

TOWN OF ADDISON

Selectmen's Meeting

December 16, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: 5:00PM

Meeting Closed at: 7:20PM

1. **Motion to accept the minutes of the December 2nd Selectmen's Meeting and the December 10th Special Selectmen's Meeting:** *VJ motions to accept the minutes of the December 2nd Selectmen's Meeting with the change of "requires" to "recommends" in Item No. 2. Tom seconds. Motion passes. VJ motions to accept the minutes of the December 10th Special Selectmen's Meeting. Tom seconds. Motion Passes.*

2. Old Business:

- a. **Holiday Bonuses: Auditor's Findings:** *VJ opens by summarizing what the Town's Auditor explained in her email pertaining to Holiday Bonuses. The email discusses holiday bonuses and to whom they can be given. Exceptions are those who have a salary/stipend voted on at Town Meeting. Tom had concerns about allowing a holiday bonus without going through the Budget Committee. Discussion ensued about how bonuses were given in the past, and asked Kim how much money is left in the administrative budget until the end of the year. Kim responded that based on Amy working 32hrs/week, until the end of the year, the payroll is still under-budget by \$11,000.00.*

In light of the amount that is under-budget, Tom stated that he believes in giving holiday bonuses and feels that an amount needs to be decided on since there are funds available for it. Dick asked if there are other accounts that could use the money to cover overages. Kim responded, that she doesn't believe there are any accounts that have overdrafts. She added that monies can't be moved without Town approval.

Tom assured that the money given in bonuses will not be a considerable amount of money, but a small amount given as a token of appreciation. VJ would like to see a bonus given this year. He felt that it would be inappropriate for him to suggest amounts, and left it up to Tom and William. VJ also suggested a line item in the budget for next year and each year thereafter. So, going forward, it will already be budgeted for. Tom agreed and suggested that the amount will be small this year to start out and a decision will be made on the amount to put into the budget for the following years. The question was asked about how many employees will be getting a bonus. The question of Butch receiving a bonus was also asked, and his earnings compared against the CEO for eligibility. Kim responded that Butch is a full-time Town employee who receives a salary determined by the Selectmen and the CEO receives a stipend, which is voted on at Town Meeting and therefore would not qualify.

Marcus asked if Butch was all salary or if he is paid hourly for different tasks, such as, mowing.

Tom explained that Butch is all salary, but does put his hours in for different tasks. Tom doesn't believe that there is anything stopping them from giving bonuses to someone who receives a salary, but feels there should be a policy in place for it, and the voters need to vote on it. Tom stated that since the payroll is underbudget for the year, he feels it is safe for the Selectmen to award a Christmas bonus to the three employees.

VJ said he struggles with Butch not receiving a bonus too, given that he is a full-time employee of the Town. He would like to see a bonus given to Butch too, unless there is something legally stopping them. Tom asked if there was something in the email addressing the salary issue. VJ said that according to the auditor's email, people with a "voted" salary are not eligible, i.e. Treasurer, Fire Chief, etc. He read again from the Auditor's email. Tom added that the Town's people voted to make that position full-time. The question was raised about using the emergency contingency, but Tom explained that there are rules, which apply to the use of those funds.

Tom suggests giving the bonus to the three employees of the Town Office, and if found later on that it is okay to give Butch a Christmas Bonus, then it can be done next year or give him a late one this year. VJ stated that if it is okay, it would be more appropriate to give a late bonus this year to Butch as opposed to making him wait till next year. Tom agreed. Tom makes a motion to give a \$100.00 bonus to the Office Staff. William seconds. Motion Passes.

VJ asked for clarification on how taxes will affect the bonus. Fran suggested to have the taxes figured into the bonus, so that the "net amount" will be \$100.00. Tom makes a second motion that the Christmas Bonus will be \$100.00 net. William seconds. Motion passes. Fran offered another thought regarding Butch's total salary. She said to check for a cap on his salary, which would likely exclude him from receiving a bonus. However, if there isn't an approved cap, then he should be eligible. Tom believes there is a cap, because of an instance when the Clam Warden's hours went over-budget and those hours had to be restructured under another category.

3. Building Maintenance Committee:

- a. **Opening of sealed bids for the Storage Building project:** Tom opens the bid from Bangor Abatement, and reads it to the audience. Total amount of the bid is \$3,500.00. Bangor Abatement did the painting at the Town Hall this Summer. This bid is \$500.00 over budget, which was set at \$3,000.00 when Hearts of Maine originally bid the project. Don reviews the specs of the project for the Storage Building. Tom motions to accept the bid. VJ seconds. Unanimous.
- b. **Review and report the 2020 suggested budget:** Tom read the proposed Building Maintenance budget for 2020, and the projects it will cover.
 - 1.) Update and ADA compliance of Men's and Women's bathrooms – Remodel estimate is \$15,000.00.
 - 2.) Lead paint abatement of second floor of Town Hall to accommodate future use of Pleasant River Historical Society and other organization functions – Paint estimate is \$15,000.00. Pleasant River Historical Society has agreed to contribute up to half of the cost of the abatement.
 - 3.) Additional office on the second floor of the Town Hall for CEO and relocation of files to the old file storage area at the rear of the second floor – Estimate is \$7,500.00.
 - 4.) Remodel of customer service area to offer customers more privacy and adjacent waiting area - \$7,500.00.

5.) Refinish first floor meeting room floor – Refurbish floor estimate - \$500.00. BMC suggested 2020 budget is \$45,500.00.

There was further discussion about the lead abatement process, and if projects are able to be prioritized to save money. The suggested budget will be on the Warrant for the Annual Town Meeting, and the projects can be prioritized at the meeting if it comes to that. VJ said that he is fine to put it in the budget the way it is and let the Town's people vote on it.

Fran suggested the Assessor and CEO share an office, since both of them are only occasionally in the office. It was agreed that it would save money for now, but there may be some scheduling issues that would have to be addressed. The Building Maintenance Committee will still have the addition of an office in their proposed budget, and will address the office sharing issue if their requested amount is not approved by the Town's people. Marcus inquired about the solar panels. Peter and Don said they have to go out to bid. They were hoping that they would find someone, by word-of-mouth, to take the solar panels; offering them as first come – first serve to save money on advertising, but were unsuccessful.

Tom suggested coming up with a dollar amount and put the advertisement on the Town's website and Facebook page. Fran added that Washington County Council of Governments should be contacted as they may be able to help. Tom will contact WCCOG to find out if they can advertise the solar panels for the Town. Tom motions to put the budget in as an article for the Town Warrant. William seconds. Unanimous.

4. Road Commissioner Updates: Marcus talked to the County about turning the lights off and closing up the sand/salt building. The DOT pulled up the beaver dam at the Arbor Doors again. They removed about 99% of it. He spoke to DOT about a problem down by the Granite Road, and they will address the issue. At the Town Landing, both poles are broken off and Harold is supposed to pick up the broken poles and measure them for replacement. Dick asked if there have been arrangements for money to be available in the Spring for the Roads account, so projects don't have to wait for funding to become available. Marcus said he will be bringing up the subject for funding at the first meeting in January. Kim explained that the Road money comes from excise, and that Marcus currently has money in the Roads account. She will find out if the money carries forward to the next year or if it goes back into surplus. The concern is that Marcus should have money in the Spring, before taxes are committed, to do road work when the weather is warmer.

5. Motion to accept Spectrum Business rate increase: VJ explained that it isn't so much a rate increase, but that the promotional rate has expired, and the regular rates have taken effect. It was agreed that Spectrum is the most dependable provider, and quality is needed to conduct business. Tom motions to accept the rate increase. William seconds. Unanimous.

6. Motion to accept the Small Animal Clinic's 2020 Stray Cat and Dog contract: Tom mentioned that the Small Animal Clinic is the only one around that handles the stray animal problem. VJ motions to accept the contract. Tom seconds. Unanimous.

7. Motion to accept Emera Maine's Notification of Terms and Conditions for Repair and Maintenance of Private Lines: Emera maintaining private lines vs. the Town maintaining their own lines was discussed. It was agreed that it would be better for the

Town to continue with Emera maintaining the Town's lines. William motions to accept Emera's terms and conditions. Tom seconds. Unanimous.

8. Motion to approve Maine Municipal Tax Collectors' and Treasurers' Association 2020 membership dues for Office Staff: *VJ motions to approve the MMTCTA membership dues for the Office Staff. Tom seconds. Unanimous.*

9. To discuss Marc Perry's letter regarding a revaluation of the Town: *Taken out of order. Marc explained the charts that he provided for everyone to review, which are a snapshot of how properties are currently being assessed. He also explained how the majority of the current valuations are falling well outside the 10% swing that is allowed by the State. The last revaluation was 1992 and that it should be done about every ten years. A revaluation would be beneficial as everyone would be assessed equally and treated fairly.*

Marc offered to do the valuation for a lesser amount of what an outside agency would charge and the Town would have the benefit of Marc performing a more personalized service by going door-to-door to meet the property owners and assess their properties. Peter was concerned about all the property that is listed as a bird habitat and tax exempt, which places a burden on the rest of the taxpayers. He was also concerned about a property owner's right to not let an assessor into their home to do a revaluation. Marc explained that a property owner can refuse, however, the State's statute allows him to place a value on a property, if the home owner is uncooperative and doesn't allow him on the property to perform the revaluation.

Marc has researched several Towns who have recently had a revaluation and their cost. He offered to do it for less and spread the process out over a few years to keep the costs down, which an outside company would likely not offer. He also explained how a revaluation and MIL rate balance out to meet the Town's budget. The primary purpose is to put everyone on a level playing field, not generating revenue. He noted the goal of any assessor is to make it fair and equitable for everybody. So, a revaluation may increase properties values, but the MIL rate would go down, because the budget will be met regardless.

Marc opened the floor to more concerns and questions, which he was happy to answer. VJ asked Marc if he could put together a couple different quotes based upon what needs to be done, and the extent of services provided.

Tom asked Marc to have that information ready for the next meeting, so they can decide if it will be put on the Warrant for the Town Meeting. Dick asked if the Town can be placed on a maintenance schedule of sorts, once a revaluation has been done.

Marc responded, that once a revaluation is done, maintaining that information will be easy to do as he would reevaluate a quarter of the town each year. The Town will then be on a 4-year cycle, which would also prevent having to spend the money for a full revaluation in the future. He added that as it stands right now, if questions are raised about assessments, he cannot defend the current assessments as the Town has gone through several assessors since the last revaluation.

10. Texting: *Tom stated that the Select Board needs to be careful about how much communicating they do through texting and emailing, as it can be construed as an illegal meeting. He added that old policies need to be updated and new policies need to be put in place to address this. He suggested that Sherry draft a notice to hand out to the municipal officers; to make everyone aware of this issue.*

There was further discussion about the staff and select board being mindful of their communications by email or text regarding Town matters vs. general conversation.

11. PRSWDD Update: New Scales: *Fran advised that PRSWDD is meeting on December 19, 2019 for a special meeting, so she will have more information. It was previously voted on to purchase a large scale, but has not been done yet. Machias Saving Banks and a leasing company have been contacted to compare costs. The budget has been reduced by \$100,000.00 and wages have been frozen. PRSWDD is bracing for the exit of two more towns at the end of the month. There have been negotiations taking place with the attorneys to determine how much those towns will have to pay as per the Interlocal Agreement. The exiting towns will have to pay any debt they have, as PRSWDD's debt is their debt. Fran reminded the Select Board that Keith Newman is Addison's representative, and it would be a good idea for the Town to reach out to him with any questions. Marcus asked what towns are staying with PRSWDD. The towns remaining, are Addison, Jonesboro, Columbia and Beals.*

Fran also talked about PRSWDD's plans going forward. Also, on January 1st they will be transferring to Fiberight/Coastal, which does the recycling automatically and mechanically. The recycling windows at the station will be closed as Fiberight is handling about 50% of the recycling right now and is set to increase in the near future. PRSWDD will still be accepting returnables, corrugated cardboard, metals and freon units. Tom has an updated list, which is provided at the station. The price of bags will be going up. \$3.00 each for large bags and \$2.00 each for the small bags.

