

## MUNICIPAL OFFICERS MEETING MINUTES

May 15, 2025

7:00 PM

8:23 PM

Karen James

Eric Durgin

Cory Hale

The meeting was called to order with Karen James and Eric Durgin as Municipal Officers present. Patti Barber was also present at the meeting for observation purposes only.

The board opened the meeting with the Pledge of Allegiance

Board approved minutes from April 24, 2025, as typed

Board signed the previously approved warrant from May 1, 2025.

**Hiram Hill Group:** There has been no response from the property owner at 96 Hiram Hill Road. The board agreed that this is on hold awaiting a response from the property owner.

**Trafton Way Engineer:** Karen received a proposal from Sebago Technics for \$68,650 for professional services related to a large culvert replacement on Trafton Road. The proposed services include existing conditions surveying, wetlands and stream delineation, geotechnical and civil engineering, permitting, and construction administration and inspection. Sebago Technics proposed due to the in-stream work window and permitting constraints that the work would be constructed in 2026. The regulatory limits of in-stream work are between July 15<sup>th</sup> and September 30<sup>th</sup>. The board agreed to discuss with Sebago Technics options around removing Geotechnic services and any other services proposed which could reduce the cost. The Board also agreed to invite the Crowley's to the June 1<sup>st</sup> meeting to hear their feedback and any possible community partnership.

**Certificate of Use Permit Refund Request:** The board agreed that Jamie Marshall would receive a 50% refund of \$960, Marylou indicated that she would need to discuss with the Auditor how to issue this refund.

**Personnel Policy Review:** The board reviewed and agreed the Personnel Policy will be edited updating the wording around the days being the basis not hours. Due to the recent change in office hours and 32-hour work week. Marylou will redline the policy and have for review at the next meeting for final approval.

**New Settlement Road Project:** The Board signed the WL Sturgeon bid. The signed bid will be sent to WL Sturgeon for their records. The Board agreed to reach out to Kyle to discuss the options for selling some of the Town's equipment. The proceeds are going back to help with the budget for the roads.

**CEO Advertisement:** The Board reviewed the recent application for Code Enforcement officer. The board agreed to post additional advertisements in the Conway Sun, Gorham Times, American Journal in Sanford, Indeed and the MMA website. The posting will continue until a reasonable candidate is found. The board would like to have Guy participate in the interview process.

MO Meeting Minutes as amended

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**TAP:** To adhere to the requirements on the sale three different real estate brokers need to be contacted for a market analysis to be completed. The Board agreed that the following real estate brokers could be contacted Lorenda Day-Coombs, Cote & Howe, Dan McDonnell, Carla Wakefield and Donna Estes.

**Junkyard Ordinance:** The Board agreed that the enforcement of this ordinance should come from the Code Enforcement Officer.

**Calista Cross Bridge Naming:** Calista Cross would like to have a sign put up naming the Cornish/South Hiram Bridge Warren's Bridge. DOT advised Calista that she will need an approval letter from both Cornish and Hiram. The board agreed once it was confirmed that this bridge was in fact named Warren's Bridge in the past then an approval letter can be drafted for the Board Members to sign.

**Park Fence:** Eric discussed the park fence may need some post replacements. Eric will be checking the fence out over the weekend and will be reporting back what kind of repairs are needed.

Meeting adjourned 8:23 PM

Respectfully submitted,  
Lisa Fox