

MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 4, 2021

Present via Zoom: Bob Price (1st Selectperson), Cathy Roberts (2nd Selectperson), Bob LeRoy (3rd Selectperson), Jeanne Coleman (Acting Administrative Assistant), Terry Fischer (Town Treasurer), Jodie Martin (Town Clerk), Karen & John York (Montville VFD/EM), and Bonnie Hrichak (resident).

1. The minutes and agenda of December 21st were accepted.
2. Treasurer's Warrant: #51 for \$3,743.21 (AP) plus #1 for \$54,313.19 (preview) and \$4,219.84 (payroll run#1) and \$75.31 (payroll run#2) were approved and signed
3. KMH Grant: Terry informed the Board that she received the last payment in today's mail finalizing the \$45,200 total grant award.
4. Email / Tech Support: Cathy advised that the Belfast Computer proposal had not been received yet but it is expected by January 6th. The decision regarding an email service provider was deferred until next week
5. Packer Truck and Grader: The Board received two bids for the grader and one for the packer. The bids on the grader were \$3,950 and \$3,001. The bid on the Packer was \$3,250. Bob P. called Richard Peavey and he recommended declining the grader bids and advertising it for \$25,000 or best offer. After much debate the Board decided to decline all bids and to advertise the grader for \$25,000 and the packer for \$5,000. Jeanne will place new ads on MMA and in Uncle Henrys and notify the bidders. Karen will place an AD on Facebook marketplace.
6. Plow Contract: the Board approved the amended language, and payment schedule, for Justin Leeman's contract which reflects the additional mileage on the Hidden Valley Road. Jodie printed it and the Board will sign it. Terry will have Justin sign it when he comes in for his check.
7. Burning Permit Incident: John York is still waiting for the report from the Department of Conservation. The Board voted to respond to John Billings in the interim. Jeanne will draft a letter.
8. Holiday Schedule (MLK jr. Day): The Town Office will be closed but that is the day that the Municipal Audit is scheduled. Terry requested that the Board did not meet because it would be quite challenging to prepare a warrant. The Board agreed that they would not meet on the 18th but would consider meeting on a different day that week if necessary.
9. DHHS 20/21 GA Maximums: the Board voted to approve the maximum amounts for General Assistance recommended by DHHS into the Town's ordinance.
10. Abatement Application: the Board voted to defer the matter at this time. Bob P. will scan the material and send a copy to Jeanne
11. Foreclosed Properties: the Board approved the draft of foreclosure notice that Terry had provided to them. Terry will send the notices out tomorrow by both regular and certified mail.
12. Town Report: Jeanne asked the Board for recommendations for the dedication. Also, she asked who would be writing the Select Board letter. Cathy volunteered to do the letter again.
13. Meeting Date for UAARC Board: Cathy will follow up with them.
14. Mowing Bids: a notice requesting mowing bids will be put on the Distribution lists and on the website. Jeanne will get the material to Jodie and Carrie respectively.
15. Board Recommendations for the 2021 Budget: the Board briefly discussed a few of the high ticket price items. Each Select Person will have a list ready for next week's meeting with the Budget Committee.
16. Executive Session: pursuant to 1 MRS §405(6)(A) the Board went into executive session to discuss a personnel matter.

This meeting ended at 9:01 p.m.

Respectfully submitted by Jeanne Coleman

MONTVILLE SELECT BOARD MEETING – MONDAY JANUARY 11, 2021

Present via Zoom: Bob Price (1st Selectperson), Cathy Roberts (2nd Selectperson), Bob LeRoy (3rd Selectperson), Jeanne Coleman (Acting Administrative Assistant), Terry Fischer (Town Treasurer), Jodie Martin (Town Clerk), Glenn Widmer (Budget Committee), Kailey Spaulding (website designer), Amy Dunn (Dunn Desk Services), Sharon Hibbard and Bonnie Hrichak (residents).