Fran added that all six towns had a contract with MRC for fifteen years for 500 tons of trash per year. The two towns that are leaving will still be responsible for their part; the amount of which is currently in negotiations with MRC, PRSWDD and those two towns. Peter suggested to have the changes posted to the Town's website, and provide flyers at the Town Meeting in March. Tom will email the updated list to the Town Office for distribution too. Discussion continued about how costs can be kept down, what materials are being recycled, and cleaning up the transfer station of its clutter. Amy reminded Fran that PRSWDD needs to turn in the Hall Rental Agreement and Certificate of Liability Insurance form for their meetings at the Town Hall.

Other: *Tom asked about the reimbursement check, which a fire department trainee had lost. He asked Kim to check with the bank and ask them how much it will cost to cancel it. Tom explained the Town's policy of replacing lost or damaged checks. VJ asked why the person didn't have the check with him, and to ask him to bring it in.*

Kim to explained to everyone the story behind the missing check. It was agreed that this person should be contacted to produce the missing check if it hasn't already been cashed. If he can't produce it within two days, then call the bank, stop payment and let the recipient know how long he will have to wait to receive the new check.

Public Comment: *No further discussions.*

Those attending: *Fran Havey, Amy Lenfestey, Peter Davis, Cheryl & Richard Paul, Don Williams, Cathy Fonda, Marcus Norton, Marc Perry*

TOWN OF ADDISON

Special Selectmen's Meeting

December 10, 2019

6:00PM

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *6:00PM*

Meeting Closed at: *6:53PM*

- 1. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss personnel matters:** *6:00PM - VJ motions to enter into Executive Session to discuss personnel matters. William seconds. Unanimous. 6:18 - Selectmen re-enter meeting. Personnel issues were discussed, with a primary focus on how the Selectmen are going to continue dealing with procedures.*
- 2. Motion to accept or deny rescission of resignation – Administrative Assistant:** *VJ motions to accept Sherry's rescission of her resignation and reverse their vote from November 4th on accepting the resignation effective immediately. William seconds. Tom abstains. Motion passes 2/3.*
- 3. To decide on advertising for Administrative Assistant position:** *VJ motions to reverse the vote from December 2nd Selectmen's Meeting and not advertise a position as there is currently no opening. Effective immediately. Tom seconds. Unanimous.*
- 4. To discuss background checking for new employees:** *Tom opens by explaining how background checking is normally done. Stating that a background check is done on the final couple of applicants or right after hiring someone. VJ concurred.*

Fran brought up the fact that Sherry's background check wasn't done, and that it is not too late to do one on her. Amy asked Tom to read what she printed out from the MMA website, which explains that background checking should be done during the hiring process and that employees cannot be singled out. Amy also brought up that there were several applicants who applied for the Administrative Assistant job in February 2019, and none were advised of employment being contingent on a background check.

Fran stated that they are awaiting a written response from MMA regarding the matter. Tom feels that at this time there are no great concerns, but there needs to be a policy in place for future hiring opportunities. Butch added that the State does a background check on Shellfish Wardens. Fran also suggested that reference checks be done on new applicants in the future. Tom added the intent is to see reference checks done on

all applicants, and background checks on the final two candidates considered for a position.

- 5. Approval for Saturday hours to work on Budget:** *Tom asked Kim how much time she anticipates for Saturdays. Kim suggested that she and Sherry will need about 3-4 hours each Saturday depending on how much time is needed to get the work done. She added that both her and Sherry can get a lot accomplished without the normal interruptions of the office. Tom agreed that it makes good sense. VJ asked if she is thinking about two or three Saturdays. VJ motions to allow Kim and Sherry Saturday hours not to exceed 12 hours without further authorization from the Board of Selectmen. William seconds. Unanimous.*

Other: *VJ – Employee Health Insurance Plans – The health insurance plans have increased 7%. Tom motions to accept the changes in the health care plan rate as posted in the letter received from MMA. VJ seconds. Unanimous.*

Tom – Health insurance for part-time employees – Tom raised the question about part-time employees / Selectmen being eligible for the MMA Health Trust health insurance. Sherry stated she has contacted MMA Health Trust and that the Selectmen can be covered, but it has to be approved by the Town.

Amy – Small Animal Clinic – Amy reported that they will not be able to do the Town's Rabies Clinic in January. Peter suggested contacting Dr. Jensen in Milbridge as she does the clinics for The Ark shelter in Cherryfield. Tom agreed that Amy should contact Dr. Jensen.

Fran – Minutes – Fran inquired why there are two people taking minutes at the meetings. Kim explained that she is not taking minutes per se, but taking notes for herself as she is the Treasurer, and that she needs to be at the meetings in case there is a question for the Treasurer. Dick asked if both her and Sherry are getting paid to be at the meeting. It was explained that both Kim and Sherry receive comp-time. It was suggested that maybe Sherry report to Kim anything Treasurer related the next day. Tom stated that the Selectmen are at the point now where changes can be made to this process.

Tom – Holiday Bonuses – Butch and Peter commented that employees have received bonuses in the past, whether it be hams, gift cards, or a separate payroll check. Kim stated that Alice, John and she each got gift certificates, but it is at the Selectmen's discretion to give a bonus, and that when Michael Murphy was Selectmen, bonuses were given out every year. Tom asked that it be looked into and reported on at the December 16th meeting.

Judy – CEO Update:

Solar Farm slated for Addison – She received a phone call from an upset Harrington resident whose property abuts a 51ac farm in Addison, which has been leased out to a

Solar Farm company. Judy explained the property owner's concerns, but added that the Town could benefit from this endeavor. Judy suggested that if this is something the Town wishes to regulate, then it needs to be looked into.

Marijuana – Medical Cultivating Facilities – The Town cannot stop a medical marijuana cultivating facility from coming to town. The Town can regulate it, but cannot stop it, and she suggested that the Town look into its options on regulating. Judy added, these facilities are still required to adhere to building codes, and are subject to State inspections and licensing. The annual licensing fee to the State is \$15,000.00.

The Town should consider incorporating an application fee structure for this type of facility, and should have an ordinance in place for zoning, air quality, and distances from schools, residences, etc. Tom asked Judy to check in with other towns that are dealing with this.

Judy is currently working with East Machias on the same type of facility and could gather some information for him, but suggests it would be in the Town's best interest to be proactive about this issue and the Solar Farm; weighing the pro and cons for each.

William – East McMann Rd. Project – William asked about the project on East McMann Rd. Judy reported that the project sight has moved to the 51acre farm mentioned earlier. Fran added that it would not be too late for a moratorium.

Those attending: *Peter Davis, Judy Rolfe, Cheryl & Richard Paul, Fran Havey, Irvin Pinkham, Amy Lenfestey, & Paul Dixon*

TOWN OF ADDISON

Selectmen's Meeting

December 2, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: 5:00PM

Meeting Closed at: 6:33PM

1. Motion to accept the minutes of the November 18th Selectmen's Meeting: *VJ motions to accept the minutes of the November 18th Selectmen's Meeting. Tom Seconds. Unanimous.*

2. Advertisement for Administrative Assistant Position: *Tom read aloud the advertisement for the Administrative Assistant Position, and opened the floor to discussion and suggestions. Amy suggested the term "Office Manager" should be removed from the advertisement. Kim concurred. There was discussion as to what needs to be managed in an office of three. Obbie and Peter feel that Kim should be promoted to the position. Tom advised that promotion or advertisement is a decision the Selectmen will make. Fran added that MMA recommends this type of office structure. Don stated the advertisement was written well and anyone interested should apply. VJ stated that he contacted MMA and was advised that the Town does not have to advertise positions, it is at the Town's discretion. Tom feels that it is just good practice to advertise. Sherry recommended to add FOAA Officer to the advertisement. Amy asked to postpone advertising until after Town Meeting, due to the work load in preparation of the end-of-year budget work, upcoming elections, warrant articles, etc. Tom suggested to move forward with advertising. VJ reiterated that the Town is not required to advertise the position unless there is an ordinance in place stating the contrary; the process can be handled "in-house." Amy and Kim have reservations about bringing in someone new to train, at this juncture, because of the increased workload and upcoming deadlines. Peter was emphatic that Kim is essential and that should be acknowledged. Fran said that if someone is promoted then they can help fashion the ad for the vacant position. Butch suggested asking the office staff if they are interested in the position.*

VJ requested to have a discussion in Executive Session about personnel matters, then make a decision to promote or advertise. Dick suggested this would also be a good time to restructure the office, and then allow the Staff to post for the newly created positions. The job descriptions for all the positions are outdated and no longer apply to the office structure today, and it was agreed that there should be an accurate job description for all employees.

5:28PM - *Tom motions to go into Executive Session (out of order) per 1 MRSA 405(6)c to discuss the hiring process. VJ seconds. Unanimous. 5:47PM* – *Selectmen re-enter meeting. Adjustments were made to the advertisement. It was decided that the position will be advertised rather than promoting from within, but anyone interested, in-house or not, can apply.*

There was debate about the timeframe in which to post the position and interview candidates. VJ suggested a deadline of January 3, 2020. VJ motions to advertise until January 3rd. William seconds. Unanimous.

3. New Signs for Boat Landings: Determine the size of the signs and their message. *Butch stated that all landings except for the Narrows have signs in place, but are overlooked. The signs warn that anything left for more than 24 hours will be removed. Butch and William both agree that anymore signs would be a waste of the Town's money. Tom suggested to let the issue go for now. No action taken.*

4. Butch – Address South Addison Town Landing: *Lost another pole in South Addison. Only two poles and anchors left, which is not enough. It slipped out of the chain at low tide. The poles at Addison Point and West River Landing are steel, but are pulled out. The poles at South Addison are permanent and need to be replaced. The floats can be damaged if the poles are not there to stabilize things. There are four poles missing so far. Nothing can be done without the Harbor Committee and Marcus will reach out to Harold Tyler to find out the cost of replacing the poles.*

5. Approve Auditor's Letter to Finalize 2018 Audit: *The Auditor made recommendations to management for the necessary training of staff to utilize the accounting software. Tom motions to approve the Auditor's letter. William seconds. Unanimous.*

6. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss personnel matters: *Taken out of order and addressed under Item No. 2.*

Other: *Don Williams – Building Maintenance Committee Update – Mainely Vinyl has pushed back their start date to January 2nd. Peter brought up valid concerns about installing Cedar Impressions siding and aluminum trim in cold temperatures. He believes the lowest temperature is 30°. He said that if the siding is installed below that mark and the temperature rises, buckling will occur throughout the siding. He said temperatures above 40-45° is optimal. Don stated the Building Maintenance Committee will specify that the work cannot be done below a certain temperature. VJ feels it would be better to wait March or April to have the work done. Don will contact Mainely Vinyl and let them know that the recommendation is to not start the project until March 2020. The money allotted for the project will be carried forward into the new fiscal year.*

William – West River Landing Floats – William inquired about when the floats come out. Peter spoke with Parris Hammond, Jr. recently regarding this. Parris told Peter that it is way too late in the season to still have floats in the water. The floats should have been out the first of November. He also told Peter that if it cannot be straightened out, the Town can find someone else to pull the floats. The timing is determined by the tide chart. The later it gets the harder it is on his equipment. He refuses to put his truck on the ice. Butch said the skiffs cannot be launched at low-tide, and the fishermen don't want to be told that they have to stop fishing early, because the floats are being pulled. Obbie added that a date was never set in the past. It was all based-on tide charts. Obbie charges \$300.00 for the loader and man-power and Parris charges \$125.00 for the truck and this occurs in the Fall and the Spring. Marcus made the point

that it cannot wait until the last lobsterman is done fishing. The overall consensus is that the timing is determined by weather and tide. Need a 10'6" tide. Peter suggests revisiting it again in January once the new tide charts are out, as this will help with determining a timeframe in which to install and remove the floats. Tom wants the fishermen to know that the months for this will be May and November.

