified Ratio; and the policy on the assessment of multiple base lots. Jay will provide the Personal Property documents and advised Bridget that there is no policy on how to assess lots with multiple dwellings. He explained that the protocol was in place when this Board took office.
6. Bonnie Hrichak: asked about the sink hole on Burnham Hill Road. Steve advised that it will be repaired as soon as conditions permit.
7. Steve Lucas: advised that the large pothole on Center Road will be taken care of but cold patch cannot be used if the road is to be resurface. He also advised that he is in the process of garnering quotes from Wellman for paving and the grader has been repaired and is back in service. Jeanne advised Steve that MDOT has requested the construction plan for the Kingdom Road bridge.
8. TRIO: is currently undertaking the migration of land and outbuilding data. Jay has provided them with a spreadsheet to acquire a quote for the transfer of the dwelling data. Jay has manually entered the 113 mobile homes records into TRIO. Jeanne was given the OK to start entering land transfers and exemptions etc. There was a discussion about customizing the TRIO tables.
9. Tree Growth & Farmland Apps: Bob will bring the applications in next week.
10. Mowing Bids: one bid was received from L.G. Whitcomb Landscaping from Morrill. The Board voted to accept it. Jeanne will let Lyndon Whitcomb know and acquire a copy of his insurance.

11. Wi-Fi Extender: Jay will research these due to persistent connectivity problems in the Select Board Office and the Conference Room.

This meeting ended at 8:02 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, MAY 7, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Cathy Roberts and Bridget McKeen (residents)

1. The agenda and minutes of April 30, 2018 were accepted.
2. Treasurer's Warrant: #18 for \$1,098.79 (payroll) and \$8,365.52 (A/P) plus #19 for \$3,653.29 and \$21,847.14 (previews) were approved and signed.
3. Bridget McKeen: asked for information regarding the Freeman tax exemptions.
4. TRIO: no quote has come in yet regarding the transfer of dwelling data. Jay has finished entering all of the mobile homes. Jeanne has entered all of the veteran & homestead exemptions.
5. Assessing: the Board will continue to do site visits.
6. Tree Growth & Farmland Apps: the Board voted to approve all of the pending applications. Jeanne will draw up the notices.
7. Audits: no word yet when the Municipal audit will be done. The MSRS audit has been postponed until May 23<sup>rd</sup> because the auditor has a scheduling conflict.
8. Mowing Bids for 2019: Jeanne advised the Board that Liberty has suggested that we advertise at the same time next year in the hopes drawing more perspective contractors. Liberty also suggested that we put out the call for bids in advance of Town Meeting to better budget for the expense. The Board agreed to this proposal.
9. Cathy Roberts: spoke to the Board about the No Spray Ordinance. Bob Moosmann MDOT recommended that the Town have residents enter into individual agreements in lieu of the Town entering into a Municipal agreement. Moosmann advised that MDOT will not doing any spraying this year. Having noted that CMP will not be spraying this year either Cathy recommended that an ordinance – complete with costs – be prepared and put to residents for a vote. Cathy volunteered to continue to working on this matter and to report back to the Board.
10. Job Descriptions: Jeanne acquired the recommended job description for an Emergency Management Director and sent it to the Board. It was agreed that the description would be put on next week's agenda for formal review. Jeanne asked the Board to document the extra tasks that they do as first, second and third selectpersons.

This meeting ended at 8:50 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board.