1. The minutes and agenda of January 4th were accepted.
2. Treasurer's Warrants: #1 for \$54,313.19 (AP) plus #2 \$2,367.54 (preview) and \$941.35 (payroll).
3. 2021 Budget: there was a general discussion around big ticket items such as the Town Office roof, new doors for the Town House, handling of solid waste and recycling, and road maintenance. Sharon pointed out that the money paid to the UARRC goes towards ownership not subscribership. Jodie conveyed that Eastern mapping will hold their price for new tax maps and delineated what the quote included. Glenn suggested looking at fees for providing digital copies of documents as a way to offset the cost of updating the maps. Salaries and office equipment were also discussed. The Board agreed to generate a list of estimated costs for the items being considered for the budget. Bob P. will handle the building repairs; Cathy will handle the Transfer Station and recycling issues; and Bob L. will work with Richard Peavey to create a road budget. Terry and Jodie will put together estimates for the items on their list. The necessity of having a Town Meeting this year was also discussed. It has been determined that none of the area school facilities are available. The possibility of having a radio station come in, and having residents participate from their vehicles, was suggested.
4. Email / Website: the Board told Kailey that the prototype for the new website looks good. Kailey will set up a meeting with Jodie to train her as the new webmaster. Jeanne will call Kailey on Wednesday to assist in getting the domain name problem straightened out. They will also discuss the GoogleSuite account that she (Kailey) and Katie Campbell set up last fall. The Board voted to retain the GoogleSuite account and to switch the Town email over to gmail. Jodie informed the Board that emails from the Fairpoint accounts will have to be preserved. Cathy will contact Belfast Computers again for their tech support proposal and to ascertain if they can help with the email transition. It was noted that there are ads for the Administrative Assistant position, mowing RFP, and the old grader and packer currently running with the Fairpoint contact information.
5. Holiday: The Board voted not to meet next Monday. The Town Office will be closed in observance of the Martin Luther King jr. holiday and Terry will be tied up with the Municipal audit.
6. E911 Addressing Officer: discussion was deferred to a later date.
7. Recycling Trailer: Bob P. delivered the contract from Freedom which needs to be signed.
8. Cleaning: someone is needed for approximately 2 hours a week at the Town Office, and 15 – 30 minutes every other week at the Transfer Station, to clean. Terry will check with a couple of people.
9. Executive Session: pursuant to 1 MRSA §405(6)(A) the Board went into executive session to discuss personnel matters.

This meeting ended at 8:40 p.m.

Respectfully submitted by Jeanne Coleman

THERE WAS NO MEETING ON JAN 18TH DUE TO THE HOLIDAY

MONTVILLE SELECT BOARD MEETING – MONDAY JANUARY 25, 2021

Present via Zoom: Bob Price (1st Selectperson), Cathy Roberts (2nd Selectperson), Bob LeRoy (3rd Selectperson), Jeanne Coleman (Acting Administrative Assistant), Jodie Martin (Town Clerk), Glenn Widmer, Susan Shell & Herman Peaslee (Budget Committee), Bill Gillespe (LVAS), Michael Berry, S. Paige Zeigler, Meredith Coffin, Gregory Falzetta, Phil Bloomstein & Sharon Hibbard (UARRC) and Bonnie Hrichak (resident).