Amy – Small Animal Clinic – Contacted the Small Animal Clinic about doing a rabies clinic in January, but have not heard back from them yet. There is a clinic scheduled in Machias on December 8, 2019. Butch warned that the vet is being very particular, and if proof of prior vaccination is not presented, then the pet will only receive a one-year vaccine. If proof is provided then a three-year vaccine will be administered.

VJ – PRSWDD – VJ heard that the new truck scales have been ordered, and would like Fran Havey to provide an update from PRSWDD, at the next meeting.

Public Comment: No Further Discussions

Those attending: *Peter Davis, Fran Havey, Cheryl & Richard Paul, Stanley & Sheila Mitchell, Cathy Fonda, Don Williams, Osborne Davis, Irvin Pinkham, Amy Lenfestey, Marcus Norton*

TOWN OF ADDISON

Selectmen's Meeting

November 18, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey*

Absent: *William Gray*

Meeting Opened at: *5:00PM*

Meeting Closed at: *5:49PM*

- 1. Motion to accept the minutes of the November 4th Selectmen's Meeting:** *VJ motions to accept the minutes of the November 4th Selectmen's Meeting. Tom Seconds. Unanimous.*
- 2. Advertisement for Administrative Assistant Position:** *Tom presents his suggestion for the advertisement. Don recommends that the Selectmen also draft a detailed job description. VJ motions to table anything to do with the Administrative Assistant position until the December 2nd meeting when all three Selectmen can be present. Tom Seconds. Unanimous.*
- 3. Spectrum's Pre-Design Estimates to Extend Service to Underserved Parts of East Side and Indian River Roads.** *Pre-design estimates to extend services on East Side and Indian River Roads, came back from Spectrum. East Side Rd. is \$58,554.00 for .86 miles and Indian River Rd. is \$77,020.00 for .81 miles. No action taken, due to the high cost of extending services.*
- 4. Partnering with Spectrum for Next Round of ConnectME Grants:** *No action taken as this item is contingent on Item No. 3.*
- 5. Questions regarding Rabies Vaccinations issued by Dr. Teer:** *Butch reported that the State revoked Dr. Teer's veterinarian license. Amy had made inquiries to the Asst. State Veterinarian (Dr. Rachel Fiske) regarding the safety of dogs receiving a second vaccine and the legal ramifications the Town may face if the dogs being revaccinated were to fall ill or die as a result. Dr. Fiske stated, in her email, the rabies vaccine is very safe and it isn't uncommon for a vaccinated dog to receive a rabies booster if it encounters a rabid animal. She also suggested seeking legal counsel regarding any liability.*

Going forward, the dogs who were administered rabies vaccinations by Dr. Teer, from January 2018 to present, will have to go to a licensed veterinarian to either receive another rabies vaccination, get tested for rabies vaccine antibodies, or be granted a waiver if the dog is suffering from chronic illness. Those rabies certificates issued by Dr. Teer are no longer valid, and the dogs must be cleared by a licensed veterinarian in order to receive a current dog license. Butch stated there will be a rabies clinic on December 8th in Machias, but the details aren't out yet. Tom proposed setting up a vaccination clinic at the Town Hall in the near future; past vaccination clinics, which the Town hosted, were very popular and brought in a lot of pets to be vaccinated. Amy suggested waiting until after Christmas to do the rabies clinic out of respect for the Auxiliary's hard work in decorating the Hall for the holidays.

6. Road Commissioner Update:

a. Mary Jane Good: Letter Regarding McMann Rd.: *Marcus spoke with Mary Jane regarding her client's written inquiry of McMann Rd. Marcus advised Mary Jane that the Town isn't sure who owns McMann Rd. and cannot incur the expense of researching it. He suggested that her client hire her to find out if it is a public, quasi-public, or private road. Mary Jane said she didn't think the inquiry will go any further, and she will notify her client.*

b. Grant Application for Cape Split Culvert: *Grant application has been sent in and the total project costs came in at \$62,500.00. The Town allotted \$9,000.00 for its contribution toward the project. \$3,000.00 of that money was used for engineering costs, and the remaining \$6,000.00 will be applied to the grant, leaving a total of \$56,500.00 needed in grant funds, which Judy East (WCCOG) believes is still a good number to work with. VJ and Tom commended Marcus' decision making in not exceeding the \$9,000.00 limit.*

c. Cape Split Culvert Patching: *Shawn will be in Cape Split on Thursday, November 21st to patch the culvert in.*

d. Rocks in the Sand Pile: *Marcus said it has been brought to his attention of rocks being in the sand pile. Butch asserted that the rocks are sizeable and have already caused tire damage. He added there is no way they would have passed through a screen. Tom asked if there is a problem with finding clean sand. Marcus advised that they normally have good sand and supply the whole area. He speculated that maybe there was a hole in the screen that the larger rocks have slipped through.*

7. Indian River Grange Letter of Support for Approval and Signature: *Tom motions to sign the letter of support for grant funding for the Indian River Grange. VJ seconds. Unanimous.*

8. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss personnel matters: *VJ requested no action taken on the Executive Session, because William was not present.*

Other: *Taken Out of Order.*

Butch – Floats at West River Landing – The floats were taken out 3 weeks ago even though there are still boats bringing in traps. Parris Hammond is the contractor who handles the floats. Don said that the Town had previously agreed on a date by which the floats would be taken out. Butch states that October is way too early to take them out, and he has received several complaints about it. There are two floats left of the seven that were out. Butch also brought up the problem with traps getting caught on the floats, and being abandoned on the floats. There was discussion about having 3 signs made; one sign for each landing, stating that traps are not to be left on the floats, but the verbiage for the signs were not determined or voted on.

Amy – Inquired about going back to three days a week until Sherry leaves the position on December 27, 2019. Tom advised Amy that it will be at her discretion, and to set her schedule with Sherry and Kim.

Public Comment: *No further discussions*

Those attending: *Don Williams, Irvin Pinkham, Marcus Norton and Amy Lenfestey*

TOWN OF ADDISON

Selectmen's Meeting

November 4, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: 5:00PM

Meeting Closed at: 6:27PM

1. Motion to accept the minutes of the October 21st General Assistance Public Hearing and Selectmen's Meeting:

VJ motions to accept the minutes of General Assistance Public Hearing. Williams seconds. Unanimous.

VJ motions to accept the minutes of the October 21, 2019 Selectmen's Meeting. Tom seconds. Unanimous.

- 2. 16 Nelson Way: Extension on Taxes:** *Elizabeth O'Halloran Bright was present and said that she can pay \$280.00 right away and the remaining balance by December 6, 2019. The total amount being \$771.26 plus any interest that may accrue between now and December 6, 2019. VJ motions to allow Elizabeth Bright until December 6, 2019 to pay off her current tax debt. William seconds. Unanimous.*

3. Building Permits: Complaints: *Tom suggests making the deadline of the 20th of each month more apparent to the public to avoid future complaints. He spoke with the chairman of the Planning Board who stated that it will be brought up on their agenda and will determine whether or not to keep things as they are or if there is something different they can do to make it easier for people with small, non-residential projects to obtain permits. The residential projects are more time consuming and the smaller non-residential projects are less work provided they are not in a sensitive area. The main reason for the 20th deadline is to avoid last minute application submittals. This deadline allows time for the site to be inspected and the application to be reviewed before the meeting. No motion needed.*

- 4. Town's Matching Grant Contributions for Cape Split Culvert:** *Marcus stated the application is about 80% done and Deanne Bradshaw will be coming up with the final design and the rough estimate being \$39,000.00. Marcus will be meeting with Donny Hanscom on Wednesday, November 6th to get an accurate estimate and final number for the grant. Judy East has suggested that 25% would be best but the minimum contribution would be 5%. She also advised Marcus that she also has a couple letters of recommendation, which will help with getting the grant. The new culvert will not just be as a fishway, but will also help with rising sea waters. Marcus suggested setting an amount and it will be whatever percentage it is once the actual numbers come in. VJ motions that the Town provide a match not to exceed \$9,000.00 for the bottomless culvert on Cape Split Road. Tom seconds. Unanimous.*

5. Washington County Council of Governments: Select Two

Representatives: *Tom said that the last representatives were himself and Timothy Thompson. He said he will be willing to be a representative again. Butch said that he is*

interested as well. VJ motions to appoint Tom Batson as the Selectman and Irvin "Butch" Pinkham as the Town resident to represent the Town of Addison at the Washington County Council of Governments. William seconds. Tom abstains. Motion passes.

- 6. Road Commissioner Update:** Taken out of order. Marcus received a letter from Mary Jane Good, attorney in Machias, inquiring about the status of McMann Rd. Is it a Town Rd. or Private Rd.? He checked with Obbie Davis, who said that the road is a common right-of-way. Judy mentioned, that Mary Jane's question is in regard to some building that will occur on Map 008 Lot 044, which is next to the Fox Hill Lot. Tom said the Town has never made a decision to maintain McMann road because it doesn't have any school age children living on the road, and the residents there have not requested it. He said that no one can be stopped from traveling the road and the power company can run electricity on the road. The Town does not maintain or plow McMann Road. Any maintenance on the road is done privately. Tom said in a court of law it was decided that McMann Rd. was a legal right-of-way. Marcus said he will call Mary Jane and try to get clarification on her inquiry, and present his findings at the November 18th meeting. Tom suggested that Marcus contact Elliott Batson as well to find out what he knows about it.

7. Motion to enter into Executive Session Per 1 MRSA § 405(6)c to discuss tax acquired properties: 5:48PM - Tom motions to enter into Executive Session to discuss tax acquired properties. VJ seconds. Unanimous. **6:01PM** – Selectmen re-enter meeting. Four properties were discussed. MMA will be contacted to find out what the correct process is for handling the tax acquired properties.

8. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel matters: 6:02PM - Tom motions to enter into Executive Session to discuss a personnel matter. VJ seconds. Unanimous. **6:26PM** – Selectmen re-enter meeting. Sherry respectfully tendered her resignation for personal reasons, but will stay until December 27th to help with the transition. VJ motions to regretfully accept Sherry's resignation. Tom seconds. Unanimous.

Other: Taken out of order.

Butch Pinkham – Got the flags back up tonight, and will be taking them down, for the year, after Veteran's Day.

Tom Batson – Commended Addison Daze for the Touch-a-Truck, and said that it was set up very well and he noticed how much the children were enjoying themselves. *Butch* said that the movie didn't do so well, but they'll have more time to plan for next year and make things more stream lined. *Butch* thanked all the volunteers who helped to make the day successful.

Public Comment: VJ – Problem regarding a check that was issued on February 14, 2019, and never received by the recipient. VJ said it was time to place a stop payment on the check. He also suggested having a "void after 90 days" disclaimer printed or stamped on all checks going forward, to avoid future stop payment fees.

Those attending: Fran Havey, Irvin Pinkham, Elizabeth O'Halloran (Bright), Cheryl & Richard Paul, Judy Rolfe, Sheila & Stanley Mitchell, Cathy Fonda.

TOWN OF ADDISON
Public Hearing Regarding
General Assistance Ordinance Updates for 2020
October 21, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*
Public Hearing Opened at: 5:00PM
Public Hearing Closed at: 5:12PM

Tom opens the hearing and gives an explanation of the changes to the General Assistance ordinance maximums for 2020. Each year, DHHS and MMA work together to come up with maximum incomes allowed for assistance.

