

## **MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 7, 2019**

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), and Katie Campbell (Registrar of Voters).

1. The agenda and minutes of December 17<sup>th</sup> 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 3<sup>rd</sup> 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 (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), and Steve Lucas (Road Commissioner)

1. The agenda and minutes of January 7<sup>th</sup> 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 11<sup>th</sup> 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 21<sup>st</sup> due to the Holiday

### **MONTVILLE SELECT BOARD MEETING – MONDAY, JANUARY 28, 2019**

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

1. The agenda and minutes of January 14<sup>th</sup> 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 4<sup>th</sup> 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 11<sup>th</sup> 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 (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Carrie Hanagriff (3<sup>rd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), John York (Fire Chief), Cathy Roberts, Roy Antaki, and Ana Antaki (residents)

1. The agenda and minutes of January 28<sup>th</sup> 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 11<sup>th</sup>.
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 advised that the current Article be re-voted on by the Town. She recommended repealing the Article at this time because of the increased costs to the town.
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

### **MONTVILLE SELECT BOARD MEETING – MONDAY, FEBRUARY 11, 2019**

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), Henry Spaulding & Jonathan Thornhill (Plow Contractors) and Cathy Roberts (resident)

1. The agenda and minutes of February 4th were accepted.
2. Treasurer's Warrants: #5 for \$58,272.32 (AP) and #6 for \$1,207.59 and \$11,781.56 (previews) were approved and signed.
3. Henry Spaulding and Jonathan Thornhill spoke to the Board about recent events where they were called out to sand by, emergency personal, under questionable circumstances. They asked for a clear chain of command and it was determined that the Road Commissioner would be the one to make the call out decisions. Next season's plow contract was also discussed - as was the language of the existing contract. No decisions were made.
4. Budget: the Board sat in on the Budget Committee meeting and the recommendations for the Town Warrant were finalized.
5. Cathy Roberts spoke with the Board about a proposed Town Warrant article regarding the "No Spray" ordinance. Jeanne conveyed the opinion from the MMA legal department on the subject.
6. Town Warrant: Jeanne went over the preliminary draft of the warrant and the Board discussed, and then approved, each article.
7. Computers: Archangel has been scheduled to install the new computers in the Town Clerk's Office on Tuesday February 12<sup>th</sup>.
8. MMA Action Plan: Jeanne spoke with the Board about the current status of the plan. Jay will draft a response to the question regarding the solar panel emergency shut off.
9. President's Day / February 18th: There will not be a standard Board meeting. They will come in at 3:00 to review and approve the final draft of the Town Warrant.

This meeting ended at 9:05 p.m.

Respectfully submitted by Jeanne Coleman

☆ There was no meeting on February 18thst due to the Holiday

⊕ There was no meeting on February 25th due to a power outage

## **MONTVILLE SELECT BOARD MEETING – MONDAY, MARCH 4, 2019**

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

1. The agenda and minutes of February 11th were accepted.
2. Treasurer's Warrants: #8 for \$78,458.61 (AP) and \$895.14 (payroll) plus #9 for \$53,164.19 and \$3,082.16 (previews) were approved and signed.
3. Town Warrant: Carrie added her signature to the Town Warrant and it was delivered to the Clerk's Office to be processed for posting.
4. Assessing: Jay is still analyzing the dwelling data in TRIO and making adjustments, as needed, so that values are calculated correctly. Jeanne reminded the Board that Abatement / Supplemental details need to be entered in TRIO once the adjustments are finalized. Jeanne also spoke with the Board about the TRIO assessing form she is creating for them.
5. Job Descriptions: the Board requested that all drafts be integrated into one document for review.
6. Budget Transfers: were amended, per the request of the Municipal Auditor, on 2/18/2019  
A total of \$4,665.00 was *transferred* from the RSU3 account as follows:
  - \$1693.00 to General Administration
  - \$1589.00 to Elected Officials
  - \$71.00 to Protections & Enforcement
  - \$216.00 to Health & Sanitation
  - \$1,096.00 to Public Works
7. Cathy Roberts: submitted a request for an amendment to the February 4<sup>th</sup> minutes in how her position was stated. The Board approved the change.
8. Abatements: the Board discussed two circumstances where land designations / calculations were in error in the database. Jeanne will draw up Abatements for both parties.

This meeting ended at 8:10 p.m.

Respectfully submitted by Jeanne Coleman

## **MONTVILLE SELECT BOARD MEETING – MONDAY, MARCH 11, 2019**

Present: Jay LeGore (1<sup>st</sup> Selectperson), Bob Price (2<sup>nd</sup> Selectperson), Jeanne Coleman (Administrative Assistant), Steve Lucas (Road Commissioner), Cathy Roberts (resident), and Brett Ginn (prospective mowing contractor)

1. The agenda and minutes of March 4th were accepted.
2. Treasurer's Warrants: #9 for \$53,164.19 (AP) plus #10 for \$12,588.52 and \$1,220.51 (previews) were approved and signed.
3. Job Descriptions: discussion continued about what language to include in the job descriptions. It was agreed that they should be finalized, and posted on the Town website, prior to Town Meeting.
4. Assessing: Jay stated that he is done analyzing the dwelling data in TRIO and making adjustments. He will write up a summary of what he did and how it works.
5. Road Maintenance Compacts: the agreement with Freedom was reviewed and Steve outlined the agreement with Searsmont. Jeanne will document both so they are available for future reference.
6. Abatements: two Abatement were processed to correct miscalculations on land assessments.
7. MMA Insurance: Jeanne informed the Board that the Property & Casualty Insurance is due for renewal. Changes will need to be made to the figures used for fire equipment. The Board decided that no changes are necessary for Town Buildings or other equipment. Jeanne gave the Board a draft of

an Annual Computer Security Refresher form for their review. A requirement for annual training was implied in the insurance application. Tax acquired properties will be reviewed at the next meeting.

8. Mowing Bids: the Board discussed the bids and the possibility of splitting the contract. Jeanne will contact one of the applicants to determine if they are agreeable to accepting Town Buildings without being awarded the cemeteries.

This meeting ended at 8:19 p.m.

Respectfully submitted by Jeanne Coleman