1. The minutes and agenda of January 11th were accepted.
2. Treasurer's Warrants: #3 for \$83,680.47 (AP) plus #4 for \$1,696.96 (payroll).
3. 2021 Budget: Bill brought the Board up to speed on the status of the ambulance service. The plan is for Liberty to take over the service in July. He noted that the long-term goal is for the operating budget to derive from monies generated by the service. Also, there is a reserve fund that will be used to replace the ambulance at an estimated cost of \$190,000 to \$200,000. LVAS is requesting a total of \$75,000 from Montville in 2021. This is the same amount as last year (rounded up) and reflects \$72,000 in wages and \$3,000 to cover mandatory training for personnel certification. Bill noted that Liberty will be hosting an EMT training program this winter which cost \$1,300 per candidate. Cathy gave the Budget Committee an overview of the new items being looked at for this year's budget. Bob L. conveyed Richard Peavey's thoughts on the road budget. The total amount will be close to, or the same as, last year but the appropriations will be done differently. Bob also informed the Board and the Budget Committee that Walter LeMont has offered to sell the town a gravel pit - which has 30,000 yards of gravel above ground - for \$30,000. If the yardage estimate is correct the cost of gravel per yard to the Town would be reduced from \$8 per yard to \$1 per yard. More research is needed. It was agreed that the Budget Committee would meet on their own and let the Board know when they are ready to reconvene. The Board agreed that they would meet next Monday at 5:30 for their own workshop.
4. Cleaning: Jodie advised the Board that the woman Terry Fischer contacted was not available. Jodie and Jeanne will put a notice out on their respective distribution lists advertising the position.
5. E911 Addressing Officer: Cathy will be speaking with Hannah Hatfield.
6. Email / Website: Jeanne has garnered more information from Kailey Spaulding which she will look at on Wednesday in an attempt to get the new email addresses set up. Jodie advised that she did some training with Kailey last Tuesday and the website is coming along well but still needs a few tweaks. Jodie presented a lot of good ideas for making the website more user-friendly for residents including posting a calendar and a spot for important and/or time-sensitive messages. Bob P. advised the Board that the Waldo County Broadband Coalition is requesting that a representative from each Town serve on the Board of Directors. The Board unanimously voted to have Vernon LeCount serve as the Montville representative.
7. UARRC: Mike and Paige briefed the Board on updates to the facilities. Meredith noted that the new glass machine does not crush glass but creates safe sand which will ultimately become a revenue source. They also informed the Board that the extension that had been granted on Montville's Notice to Withdraw had lapsed but they would accept a new notice if rendered immediately. Jeanne will get a new letter out tonight so the entire Board can sign it Wednesday.
8. Mowing Bids: the Board received three bids for 2021. Widmer Mowing bid \$1,750 for Town Buildings and \$4,000 for the cemeteries; Round Meadow Landscaping bid \$4,550 for Town Buildings and \$10,600 for the cemeteries; and Driftwood Landscaping bid \$1,650 for Town Buildings and \$4,950 for the cemeteries. The Board voted unanimously to accept the Widmer bid.
9. Training for the Town Clerk: Jodie requested permission to attend a Municipal Law class and a Title 30A Town Meetings & Elections class. The Board approved both.
10. Packer Truck & old Grader: the Board received an offer of \$3,500 from Bolster's Rubbish Removal for the packer truck which they voted to accept. Jeanne will try to track down the title. After discussing the lack of offers on the Champion grader the Board decided to change the asking price to \$15,000 or best reasonable offer. Jeanne will see that the ads are amended.

11. Executive Session; pursuant to 1 MRSA §405(6)(A) the Board went into executive session to discuss personnel matters. At the end of the executive session the Board went back on the record to announce that they had terminated their relationship with Murphy Appraisal Services and would be retaining Amy Dunn, dba Dunn Desk Services, as their assessing agent.

This meeting ended at 8:14 p.m.

Respectfully submitted by Jeanne Coleman

MONTVILLE SELECT BOARD MEETING – MONDAY FEBRUARY 1, 2021

Present via Zoom: Bob Price (1st Selectperson), Cathy Roberts (2nd Selectperson), Bob LeRoy (3rd Selectperson), Jodie Martin (Town Clerk)

1. The minutes and agenda of January 25th were accepted.
2. Treasurer's Warrants: #5 for \$25,844.83 (preview) and \$3,760.15 (payroll)
3. Budget Workshop: The Board met prior to the Select Board meeting to begin building a proposed budget for 2021. They plan to meet again at 5:30pm on February 8th. The Board will schedule a meeting with the budget committee at a later date.
4. Cleaning at Town Office and Transfer Station: The Board will meet with applicant next week.
5. 911 Addressing Officer: Deferred until next meeting.
6. Email/Website/Tech support: Waiting on proposal from Belfast computers for tech support. Jeanne has set up new google emails for all town accts. in preparation for the transition to using Google Workspace.
7. Applications for Admin Asst position: The Board will interview next week.
8. Establishing fees for non-residents requesting town information: Jodie reported that there has been a noticeable increase in requests for town information by real estate agents, lawyers and bank representatives. She and Terry are spending additional time on complying with these requests. She asked the Board to consider establishing a fee for this service to non-residents only. The Board agreed to review this again at the next meeting. Cathy will check with Liberty and Jodie will call a few other towns to see how they are managing these requests for non-residents.