Selectmen's Meeting
October 21, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*
Meeting Opened at: 5:12PM
Meeting Closed at: 7:48PM

- 1. Motion to accept the minutes of the October 7, 2019 Selectmen's Meeting:** *William motions to accept the minutes from October 07, 2019. Tom seconds. VJ abstains. Motion passes.*
- 2. Road Commissioner Update: LRAP Form:** *Road Commissioner not present.*
- 3. Comprehensive Planning Committee:** *Judy stated she hasn't been able to reach out to two of the original committee members, and requested to table it until she can contact them.*
- 4. Compensation for Election Workers:** *Amy requested a minimum stipend for the Election Workers to help defray the cost of travel and time. Currently the ballot counters are only paid \$11.00/per hour, and sometimes are only there for a half-hour. VJ motions the Ballot Counters for the general elections are paid for a minimum of 2 hours' time or \$25.00 whichever is greater. William seconds. Unanimous*
- 5. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel matters: 5:39PM** - *Tom motions to enter into Executive Session to discuss personnel matters. William seconds. Unanimous. 6:17PM – Selectmen re-enter meeting. Personnel issues were discussed.*
- 6. Motion to enter into Executive Session Per 1 MRSA § 405 for employee review: 6:42PM** - *VJ motions to enter into Executive Session. William seconds. Unanimous. 7:46PM – Selectmen re-enter meeting. Personnel matters were discussed and employee received their 6-month review. Nothing further to report.*

Other: *Taken out of order.*

2020 Maximums for General Assistance - VJ motions to accept the maximums set by the State for General Assistance. William seconds. Unanimous.

VJ – Cable and Internet Update: Steps have been taken to find out what can be done to resolve the issue. The Town is currently waiting on a response from Spectrum, who was out earlier in the week surveying Indian River Rd.

Don Williams - Building Maintenance Committee:

There is a large number of old Boy Scout related items on the second floor of the Town Hall. Judy offered to take all the Boy Scout items and turn them over to Peter Dustin of Troop 139 - Cherryfield.

Storage Shed repair – Heart of Maine, the contractor originally awarded the bid is out of business. The next bidder on the list is Bangor Abatement. Their bid is \$3,800.00 not \$2,800.00 as was originally thought. Heart of Maine's bid was \$2,500.00. Don inquired if he should move forward with Bangor Abatement or try to re-advertise the project. Maybe post it at the Town Office, Facebook, word-of-mouth? The project is not urgent. Tom says if the committee feels it is better to wait until Spring, then re-advertise. Don also wanted to know if the money slated for the project this year, \$3,000.00, could be rolled over to 2020. Kim stated that the money can be carried over.

Solar Tubes Disposal – Building Maintenance wants to know how to get rid of them. William suggested contacting Paul Watts. VJ suggested advertising on Craig's List versus paying for an ad. Tom suggested putting it out to bid through venues, which will not cost the Town money.

Nature Conservancy Grant Application – Cloud 9 Electric, a qualified partner, has not been able to make it out to do a walk through and make their proposal for the grant, because of complications and then the storm outages. Don wanted to make everyone aware that the application may not be submitted this year by the November 25th deadline.

Judy Rolfe – Judy East, grant writer, from Washington County Council of Governments discussed the grant for the bottomless culvert at Cape Split. There was discussion regarding the competitive nature of the grant, engineering requirements and percentage of matching funds from the town. It was suggested that the Town consider contributing as much as possible, so to improve the chances of getting the grant. The minimum percentage is 5%, but 25% is recommended to be more competitive. Judy East stated the more the better, because there will be a large amount of applications for this grant. Tom said that they will look into the budget and will address the issue at the November 4th meeting. The preliminary engineering fee will be between \$2,000.00 and \$2,500.00 depending on complexity. Once the data package is received, there will be 2 years to complete the plan.

Public Comment: No further discussions.

Those attending: Stanley & Sheila Mitchell, Fran Havey, Richard & Cheryl Paul, Judy Rolfe, Don Williams, and Judy East

TOWN OF ADDISON

Selectmen's Meeting

October 7, 2019

Selectmen Present: Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*
Meeting Opened at: *5:03PM*
Meeting Closed at: *9:10PM*

1. **Motion to accept the minutes of the September 16th Special Town Meeting:** *VJ motions to accept the minutes from the Special Town Meeting on September 16, 2019. Tom seconds. Unanimous.*
2. **Motion to accept the minutes of the September 16th Selectmen's Meeting:** *VJ motions to accept the minutes from September 16, 2019. William seconds. Unanimous.*
3. **Complaints regarding lack of internet service towards the southern end of East Side Rd. and on Indian River Rd.: Tracy Beal and others will be in attendance.** *Several residents affected by the lack of internet service attended the meeting. There was a great deal of discussion about the original contract, and why there is internet service in more remote places such as So. Addison, Cape Split and Basin Rd. There are also places that do not meet the minimum 20 houses per mile standard, that have internet access; however, the residents who currently do not have access, live on thoroughfares. Some residents have been waiting for cable for 30 years.*

*In 1988 the original franchise agreement with Merlin Communications indicated that, "The Company shall make service available to all areas indicated in the original franchise proposal submitted to the Town. The Company shall extend the system to any future areas that meet a density average of 18 year-round homes per mile. The company shall extend the system to areas with a lesser density **if the subscribers agree to pay the costs of materials and labor necessary for construction to their areas.**" Another resident stated that it was in the Town meeting minutes from that timeframe, in which the Town approved for every resident to have access at the roadside. Chris Chartrand concurred explaining what was originally agreed upon. It was suggested that the Town contact Spectrum to have the area reevaluated. Tom said that he is all for reaching out to Spectrum and letting them know that a lot of the residents still without access are business owners. One of the residents also pointed out that many of these households have school age children that need to have internet access for school.*

Tom said that the Selectmen will get together key points for the letter, as well as, letting Spectrum know that there are quite a few residents complaining and there are places that don't meet the minimum households-per-mile that have internet access. Fran suggested copying the Washington County legislature; Dick suggested calling them to have the area resurveyed; Chris suggested using Emergency Preparedness as a key point. Cathy and Jim suggested contacting Consolidated because they can use their copper lines for internet access. No motion was made.

4. Jim Corliss: Mooring No. 61: Request to have fees waived: *5 years ago, Jim's mooring #61 became unusable, because it is wrapped around an anchor and can only be seen at low tide.*

He paid mooring fees on #61 for 15 years without ever using the mooring. He's always used his other mooring. Jim stopped paying on the mooring in 2016 because it became unusable and would like to abandon it. Butch wants to see the mooring pulled up or signed over to the Town. There was further discussion about the state of abandoned moorings and their safety. William doesn't think it's a good idea for the town to be responsible for any of these moorings. The consensus was that it would be better to cut the chains on these moorings and be done with it. Tom said to wait on Butch to let them know if any of these moorings are being used. Butch will look into how to handle the problem. Tom requested that Jim cut the chain to mooring #61. Tom motions to waive Jim's fees since the mooring is abandoned. William seconds. Unanimous.

5. Dennis Moraisey: Map 007 Lot 003: Road Naming: Barn Hill Rd. *Tom motions to accept Dennis' proposal to name his private road "Barn Hill Rd." VJ seconds. Unanimous.*

6. Appointments:

Addison Daze: Jimmy Emerson, Jessica Whitcomb, Kimbley Davis and Joe West. *Tom motions to add members. VJ seconds. Unanimous.*

Planning Board: Chris Chartrand. *Tom motions to have Chris appointed to the Planning Board as an alternate member. William seconds. Unanimous.*

Addison Daze Committee - *As a point of order, Fran said she would like to see the committee expanded beyond the original 7-member limit to 11 members. Don stated the reason for a 7-member limit is because anything more than that makes it too difficult to form a quorum. Chris suggested putting into the by-laws that a certain number of members can vote without a quorum, and have alternate members. Tom motions to change the number on the committee to 11. William seconds. Unanimous.*

7. Judy Rolfe: Cemetery Upkeep: *Judy would like to form a committee to help revitalize, maintain and preserve the "lost cemeteries." She presented pictures to the Selectmen showing the dire state of the Look Cemetery and also stated that some of those buried there are seamen. She emphasized the importance of the upkeep of the cemetery, as the people buried there played a significant part in the Town's history. Tom suggested putting an article in the Town Meeting to raise funds to help the clean-up effort. Judy would like to start cleaning up the Look Cemetery this Fall and she has volunteers who will help. Dick brought up the \$2,250.00 raised for the Veteran's Flags. Tom wants Judy to form a committee so the volunteers will be under the volunteer insurance. Chris suggested this effort be one of "Community Service," and the volunteers would still be covered under the volunteer insurance.*

8. Marcus Norton: Road Commissioner Updates: *Bruce Farren cleared back around the Sand/Salt shed and have started putting the salt and sand up. There was a problem with the salt as too much was delivered and could not be returned. There have been complaints on the state aid roads, and a beaver needs to be caught and removed. Marcus stated they are working to trap the beaver, so the debris can be removed from the culvert at East River. Steve Calhoun's complaint is being addressed. Marcus will call him.*

- 9. Building Maintenance: Cedar shingle found in Town Hall parking lot:** Don says the vinyl siding goes up in mid-November and that will stop the falling shingle problem, but there is nothing that can be done at this point until the siding is installed. Solar tubes are off the building. The Historic Society is completely moved in as of Wednesday, October 2nd. Plenty of room left on the west side of the stage area. The storage shed bid...Don cannot reach the contractor, Heart of Maine; he is going to give them until Wednesday, October 9th to respond. If no response, he would like to reopen the bid to local contractors or take the second bid on the list, which is \$500.00 more. Tom motions the Building Maintenance Committee contact the second lowest bidder if the original bidder is not heard from by Wednesday, October 9th. VJ seconds. Unanimous. Bangor Abatement, which is next on the list, placed a bid for \$3,000.00 vs. Heart of Maine at \$2,500.00. Don mentioned that a Blue Spruce will be planted this month in the park, and can be decorated for Christmas.
- 10. Nature Conservancy: Funding for the Upgrade of Municipal Lighting.** Don said it is on the Building Maintenance Committee's agenda for Wednesday. Municipal buildings also include the fire stations. Chris suggested the High Intensity Sodium lights should be left installed because they are more reliable in freezing weather conditions. Don said the committee will discuss it and find out where the lights are that could be switched out for LED's. He will fill out the form to let them know we are interested, but this does not commit the Town to anything. However, if we do go through with it, the Town will save 75% of the cost.
- 11. National Prescription Opioid Litigation: Class Action Notice:** The United States District Court for the Northern District of Ohio approved the formation of a Negotiation Class of Counties, Cities and Incorporated areas, which gives these local and county governments a vote in the pursuit of recovering monies for a Class Action Lawsuit against 13 Corporations. See www.opioidnegotiationclass.info. Taking "No Action" automatically keeps the Town as a voting member in this Negotiation Class. "Opting-Out" relinquishes any rights to monies awarded in the case. Based on a \$1,000,000,000 settlement, the Town of Addison would be awarded approximately \$183.00. Tom motions to do nothing. VJ seconds. Unanimous.
- 12. Indian River Grange: Revised Letter of Support prepared by Rick Snyderman:** Tom went over MMA's response regarding the verbiage in the letter. Overall MMA found nothing committing the Town financially. However, they did offer a couple suggestions to clear up some ambiguous language in the last paragraph. VJ asked that Sherry retype the letter with MMA's suggestions, and send to Rick Snyderman for his approval. No motion needed.
- 13. Proposed 2020 State Valuation:** The State Valuation of Addison went from \$141,700,000 in 2019 to \$146,900,000 in 2020. Tom motions to accept the 2020 State Valuation. William seconds. Unanimous.
- 14. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel matters: 7:05PM** - Tom motions to enter into Executive Session to discuss personnel matters. VJ seconds. Unanimous. **7:34PM** – Selectmen re-enter meeting. Personnel issues were discussed. No decisions were made. The Selectmen thanked Fran Havey for her efforts and time.
- 15. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel matters: 7:35PM** - Tom motions to enter into Executive Session to discuss personnel

matters. William seconds. Unanimous. Selectmen call Kim, Sherry and Amy into the meeting to talk to them individually. 9:10PM – Selectmen re-enter meeting. No further discussion.