Respectfully submitted by Jeanne Coleman

### **MONTVILLE SELECT BOARD MEETING – MONDAY, MAY 14, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Hannah Hatfield (Town Clerk), Steve Lucas (Road Commissioner), Bonnie Hrichak and Bridget McKeen (residents)

1. The agenda and minutes of May 7, 2018 were accepted.

2. Treasurer's Warrant: #19 for \$3,653.29 (payroll) and \$21,847.14 (A/P) plus #20 for \$1,404.33 and \$27,298.59 (previews) were approved and signed.
3. Bonnie Hrichak: brought up information from the Road Committee training session and asked if gravel has been tested when road work has been done in Town. Jay advised her that it has not and added that he believed that it would be an expensive process. Bonnie asked what the Road Commissioner's salary covers and was told it was for the duties incumbent of the position. She then requested, and was given, a copy of the Road Commissioner's job description.
4. Hannah Hatfield: asked the Board to sign her BMV agent papers. She also asked about the computer policy. Jeanne will walk her through backing up her computer on Wednesday.
5. TRIO: put out a notice about a potential conflict between their software and Windows updates occurring since May 1<sup>st</sup>. Jeanne has taken the updates off of her computer and is working with Hannah to remove them from the Town Clerk computer. The Town Treasurer is all set. TRIO has been testing the land/outbuilding data set and should be able to make the data transfer soon. Jeanne has been entering transfers of deeds onto the new system.
6. Assessing: the Board is continuing their site visits.
7. Tree Growth & Farmland Apps: the Board signed letters to the land owners who were approved. Jeanne noted that the Board will need to be involved when they are entered onto the system.
8. EM Job Description: this was tabled until next week because John York was not able to attend.
9. Sand Bids: the Board voted to put a call out for the same amount of sand as last year (2,500 yards). The deadline for bids will be June 18<sup>th</sup>. Jeanne will get an ad into the paper.
10. Containers for Roll-Off: There was a discussion about how many containers would be needed to start with. Jeanne will do some research on how many were set up last year.
11. Road Committee: Jay asked Carrie about the possibility of acquiring a laptop for the committee to use to inventory roads and log-in problems.

This meeting ended at 7:57 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board, and in part, by Bonnie Hrichak.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, MAY 21, 2018**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Terry Fischer (Town Treasurer), Steve Lucas (Road Commissioner), Sarah & Joseph Hudak, and Bridget McKeen (residents)

1. The agenda and minutes of May 14, 2018 were accepted.
2. Treasurer's Warrant: #20 for \$1,404.33 (payroll) and \$27,298.59 (A/P) plus #21 for \$2,302.01 and \$22,175.38 (previews) were approved and signed.
3. Terry Fischer: gave the Board an over-view of the information that she had garnered at the Tax Collector conference she recently attended.
4. TRIO: there are two issues that Jay discovered when he spot-checked the land and outbuildings data that was updated by TRIO. He has contacted tech support but has not gotten a reply yet. It was agreed that the assessing updates would not be entered until it was determined that the technical issues had been resolved.
5. Assessing: the Board is continuing their site visits. Sarah & Joseph Hudak asked about personal property taxes and requested that they be notified prior to the next site review of their property.
6. Roll-Off: Jeanne advised the Board that in 2017 the Town had 3 containers which were emptied 12 times. It was noted that the old sand shed was part of last year's demolition. In 2016 the Town

had 2 containers which were emptied 8 times. The Board voted to have 3 containers on hand for this year's event. Jeanne will get quotes from DM&J and BDS. Bob will check with Clark's.

7. Steve Lucas: withdrew from the remainder of his plow contract due to man power issues. There was a discussion about Troy Nelson of Palermo possibly being available to take one of the vacant routes. Steve will speak with Jack Martin, and Troy Nelson, to determine if they would like to split the Town into two newly configured routes.
8. Peavey Bridge Inspection Report: Steve advised the Board that the date of inspection was prior to the repairs that were done last fall so the report is not accurate.
9. Legislative Policy Committee: The Board declined to submit a nominee.
10. Wi-Fi Extender: Jay installed a Wi-Fi extender so that Board can work on their laptops while in the Select Board office.

This meeting ended at 8:01 p.m. It was video-recorded by Bridget McKeen and voice recorded by the Board..

Respectfully submitted by Jeanne Coleman

 THERE WAS NO MEETING ON MAY 31<sup>TH</sup> DUE TO THE HOLIDAY