This meeting ended at 8:07 p.m.

Respectfully submitted by Cathy Roberts

MONTVILLE SELECT BOARD MEETING – MONDAY FEBRUARY 8, 2021

Present via Zoom: Bob Price (1st Selectperson), Cathy Roberts (2nd Selectperson), Bob LeRoy (3rd Selectperson), Jeanne Coleman (Acting Administrative Assistant), Jodie Martin (Town Clerk), Terry Fischer (Tax Collector), Amy Dunn (Assessing Agent) and Bonnie Hrichak (resident).

1. The minutes and agenda of February 1st were accepted.
2. Treasurer's Warrants: #5 for \$25,844.83 (AP) plus #6 for \$43,047.44 (preview) and \$1,708.53 (payroll).
3. 2021 Budget: the Board continued reviewing administrative costs line by line. The Board agreed to set \$12.50 as the base rate instead of the new State minimum which is \$12.15. The Board also discussed security cameras and cleaning for the Transfer Station. John York has been researching cameras that require a connection to a computer which may not be the best fit for the Transfer Station. The Board will let him decide what is needed at the fire house. It was determined that there is no compelling reason to place them in the Town Office at this time.

4. Open to the Public: Bonnie Hrichak asked questions about the assessing agent and reval. She was advised that the Board has engaged the services of Amy Dunn (Dunn Desk Services) and that the quote for a reval is \$80,000 spread over a three-year timeframe. Bonnie also asked if Jackie Robbins had done the last reval. The Board affirmed that she had - back in 2005 to the best of their recollection.
5. E911 Addressing Officer: Cathy will finish an address request that she has been working on sometime next week. Hannah Hatfield has agreed to accept the position of E911 Addressing Officer going forward. Jeanne will draw up the appointment papers with an effective date of February 19th.
6. Email / Website: Jeanne has set up all of the new email addresses and worked through the problem with the GoogleWorkspace inbox glitch. Cathy has not obtained a quote from Belfast Computers yet about backing up the old email documents to everyone's hard drives. Kailey Spaulding has been working on an issue with the domain name which appears to be resolved. She anticipates that the new website can go live by the first of March.
7. Printing & Research: Jodie contacted MMA and was advised that unless a project took an hour or more the Town cannot charge for time. If it does take an hour or more an hourly rate can be charged. Jodie also contacted a couple of neighboring towns and determined that they charge 25 cents per page for copies and \$2 per fax. One town charges an additional fee if the fax exceeds 5 pages and one town charges the \$2 fee regardless of whether the fax is outgoing or incoming (i.e. residents having their insurance card faxed in order to register a vehicle). The Board voted to raise the cost of copies to 25 cents per page and to initiate a \$2 fee for outgoing faxes.
8. Rebecca Bryant request to name a private road: After some discussion the Board voted to allow Rebecca to name her road Labrador Lane with the understanding that it is a private road and the Town will not assume any responsibility for its maintenance or upkeep. Cathy will draw up the necessary paperwork for the E911 system.
9. February 15th Holiday: The Town Office will be closed for the President's Day Holiday. The Board decided to hold a meeting that evening to continue to work on the 2021 budget.
10. Executive Session; pursuant to 1 MRSA §405(6)(A) the Board went into executive session to discuss personnel matters. At the end of the executive session the Board went back on the record to announce that they had terminated their relationship with Murphy Appraisal Services and would be retaining Amy Dunn, dba Dunn Desk Services, as their assessing agent.

This meeting ended at 8:24 p.m.

Respectfully submitted by Jeanne Coleman