Other: *Taken out of order.*

Judy – Comprehensive Planning Committee: Judy presented the Selectmen with a list of volunteers. VJ wants Judy to check with original members that she hasn't yet contacted to see if they will be interested in being on the committee again. Judy will reach out to these members and give an update at the October 21, 2019 Selectmen's Meeting.

Public Comment: *October 19, 2019 Kid's Day / Addison Daze Committee Tom urges everyone to come out with the kids and enjoy the day. There will be Touch-a-Truck, Games, Prizes, Pumpkin Decorating and a Halloween movie will be shown from 6-8pm for the kids. Butch says volunteers are needed for the Trunk or Treat.*

Those attending: *Fran Havey, Judy Rolfe, Jane and Dean McGray, Tracy Beal, Lee Goston, Richard and Cheryl Paul, Irvin "Butch" Pinkham, Don Williams, Glenn and Vicki Garnett, Chris Chartrand, Cathy Fonda, Marcus Norton, Joseph "JJ" Tibbetts, Jim Corliss, Stanley and Sheila Mitchell*

TOWN OF ADDISON

Selectmen's Meeting

September 16, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *6:17 PM*

Meeting Closed at: *7:12 PM*

- 1. Motion to accept the minutes of the September 3rd Selectmen's Meeting:** *VJ motions to accept the minutes from September 3, 2019. William seconds. Unanimous.*
- 2. Jonesport: Withdrawal of Middle Ground Agreement Update: Meeting with James Pross of Skelton, Taintor and Abbott.** *Tom explained what was discussed and what concerns were addressed on the teleconference with Jim Pross. Tom also said the Town will be sending information and maps to the attorney, so that he can get a better idea of what to expect. Judy says that she is gathering information to send to Jim.*
- 3. Maine Municipal Tax Collectors' and Treasurers' Association: Request to become a member.** *Annual membership dues are \$30.00 per person. VJ motions for all the office staff to sign up for membership. Tom seconds. Unanimous.*
- 4. Staff training Requests:**
 - a. Municipal Law for Tax Collectors & Treasurers on October 24, 2019 in Orono.**
 - b. Payroll Law 2020 on November 6, 2019 in Bangor.***Tom motions to send all the office staff to both trainings. VJ seconds. Unanimous.*
- 5. Judy Rolfe, Chairperson: Budget Committee Updates: MMA Budget Training on November 14, 2019 in Union, Maine:** *Judy asks that the Town just pay for her class and she will drive. She believes it would be beneficial for her and Kim and possibly someone else from the office to attend the class, as this is the first year doing the budget without John. Judy feels the only other option would be to hire someone with municipal budget experience. VJ asks if this is something Sherry should attend as well. Kim said that this is something that will take two people to handle and that it would be beneficial for another office employee to attend. Tom motions to pay for Judy's cost for the training and to send Kim, Sherry and Amy to it. VJ seconds. Unanimous*
- 6. Marcus Norton: Road Commissioner Updates:** *Tom mentioned the new Stop Sign looks nice. Marcus said that Ronie's sign came in and he will install it, by the Lennox's, on the straight stretch before you make the turn. Shoulder repair was done on Mooseneck Road. There is more work that needs to be done because the Speed Limit signs keep falling down. Marcus has been working with the office about the Salt / Sand in trying to figure out how many yards will be needed. On the Cape Split if PVC culverts are put back in, it will cost about \$10,000.00. If they go with the grant the bottomless culverts can be installed.*

The total bill would be about \$30,000.00 in which the Town would have to match funds with the grant (possibly a 50/50 match.) Marcus says he believes the next round for applications will be in November.

Tanya added that details will be in soon for when the application needs to be submitted, but the benefit is that with the grant, the Town will get a lot more culvert bridge for the money. Marcus added that it will restore fish passage as well. Washington County Council of Governments does a lot of the grant writing and will help put together the grant, but the Town will have to become a member. She said in addition to that, the Planning Board is looking into reopening the Comprehensive Plan and updating it as it is 12 years old. The Town's benefit for joining will be two-fold, because they can help with the grant writing and the comprehensive plan. If the Town goes with the grant, the culvert will be a bottomless culvert; otherwise, two three-foot PVC culverts will be installed.

Tanya mentioned that was her reason for being at the meeting tonight, as the Planning Board recommends the Town become a member of the Washington County Council of Governments. VJ asked what Marcus' opinion was for culvert installation, and Marcus stated bottomless culverts would be best for the future and for fish

passage. Membership is \$1,133.00 / year and is from October 1, 2019 through September 30, 2020. Tom said he will be making a motion under "Other."

7. Butch Pinkham: Status Reports on Shellfish / ACO / Mowing / Harbor

Patrol: Under Shellfish there is a court date on October 8th for a license issue with a gentleman in Milbridge. Issues with closed areas have been addressed. There are some changes that will be made again to the area. The line changes are September 25th. There was a shut-down from Cape Split Point to Canada, but since Pleasant River was still open, it didn't count as a shut-down. The first day he had 17 people in 3-Brooks, the next day 12, and dropped after that to 5.

Nothing under Animal Control.

The mowing is all caught up.

Under Harbor Patrol, starting Thursday, September 26, 2019, Butch will be in to the office to separate the mooring applications to active and inactive, that way he knows for sure who has a mooring. A lot of the moorings were passed down through sticky notes. He needs to update his Google Earth Maps for the moorings and will begin matching them up to determine, which are legal and not. Tom inquired about the boat at the So. Addison landing. Butch has been trying to catch up with the owner, but hasn't had any luck. Tom wants a notice placed on the boat or one mailed to the owner.

There was a great deal of discussion regarding abandoned boats, traps and gear; problems and complaints with traps caught under floats; and how to deal with the issue. Going forward, Tom wants Butch to keep a close watch and as soon as a trap is left, get the tag number, notify the owner and tell them to remove it or be fined. Peter suggested to put on the Town's website that anyone leaving traps behind will be given a summons.

8. Butch Pinkham: Addison Daze Committee:

- a. **Appointments: Jimmy Emerson, Jessica Whitcomb, and Joe West.** *Tom motions to table 8a because it has to go through Addison Daze Committee at the September 20, 2019 meeting first.*
- b. **Request the Selectmen send a letter to the Ladies' Auxiliary reminding them of Town Hall Reservation for Kid's Day on Saturday, October 19, 2019.** *Butch said the reason for the request is that regardless of what is happening at the Town Hall, the Ladies' Auxiliary comes in and starts setting up for Beano with no consideration of what*

is going on. Tom says he has a good rapport with the Auxiliary and will speak to them about it.

9. Tanya Rucosky: Planning Board Update: *Tanya spoke on behalf of the Planning Board during the Road Commissioner Update.*

10. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel matters: *Tom motions to postpone No. 10, as the person who requested the Executive Session could not make it due to illness. William seconds. Unanimous.*

Other: *Tom motions to join Washington County Council of Governments at the cost of \$1,133.00. VJ seconds. Unanimous.*

Ronie: Would like to see the trees trimmed back on Division Way on both sides, and West Side from Everett Grant's to Lloyd Jordan's. She is forced to drive in the middle of the road because of the overhang, and if she has to move over because of traffic then the branches hit the bus and come in through the windows. Marcus said that some of it will be addressed this year, but may not get to all of it. Ronie said that Division Way is the priority and some bushes at Division Way and Ridge Rd. need to be cut back, because it is blocking the view. There have been a lot of complaints about West Side Rd.

Building Maintenance and Parking Lot Issues:

VJ – Asked Peter if there are any signs indicating handicap parking. There was an issue where a person who needed handicap access parked on the wrong side of the building, because there is no signage indicating handicap parking. Peter said that he will check in the boiler room to see if the signs are there, and if not, he will ask Marcus to order new signs.

William - Asked Peter if the gutter can be put back up at the main entrance. Peter said he will have it taken care of.

Butch – Asked Marcus if the area of white stone can be cold patched, because it causes problems with snow removal. Marcus said that he will take care of it.

Public Comment: *No further discussions*

Those attending: *Stanley & Sheila Mitchell, Ronie Strout, Peter Davis, Irvin "Butch" Pinkham, Judy Rolfe, Tanya Rucosky, Richard & Cheryl Paul, Cathy Fonda, Glenn Garnett, Jim Emerson, Chris Chartrand, Marcus Norton*

TOWN OF ADDISON

Selectmen's Meeting

September 3, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *5:05 PM*

Meeting Closed at: *7:02 PM*

- 1. Motion to accept the minutes of the August 19th Selectmen's Meeting:** *VJ motions to accept the minutes from August 19, 2019. William seconds. Unanimous.*
- 2. Municipal Deed Release: Map 14 Lot 7A:** *VJ and William signed the Deed Release in the presence of Dawn Stubbs, Notary Public. Tom abstains from signing, as he is related to the property owner.*
- 3. Building Maintenance Committee: Budget for Projects:** *Peter reported that additional funds will not be needed as unexpended funds from 2018 totaling \$27,416.79 will be carried forward to the Building Maintenance Account for 2019. No motion required.*
- 4. Motion to Approve Warrant Articles for September 16th Special Town Meeting:** *Articles 4,5,6 and 7 were corrected to state "...transfer the surplus amount of..." VJ motions to approve the articles for the Special Town Meeting as corrected. William seconds. Unanimous.*
- 5. Jonesport: Withdrawal of Middle Ground Agreement Update: Unable to obtain local legal counsel due to conflicts of interest.** *There was discussion about the lack of municipal law attorneys; seeking counsel outside of the local area, and the increase in costs associated with it. Judy suggested contacting James Pross of Skelton, Taintor and Abbott. She said he is very good and has helped her on several occasions with razing dangerous buildings in East Machias. The Selectmen agreed, and asked Judy to forward his contact information to Sherry.*
- 6. Indian River Grange: To decide if the letter of support submitted by Rick Snyderman can be signed as is or if changes are needed.** *Rick explained some of the history of the Indian River Grange and answered some questions. He is trying to generate local support, which will help with applying for grants. There were concerns from the Selectmen about the use of the word "support." Rick and Don explained that the letter did not state to "support funding of..." rather the intention is to "support the effort..." Tom and VJ want to take more time in deciding; they want to see the Grange preserved, but do not want to commit the Town to providing monetary support. Tom suggested letting Fran Havey review the letter and offer suggestions in wording, as she has a great deal of grant writing experience. Tom motions to table No. 6. VJ seconds. Unanimous.*
- 7. Judy Rolfe: CEO Updates:** *Judy follows up from the last meeting regarding a Comprehensive Plan. She spoke with Judy East from Washington County Council of Governments, and the State Planning Office. The Planning Committee will need to submit a data package to the State, and will have two years to complete the Comprehensive Plan. It will cost about \$9,000.00 to use Washington County Council of*

Governments again. They were used in the 2004 Comprehensive Plan, and are recognized by the State Planning Office for their work in assisting municipalities in Washington County. They will perform the work for non-members, but it will be about \$5.00/hr. more. It will be \$80.00/hr. for Judy East and \$65.00/hr. for Crystal Hitchings.

