

## MUNICIPAL OFFICERS MEETING MINUTES

August 7, 2025  
7:00 PM  
8:20 PM

Karen James  
Eric Durgin  
Cory Hale

The meeting was called to order with Karen Corey and Eric present.

Patty Barber was also present.

The board opened the meeting with the Pledge of Allegiance

Board approved minutes from July 24, 2025.

Board signed the previously signed warrants from July 31, 2025, and August 7, 2025.

**Address Anyone Present:** Patty Barber added to have an update on King Street. The Board added this to old business #6.

**HFD Leach Field:** The Board reviewed the new septic design. The design shows taking out the pump and putting in the new chambers. The new design also recommends insulation foam to help from freezing. The Board approved to award bid to Shea & Son's with the revisions.

**Sell F-550:** The Board approved to re-list the F-550 on the Auction International site.

**Days Tree Removal:** Cory spoke with Days Logging on the tree removal on New Settlement Road. Days logging advised that they will be taking care of it before the paving project starts.

**96 Hiram Hill Rd:** Lisa advised the Board that Dave went out and took pictures on 7/23/25 to see if there were any improvements. Dave spoke with Amanda on 8/5/25. Amanda said they were trying to get the property cleaned up and that a lot of trash was taken away. She advised that they removed 2 junk cars, and they are trying to find someone to haul the campers away. Dave advised Amanda that he would give them till the end of the week to get cleaned up and to meet up with Amanda to go over the property. Dave saw 3 campers and they didn't appear to be lived in and three cars. Two cars looked like they were in drivable condition.

**Review Budget for New Settlement Road and Road Commissioner:** Marylou presented to the Board the current budget and an updated budget from Kyle. The New Settlement Road project came in at \$499,100. The Town raised \$300,000, the Board discussed taking \$160,000 out of General Road Budget and \$39,100 would be left to come up with. Right now, there is \$154,800 in the Road Reserves Fund which includes the sales on the equipment.

Reserve Balances - There is \$81,000 in the Public Works Fund. Karen indicated that this should be for emergency vehicles and not repairs. The Board scheduled a Public Hearing on 9/4/2025 at 7 PM to discuss how to use the Road Reserve and Public Work funds.

**King Street Update:** Marylou informed the Board that Kyle has looked at the driveway and has come up with a plan. Kyle plans to review this plan at the next meeting.

**Road Commissioner's Contract:** The Board approved to amend the Road Commissioner's contract to March of 2028. Marylou will draft the addendum to have for signing at the next meeting.

**MMA – Ballot for Executive Committee Members:** The Board signed and voted on the MMA Ballot for Executive Committee Members. The Board voted for Anthony Ward for Vice-President; Phil Crowley; Suzette Francis, and Mark Leonard for Executive Committee Members.

**Review and approve Catering Permit:** The Board approved and signed the catering permit for the Teen Camp 9/13/25.

**Audit Letter of Engagement:** A 50% deposit up front is required. The 2025 Audit will be \$8500.

**Sign County Tax Assessment:** The Board approved and signed the County Tax Assessment.

**Review and Sign Abatements and Supplements:** Marylou presented to the Board the pending abatements and supplements for review. The Board signed the Abatements and Supplements as presented.

**Nomination Papers:** An opening for Municipal Officer is coming up. The Board approved to have the special election on Tuesday, October 21, 2025, from 3PM to 8PM. The nomination papers are due in by Thursday, September 18, 2025, at 7 PM. The term that this position covers will be until March 2026 Annual Town Elections. .

**Review draft RFP's – Reval and Assessing Agent –** The Board reviewed sample Request for Proposals. One will be for assessment, and one will be for the revaluation that will be upcoming. The new revaluation would be being worked on in 2027 for 2028. The RFP's will be sent to the list of Assessors on the State of Maine website. RFP's will be due back to the Town Office no later than September 22, 2025, at 2 PM. The Board approved to make a Municipal Officer Workshop on Monday, September 22, 2025, at 7PM to review the RFP's received. The Board will then vote on the RFP's at the October 2, 2025, meeting.

**Winter Sand:** The Board agreed to review the bid form at the next meeting. The request for bid will be advertised that following Monday. South End currently has 811 yards left and Kyle will be getting the amount left at North End. The annual usage is between 1500 – 2000 yards.

**Meeting adjourned 8:20 PM**

Respectfully Submitted,

Lisa Fox