Judy says that a Comprehensive Plan needs to be worked on because of transportation, development and growth issues. There needs to be a Vision Statement for the Town and it is suggested that there should be a board of 15 to 25 people in place with a Selectmen on the Board. The Board should have a balance of people, such as representatives from each of the local boards, the Water District, local business owners, Historical Society, long-time and new residents, people with specialized skills, and people with differing opinions on Land-Use Regulations.

Washington County Council of Governments offers a lot of resources to municipalities, as well as, helping with grant writing. They also have updated GIS mapping, which the Town does not. Before any new ordinances are enacted, this Comprehensive Planning Committee needs to be in place. It is \$1,133.00 / year for membership to Washington County Council of Governments. Judy feels they are an invaluable resource the Town needs. Judy has 10 interested members for the committee, and will be making efforts to get the word out that more members are needed.

Judy has 3 new permits in for the September 6th meeting, two of which are in the floodplain. She has handled a couple complaints, and has also been working with prospective buyers who are interested in purchasing property in the Shoreland Zone; she has been going over regulations with them. Tom mentioned a large building going up on East Side Rd. Judy said they have their building permit in for the next meeting, but have started work before their September 6th hearing. Don asked if there was a fine for that. Judy said it will be up to the Planning Board to determine fines. There is also a wharf permit being discussed at the meeting.

8. **Judy Rolfe: Addison Shellfish Committee Updates: Deputy Clam Warden:** Warden training is being held at the beginning of April, and applications will have to be submitted to the State before February 1st. The fees for the Maine Criminal Justice Academy 100-hour course will be going up in January. An untrained deputy (someone who is not certified in law enforcement) cannot be appointed before training is completed. They cannot legally enforce ordinances or carry a firearm without this training. Judy stated she has someone who is interested in becoming a Deputy Clam Warden. Training for the 100-hour course is \$250.00, which will go up to \$350.00 in January 2020. The course to do the certification is no cost, but the 100-hour training must be completed by the trainee. There was further discussion about the necessity of having a Deputy Clam Warden.
9. **Discuss Treasurer's Position according to article from the "Tax Collectors and Treasurer's Manual":** In her research, Kim discovered in the "Tax Collectors and Treasurer's Manual" that there is no such position as an "Acting Treasurer." VJ motions to appoint Kimbley Davis as Treasurer for the remainder of 2019. William seconds.
Unanimous.
10. **Motion to enter into Executive Session Per 1 MRSA § 405 to discuss a personnel matter: 6:18PM** – Tom motions to enter into Executive Session to discuss a personnel matter. VJ seconds. Unanimous. **7:00PM** – Selectmen re-enter meeting. Personnel and boundary issues were discussed, and have been resolved.

Other: Taken Out of Order.

Don Williams: Announced that the painting of the Town Hall begins on September 3rd, if weather permits. The front entrance will be closed, but the rear entrance will be open to gain access to the Town Office. The fire escape, front porch, all the doors, the trim and the shed will all be painted.

Buildings Maintenance: Don brought up an issue with the electric meter at the Fire Station. The meter's brackets and conduit are broken and it is hanging by the wire. The meter is only seven years old. The Town owns the pole. Don wanted to know who he should contact. The general contractor or the sub-contracted electrician. Don also wanted to know from which budget will the repair costs be paid, as the electric meter is an exterior item. Tom suggested checking with the Fire Department to see if they have money for the repair, or contact the insurance company, because it may have been the result of wind damage and may be covered. Don says he will turn it over to the Fire Chief. Tom motions to allow the Buildings Maintenance Committee to handle the overseeing of getting the electrical box damage taken care of in whatever way it needs to be done. William seconds. Unanimous.

Public Comment:

Ronie Strout: Wants to know if there is anyway a "Bus Turn Around" sign can be erected on Old Addison Rd. When she picks up and drops off the Greene's and Taylor's children, she has to pull forward and back into their driveway way. It is a hazardous situation, as the driveway is on a sharp corner and motorists tend to run up behind her. Tom said he will let the Road Commissioner know to put up a bus-turning sign. Ronie also said that the Stop Sign is up by the Lennox's.

Those attending: Fran Havey, Peter Davis, Don Williams, Stanley & Sheila Mitchell, Judy Rolfe, Adrian Batson, Irvin & Roberta Pinkham, Ronie Strout, Cathy Fonda, Rick Snyderman, and Amy Lenfestey

TOWN OF ADDISON

Selectmen's Meeting

August 19, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *5:00 PM*

Meeting Closed at: *7:20 PM*

- 1. Motion to accept the minutes of the August 5th Selectmen's Meeting:** *Tom motions to accept the minutes from August 19, 2019. VJ seconds. Unanimous.*
- 2. Opening of sealed bids for the Addison Town Hall Second Story Insulation and Vinyl Siding Project:** *Mainly Vinyl was awarded the project to install Certaineed Cedar Impressions siding and insulate the 2nd floor. The project will take approximately 4-5 weeks to complete. The bid was awarded at \$65,460 with a Mid-November start date. \$55,000.00 was budgeted. The money from the sale of the windmill went towards building maintenance. Don and Peter agreed that those funds should be used, but the Selectmen will need to approve it first. \$4,250.00 was made from the windmill, which still leaves a deficit of \$7,210.00 to cover the project costs. VJ stated that money could be transferred from the Selectmen's Emergency Contingency, but will need to be voted on at a Special Town Meeting. Dick cites Article 30 from the Town Report to raise \$10,000.00 for emergencies, and proposes to use this as "Plan B", but go forward with the Special Town Meeting, so the contract is not held up in any way. Tom motions to accept Mainly Vinyl's bid. William seconds. Unanimous. VJ motions to set up a Special Town Meeting to fund the remaining balance of Mainly Vinyl's bid that exceeds the Town's voted amount because of the insulation that we need. Tom seconds. Unanimous. The Special Town Meeting is scheduled for Monday, September 16, 2019 at 6:00PM.*
- 3. Staff training for Motor Vehicle: Request to close the office until noon on October 8th for the Fall Workshop in Columbia Falls:** *VJ motions to close the office until noon on October 8, 2019 for training. William seconds. Unanimous.*
- 4. Deputy Treasurers: Should Sherry, Amy or both be appointed as Deputy Treasurer:** *Tom motions to table Item #4. William seconds. Unanimous.*
- 5. Town's Bank Account: Adding the Selectmen and Deputy Treasurer(s) to the account:** *Tom motions to table Item #5. William seconds. Unanimous.*
- 6. Carry Forward Balances: Follow-Up:** *VJ motions to have a Special Town Meeting on Monday, September 16, 2019 at 6:00PM to vote on moving the carry forward balances to the accounts as voted on at the July 1, 2019 Selectmen's Meeting. William seconds. Unanimous. Selectmen's Meeting will be after the Special Town Meeting.*
- 7. Jonesport: Withdrawal from Middle Ground Agreement:** *Tom read the letter of withdrawal from Jonesport to the audience. There was discussion about where the boundary lies at the Middle Ground. Judy said that she has not heard anything from Jonesport, which was unusual, as they normally keep in contact with her. It was agreed to wait to hear from legal counsel before doing any more at this point.*

- 8. Addison Point Water District: Junkyard on Point Street in Addison:** *Alison Smith, APWD Chair, raised concerns about the junkyard at 275 Point St. as there is the potential for ground water contamination from deteriorating vehicles on the property. She asked if there was a junkyard permit in place. Judy has been working with the Davis' in obtaining the permit. VJ asked the Davis' if they were draining off all the fluids from the vehicles, which they said they were.*
- Alison would like APWD and the Davis' to stay in contact and keep the lines of communication open. Louis Davis mentioned they are also looking into purchasing additional acreage adjacent to the property. Tom suggested that they try to be as safe as possible and turned the issue over to Judy to handle going forward.*
- 9. Marcella Snowdeal: To approve an extension for Marcella's closing date: A tentative closing date has been scheduled for the afternoon of September 20, 2019. The exact time has not been determined:** *Tom motions to extend Marcella's time for closing to at least September 20, 2019. William seconds. Unanimous.*
- 10. Deputy Clam Warden:** *Tom feels that it would be advantageous to have a Deputy Clam Warden. Butch would like to see someone take the position who is Maine Criminal Justice Academy Certified as they would be able to press charges that he cannot. Judy recommended someone who has a military law enforcement background. The Selectmen would need to interview this person. Judy feels that Butch could use the help. She will provide, by the next meeting, a breakdown of the cost of training for the candidate and Butch if he would like to take it. Judy would like to try to work the training costs into the Shellfish budget for next year.*
- 11. Discuss the submission of monthly reports by: CEO, Road Commissioner, Building Committee, Clam Committee, Harbor Control / Animal Control / Clam Warden / Grounds Keeping:** *Tom would like to see the various committees submit monthly reports to keep the Select Board updated. If there are no changes, then the report would simply state, "Nothing New." If the committee representative can make it to the meeting then they can verbally make their report, if not then a report and/or that committee's minutes would need to be provided in the Selectmen's folders. No motion was needed*
- 12. Addison Days Fundraiser: To discuss the possibility of the Staff selling fundraising tickets for Addison Days:** *Discussion took place and it was agreed that it could place undue burden on the office staff with the excess traffic it may create. Tom motions to table Item #12. VJ seconds. Unanimous.*
- 13. Marcus Norton: Road Commissioner Updates:** *Marcus spoke with Bert at County Concrete and confirmed that a delivery date for the end of September would be fine. He is still working on the Cape Split culvert trying to come up with the best solutions and estimates. Marcus spoke with someone regarding grants. The road seems to be holding up okay in spite of heavier traffic and only one lane open. Marcus has the sign for the Old Addison Road and will be putting it up soon.*
- 14. Planning Board: Updates:** *Tanya spoke on behalf of the Planning Board and would like to use Noel Musson for handling the mobile home ordinances. He is experienced and has done this kind of work for other local municipalities. He will be more economical than going through the lawyer. He will also step in as the speaker at Public Hearings to explain changes in the mobile home ordinances. Judy will find out if their*

attorney has done anything with this yet, as he has been waiting for the funds to become available.

The Planning Board would like to re-establish a Comprehensive Planning Committee. The Town's ordinances are out of date and DEP has pointed out that maps have not been updated since 2007. The last Comprehensive meeting was about 12 years ago. A Comprehensive Planning Committee will help to bring everything up to date. Judy suggests to contact previous committee members and bring on new people. Don Williams volunteered to become a member.

Eastern Harbor Lobster Sales have only recently began submitting permits for creating another commercial wharf in South Addison. The company had proceeded with construction without State and Federal clearances. Tanya stated they still have a lot of permitting to do, and Judy has been helping them with it; however, until the permitting process is completed, and they have their Army Corp of Engineers permit in place, they are not allowed to continue with the construction of the wharf. Marcus has concerns about the heavier truck traffic breaking down the roads, where there have already been complaints about the traffic that currently exists. Tanya suggests that the companies be asked to bond the roads to help maintain them. There was also discussion about revamping the permitting fees to make it per square foot as opposed to a flat fee.

15. Building Committee: To discuss the Historical Society's use of the Town Hall's second floor: Cathy Fonda presented the ideas that the Historical Society has for the second floor of the Town Hall, and handed out her proposal to the Selectmen. She also said that the Historical Society may be able to help with the lead paint abatement, provided the funding is approved at their meeting. VJ asked about the timeframe for the lead abatement upstairs, which is planned for next year. The cost estimated to be between \$8,000.00 and \$10,000.00 by Bangor Abatement. The artifacts of the Historical Society will be stored behind the stage. There was discussion about accessibility to the second floor, long term plans for the building, using the second floor as a public space, and concerns about public access to the archived records upstairs. Tom motions to allow storage for the Historical Society on the second floor, which is effective immediately. VJ seconds. Unanimous.

Other:

Tom Batson: Letter from Rick Snyderman. Rick gave the Selectmen a letter with the hopes that they will decide to endorse it. It's a letter that will be used to generate funds to save the Indian River Grange. Tom wants to wait until the next Selectmen's meeting to decide and make a motion to accept it as it is or make changes to it. VJ concurs.

VJ Lenfestey: Next meeting is scheduled for Labor Day and proposed that the meeting be moved to Tuesday, September 3rd. VJ motions to reschedule the meeting to September 3rd at 5:00PM. William seconds. Unanimous.

Crystal Hitchings, Washington County Council of Governments: *Bold Coast Scenic Bikeway, which is a 211 mile on-road bicycle route for traveling bicyclists to help bring visitors into the region. It is similar to the Bold Coast Scenic Byway. The purpose is to bring people off of Route 1 and into the local towns to explore the region, spend money, and make use of local lodging.*

The Maine Department of Transportation has requested the Select Board from all of the towns involved to sign a Memorandum of Understanding stating that the Council of Governments owns the signs, the Towns are responsible for nothing and gives permission to the Council of Governments to install and maintain the signs in the towns. She presented the Memorandum for the Selectmen to sign, and also gave them a copy to keep. There was further discussion about safety and road etiquette between bicyclists and motorists.

Butch Pinkham: Addison Days Committee: *Would like to do a Kid's Day on October 19, 2019 with a mini parade, touch a truck, trunk or treat, and would like to use the hall to have a movie night. They need volunteers to help do this. Maybe ask for a donation to watch the movie. There was discussion about the parade and distance.*

William motions to allow Addison Days Committee to use the Town Hall for the movie night on October 19, 2019. VJ seconds. Unanimous. Tom asked to make sure the tables are put back in order and that the hall is clean for Beano night. William suggested they post the event everywhere they can. VJ suggested that when all the details are set, to contact Tim Hernandez so the event can be advertised on the Fire Department's Facebook page.

Public Comment: *No further discussions*

Those attending: *Tanya Rucosky, Charles Dowling, Irvin Pinkham, Roberta Pinkham, Judy Rolfe, Cathy Fonda, Stanley & Sheila Mitchell, Ronie Strout, Cheryl & Richard Paul, Don Williams, Louis Davis, Brittany Carter, Pat Davis, Bonnie Davis, Crystal Hitchings, Peter Davis, Terry Grant, Susan Barden, Alison Smith*

TOWN OF ADDISON

Selectmen's Meeting

August 5, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *5:02 PM*

Meeting Closed at: *6:58 PM*

1. **Motion to accept the minutes of the July 22nd Selectmen's Meeting:** *VJ motions to accept the minutes from July 22, 2019. William seconds. Unanimous.*
2. **Staff training for Trio SQL and Central Parties: Request to close the office at 1:15PM on August 8th for training:** *The training is a free WebEx training. Tom motions to close the office at 1:15pm on Thursday, August 8, 2019 for SQL and Central Parties Training. William seconds. Unanimous.*
3. **Marcus Norton: Road Commissioner Updates:** *Marcus is putting together an estimate for the culvert at Cape Split. He asked the selectmen what they thought about roadside mowing. VJ stated the biggest challenge has been trying to find someone to do it. Marcus suggested to have the mowing done every other year. He said Columbia Falls will be doing theirs next year and maybe we can get in with them to have ours done. Tom suggested coordinating with the State, when the State roads are done, to have the same contractor do ours if they have time. The Selectmen agreed to wait until next year to have the roadside mowing done.*
4. **Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel issues: 5:38PM** – *Tom motions to enter into Executive Session to discuss a personnel matter. VJ seconds. Unanimous. 6:55PM* – *Selectmen re-enter meeting. Personnel issues were discussed. Tom motions to send at least one employee, possibly two to training from August 22-23, 2019, and close the town office on Friday, August 23rd. William seconds. Unanimous.*

Other: *Taken out of order.*

Don Williams - Contractor Bids Update: *There are two contractors currently interested in the vinyl siding, but have not seen the advertisements in the Machias Valley Observer and Countywide. He feels these two papers are not getting the word out. However, the Ellsworth American and Bangor Daily News are almost \$1,000.00 for 4 weeks. The Machias Valley Observer was just over \$100.00 for two weeks. Don has been reaching out to local contractors to try to drum up interest in the project.*

Don asked that now the tax bills are out, if they can move forward with some of the other projects, such as the storage shed. Kim stated we need more tax money to come in first. Don is concerned that if they have to wait too long, especially for the painting, it will get too cold outside to do the work. Tom feels it's okay to start at the end of the month.

Tom Batson – Fire House Horn: *Tom asked Don if the firehouse horn was being sold. He said that the decision hasn't been made to sell the horn, but it was decided to use the horn to open and close Addison Days, which was well received by the public.*

Registering Vehicles Online: Tom asked Amy about the online registrations. The excise money would still come to the town. Amy said she knows it can be done, but the office is not set up for it. Because of all the changes currently taking place in the office, she asked Tom if the subject could wait a couple more months and address it again at that time.

Concerns from the Addison Point Water District: Tom has received concerns from APWD about an unregistered junkyard near the well. Tom wants this on the agenda for the next meeting. He also said he would like Alison Smith (APWD), Judy Rolfe (CEO), and the property owner (Lewis Davis) to attend the meeting so that concerns can be voiced and the matter discussed.

Dick Paul – Concerns Regarding Projects Halted Due to Lack of Funds: Dick feels we are putting ourselves in a corner by not being able to proceed with projects because there isn't enough money in the account. He cited Article 22 in the Town Meeting Report, which authorizes the Selectmen to borrow money and issue the Town's negotiable notes in anticipation of money raised through taxation. Dick would like to see this option explored, and encouraged the Town to look into a short-term municipal loan, which can be paid when the tax monies come in. He says this would be a good way to get a head start on next year. Don agreed and said that it would be nice to start projects in June. There was also discussion about building up the surplus account and using that money as a way for the Town to borrow against itself.

Amy Lenfestey - Eastern Agency on Aging: A representative from the organization stopped by the office and are looking for volunteers or people in need of services. She left a large packet of information about the agency and is willing to do a presentation if anyone is interested. Amy said she would let everyone know at the next meeting. She is looking for someone in the area to spearhead the effort in Addison, and for volunteers. Amy has the information and contact number for anyone interested in volunteering for this organization. Tom suggested getting the information to the Fire Department and posting it in the lobby. Cathy asked about their meal delivery program. Amy said that Anita Merritt is the contact person.

William Gray – Assessor: William has received a great deal of complaints from the town's people about the assessor not returning phone calls. Amy advised that Marc has had issues with his phone service. He is trying to catch up on the messages. Also, Marc will be in training the next two days, and then will be out of the office on vacation the remainder of the week. Amy said the office has also received a lot of complaints about not returning calls, but it was because he wasn't getting the messages.

Rick Snyderman – Indian River Grange: Since the last meeting, Rick has been trying to find ways of utilizing the Grange building. He said it's been closed since there hasn't been a sufficient number of people to operate it and keep it open, and asked if the Selectmen would be supportive in the effort to find new uses for the building. The building is sound; it just needs renovating.

As this is a rural area, there may be some grants available to revitalize the structure and possibly return it to a public service building; provided he can get the necessary support. He asked the Selectmen to consider developing a letter and offered an outline for their use.

Rick had taken pictures of the building and shared them with everyone. He is trying to energize some ideas, and said that drafting this letter would be an opportunity to present the history of the Indian River Grange and build interest around it. Tom said they will look at the information Rick provided; then get together at a later time to discuss it further and determine what to say in the letter. There were questions regarding support of the project and if the State Grange was contacted. Rick said that he is working as an individual, but is trying to rally more support. He has been in contact with the State Grange and they were receptive to his ideas. Rick has been working with State officials and local volunteers. Tom said grant organizations like to see letters of support from municipalities in grant writing.

Public Comment: *No further discussions.*

Those attending: *Richard and Cheryl Paul, Ronie Strout, Amy Lenfestey, Rick Snyderman, Stanley and Sheila Mitchell, Don Williams, Marcus Norton and Cathy Fonda*

TOWN OF ADDISON

Selectmen's Meeting

July 22, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *5:00 PM*

Meeting Closed at: *7:12 PM*

1. **Motion to accept the minutes of the July 1st Selectmen's Meeting:** *VJ motions to accept the July 1st Selectmen's Meeting minutes. William seconds. Unanimous.*
2. **Marc Perry, Assessor: Approval of 2019 Real Estate Tax MIL Rate:** *Marc presented to the Selectmen, the total valuation of \$133,002,263 for the Town of Addison. He also presented examples of what the overlay would be, based upon a MIL Rate of 15.7, 15.8, 15.9 and 16.0. The overlay amount at 15.9 would be \$35,984, which Marc says is a good number for the Town. He recommended keeping the rate the same for 2019. VJ motions to keep 15.9 MIL Rate. William seconds. Unanimous.*
3. **2019 Tax Bills: Should the tax bills be prepared in-house or by Hygrade:** *Marc recommended using Hygrade this year, and readdress the issue next year. He said they can have the bills out within a few days. Tom motions to have Hygrade handle the tax bills. VJ seconds. Unanimous.*
4. **Marc Perry: Would like a copier installed in the Assessor's Office:** *The Selectmen agree that it makes sense to have a multi-function copier in the Assessor's office. Tom motions to purchase online as tax exempt up to \$350.00. VJ seconds. Unanimous.*
5. **Property tax issue: 22 Narrows Rd.:** *The Homestead exemption will take care of 2019's taxes, but taxes from 2017 – 2018 still remain with lien charges and interest. Tom motions to write off the tax commitment for the property at 22 Narrows Rd., and discharge any liens. VJ seconds. Unanimous.*
6. **Payment issue: Selectmen approval to write-off lien charges, interest and cost:** *A property owner's taxes went into lien because of issues with receiving the bill. Once the address discrepancy was resolved, lien charges, interest and other costs were assessed. The owner paid the taxes less the fees and interest, and wrote on the check "Paid in Full." Tom motions to write off additional charges, on this tax commitment and accept the payment that has been sent in full. William seconds. Unanimous.*
7. **Municipal Review Committee: Notice of Liabilities under Municipal Joinder Agreement:** *Fran Havey explained PRSWDD met with MRC on Friday, July 19, 2019 in an informal meeting to determine what the next steps would be, since Columbia Falls and Jonesport will be leaving the district. The result of losing two towns means the amount of tonnage that is sent off to Fiberright will be less. As a result, there is a penalty for not fulfilling the tonnage amount required in the agreement. PRSWDD and MRC will submit a letter requesting renegotiation of their contract. There are 13 years left in the current agreement at a rate of 500 tons a year.*

PRSWDD and MRC have 14 days to come up with a new contract. PRSWDD's goal is to get an interlocal agreement that meets the needs of the remaining towns (Addison, Beals, Columbia, and Jonesboro) Replacing the bulk scales will be put on hold due to the possibility of restructuring PRSWDD. A task force has been put together to come up with what services PRSWDD will provide.

8. Rick Snyderman: Indian River Grange: *Taken out of order. Rick Snyderman presented his ideas in regard to saving the Indian River Grange, which is a historic structure built in 1840 and is one of the oldest buildings left standing on Indian River Rd. He said he will be contacting Sherry Harrington, Master of the State Grange, as well as Rep. Robert Alley Tom asked Judy to inspect the property for any possibilities of installing a well and septic.*

9. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel matters and office observation methods: *The Selectmen interviewed Fran Havey to assist with evaluating the Town office and help come up with suggestions on training and organization. VJ motions to ask Fran to come in on a voluntary basis, as she stated she would; to evaluate the workings of the office and provide the Selectmen with what information she can offer from her observations to help things flow better. William seconds. Unanimous. VJ confirmed with MMA that the observation would be legal to perform.*

Other: *Taken out of order.*

Marcus Norton – Roads update:

Temporarily patched the culvert at Cape Split. He has talked to DEP about a bottomless culvert for fish passage, but the timing is not going to be right, because it takes up to a year to get the grant needed. The culverts will need to be replaced in September, as they won't make it through the Winter. He would like to do this after Labor Day when traffic slows down.

Marc Perry – Town Assessor or Assessing Agent: *Marc will need to be sworn in at the meeting to have the authority to commit the taxes. This transfers responsibility of taxes and assessing from the Selectmen to the Assessor for sake of ease; however, the Selectmen will always be consulted first when tax related decisions need to be made.*

Marc was sworn in as Town Assessor.

Field Work: Permits: *Marc feels that the information on the permits is too vague, and that permit fees should be based on square footage as opposed to a flat fee, like Milbridge, for instance. He believes it will be helpful in tax assessment. Judy concurred and said that she would bring it up again with the Planning Board. Currently permitting fees are the same regardless of the size or type of structure being built. Tom said that the Town will wait for the Planning Board's recommendations.*

Tom - Addison Daze: *Tom stated Addison Daze turned out well in spite of losing the horse and carriage. He added, the horse and carriage will be provided at no charge to the Town next year, because of this year's mishap. Tom thanked those that helped out, and looks forward to next year's Addison Daze.*

Charles Dowling - Bathrooms: *Very disappointed in the condition of the bathrooms when the Auxiliary met last Wednesday, 7/17/2019. He said he had to clean the bathroom, so people could use it, and all the tables were moved to the end of the room. He also stated that a few weeks ago, the Auxiliary had to scrub the floor in the*

Hall because it was black with dirt. He wanted to know what the cleaning person's duties were. Tom said he will talk to the cleaning person about how the area is cleaned.

Fran Havey – The Office Staff: *Fran would like the term “girls” stopped being used when referring to the office staff. She would like to see the office staff referred to as “Staff.”*

Public Comment:

Judy Rolfe – Office Observation – *Judy asked why the office will be observed. Tom and VJ explained why they voted to bring Fran Havey in to observe the office. Dick Paul said he looks at the situation as an opportunity to improve office operations; it is an opportunity to bring everyone together and for the staff to present their ideas too. He feels the Selectmen are doing a good thing. Ronie added that change can make people unhappy, but it is sometimes necessary.*

Meeting in Whiting 7/23/2019 at 6:00PM - *This meeting is for municipalities in Washington County that are trying to come together and send a message to the legislation about all the land that is coming off of the Towns' tax rolls. Legislators will also be attending the meeting.*

Those attending: *Judy Rolfe, Fran Havey, Charles Dowling, Rick Snyderman, Don Williams, Osborne Davis, Amy Lenfestey, Marc Perry, Cheryl and Richard Paul, Ronie Strout, Cathy Fonda, Sheila and Stanley Mitchell*

TOWN OF ADDISON

Selectmen's Meeting

July 1, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *5:00 PM*

Meeting Closed at: *7:02 PM*

1. **Motion to accept the minutes of the June 17th Selectmen's Meeting:** *VJ motions to accept the July 1st Selectmen's Meeting minutes. William seconds. Unanimous.*

2. **Washington County: Begin the process of securing Salt Bids:** *VJ motions to request 300 tons of salt from Washington County. William seconds. Unanimous.*

3. **McMann Rd. – Discuss possibly changing street signs to reflect East McMann Rd. and West McMann Rd. to help Emergency Responders find residences.** *Tom will check on McMann Rd. from East Side Rd. and William will check on McMann Rd. from Indian River Rd. and will advise if the signs need to be changed. VJ motions to change the signs from McMann Rd to East and West McMann Rd. as needed. William seconds. Unanimous.*

4. **To address questions from auditor for carry-forward balances:**
 - I. **In the Legal Expenses account, there is a surplus of \$16,539.00. Should it be moved to the Road account?**
 - a. *Tom motions to move the \$16,539 to the Roads account. VJ seconds. Unanimous.*
 - II. **Dangerous Buildings account, there is a surplus of \$4,885.00. Should this stay as a surplus or be moved to Legal Expenses as a carry-forward?**
 - a. *Tom motions to move the \$4,885.00 from the Dangerous Buildings account to the Legal account as a carry forward. VJ seconds. Unanimous.*
 - III. **Solid Waste account, there is a negative amount of \$3,292.00. What was the cause of the payments being higher than what was budgeted?**
 - a. *VJ asked Kim to look back to see if there was a change somewhere in the payments. Tom motions to table the issue until the cause of the negative balance of \$3,292.00 is found. William Seconds. Unanimous.*
 - IV. **Street Signs account, there is a surplus of \$657.00. Should it stay in surplus or be moved to a carry forward balance to be used in the Road Signs account?**
 - a. *Tom motions to carry forward \$657.00 balance to Road Signs account. VJ seconds. Unanimous.*
 - V. **Animal Welfare, there is a surplus of \$2,250.00. Should it be carried forward to the Animal Welfare account or left in surplus?**
 - a. *Tom motions to carry forward \$2,250.00 to the Animal Welfare account. VJ seconds. Unanimous.*

VI. Revitalization Committee (Wind/Solar) account, there is a surplus of \$4,500.00. Should this be in another account, or a carry forward balance?

a. *Tom motions to move \$4,500.00 in to the Building Maintenance account. William seconds. Unanimous.*

VII. Snowmobile Reimbursement account, this is an inactive account with a carry forward balance of \$848.00. Should this be moved to Surplus?

a. *VJ motions to leave the \$848.00 in the Snowmobile Reimbursement account for now. Tom seconds. Unanimous.*

5. Motion to enter into Executive Session Per 1 MRSA § 405 to discuss personnel: 5:40PM – *Tom motions to enter into Executive Session to discuss a personnel matter. VJ seconds. Unanimous. 6:14PM* – *Selectmen re-enter meeting. The Selectmen made a decision to have a person come in to do an analytical observation in the office to help organize office operations. It is on a volunteer basis, but may be compensated based on their performance. This person will be brought into Executive Session at the 7/22/19 meeting to present their ideas and see if the Selectmen agree with the method that is going to be used in the office observation.*

6. Motion to enter into Executive Session Per 1 MRSA § 405 with Kim to discuss personnel issues: 6:16PM – *Tom motions to enter into Executive Session with Kim to discuss a personnel matter. William seconds. Unanimous. 6:35PM* - *Selectmen re-enter meeting. Personnel issues were discussed regarding challenges faced with changes of office staff.*

7. Motion to enter into Executive Session Per 1 MRSA § 405 with Butch to discuss personnel issues: 6:36PM – *Tom motions to enter into Executive Session with Butch to discuss a personnel matter. William Seconds. Unanimous. 6:59PM* - *Selectmen re-enter meeting. Personnel issues were discussed. William motions to restore Butch's right to buy a clam license. VJ explained that Butch is a full-time Town employee, but a part-time Clam Warden. He should be able to have his Clam License provided digging doesn't interfere with his duties as a Town employee. Unanimous.*

Other: *Taken out of order.*

Amy asked about the Town office being closed on July 5, 2019 since the State is closed for both days. Tom says put note on door and William suggested posting a notice on Facebook. Tom motions to close the office for July 5th. William seconds. Unanimous.

Ronie asked if the Town Office had a key to the old fire house, so the Historical Society can remove a piece of equipment to put into storage.

Tom and others discussed the future of the Grange, which is now closed and in disrepair.

Tom would like to see names excluded from future Executive Sessions.

Public Comment: *No further discussions*

Those attending: *Cheryl & Richard Paul, Ronie Strout, Butch Pinkham, and Amy Lenfestey*

TOWN OF ADDISON

Selectmen's Meeting

June 17, 2019

Selectmen Present: *Tom Batson, VJ Lenfestey, William Gray*

Meeting Opened at: *5:00 PM*

Meeting Closed at: *5:21 PM*

1. **Motion to accept the minutes of the June 3rd Selectmen's Meeting:** *VJ motions to accept the minutes. William Seconds. Unanimous.*
2. **Marcella Snowdeal: Sale of property located at 830 Indian River Rd.:** *Marcella presented the updated contract to the Selectmen for their approval, along with a \$100.00 deposit. The Selectmen approved and signed the contract after the meeting, and requested closing within 30days.*
3. **Shellfish Committee: Senior Commercial Shellfish Pricing:** *The Shellfish Committee voted unanimously, at their previous meeting, to seek the Selectmen's approval for making the Resident/Non-Resident Senior Commercial Shellfish Licenses complimentary for people 65 and older. Tom asked if it was up to the Selectmen to vote on it. Judy confirmed that the price is set by the Selectmen. VJ made a motion to accept the committee's recommendation. William seconds. Unanimous. Judy stated that she will contact DMR to let them know of the changes.*
4. **Burn Permits Issued at Town Office: Amy is willing to do if approved:** *Fire Chief, Matt Alley, will train Amy and Sherry before burn permits will be issued. Tom made a motion to make the permits available, for free, at the Town Office. William seconds. Unanimous.*
5. **BMV Training for Office Staff – Sherry on July 23rd and July 24th. Kim and Amy on July 25th. Office will need to be closed on July 25th.** *Tom motions to close the office on Thursday, July 25th, 2019 for training. VJ seconds. Unanimous.*

Other: Road Commissioner: Roads Update: *Marcus had some complaints about the condition of Narrows and Quarry Roads, which he looked into. Tom asked about the hole by the clappers, which Marcus said he could put some patch on it. He still has to do Crowley's Island Rd. because it is getting bad. Mr. Zimmermann asked about West Side Rd.*

Signs Update: *Bert Merchant asked about putting a stop sign on Ridge Rd. at Old Addison Rd. and a speed limit sign by the Church on the Hill. Ronie Strout requested a Caution / Children Crossing sign at the sharp corner on Old Addison Rd. Cathy Fonda says that there is a bare pole by her house that could use a speed limit sign on it.*

Public Comment: *Addison Days update and discussion about venue for their meeting on Friday, June 21, 2019. Addison Days will be on July 20, 2019. The Shellfish Committee would like to have a clam festival next year around the same time as Addison Days to bring a focus to Addison's shellfish.*

Those attending: Fran Havey, Judy Rolfe, Marcella Snowdeal, Erwin Zimmermann, Marcus Norton, Stanley and Sheila Mitchell, Cheryl and Richard Paul, Ronie Strout, Cathy Fonda, Butch Pinkham, Bert Merchant, Amy Lenfestey and Paul Dixon

TOWN OF ADDISON

Selectmen's Meeting

June 3, 2019

Selectmen Present: Tom Batson, Verlan R. Lenfestey, Jr. and William Gray

Meeting Opened at: 5:00 PM

Meeting Closed at: 6:55 PM

- 1. Motion to accept the minutes of the May 20th Selectmen's Meeting:** *VJ motions to accept the minutes of the May 20th Selectmen's Meeting. William seconds. Unanimous.*
- 2. Opening of sealed bids for projects:** *3 Sealed Bids were opened by Selectman Tom Batson.*

BID #1 - Hart of Maine Construction | Eastport, ME

This bid was for the storage building remodel. Total cost: \$2545.00 with \$1095.00 supplies, \$1050.00 hours, and \$400.00 travel. 1/3 required as a deposit, rest due within 10 days of job completion.

BID #2 – Paul Watts | Beals, ME

This bid was for the sale and removal of Bergey 10kw Wind Turbine. Total bid - \$4250.00 for the 10 kw Wind Turbine, tower, inverter, and inverter storage building etc. that goes with the building. Paul has also offered to remove the turbine, tower, and cement pillars. He will refill all hole and grade with necessary gravel to fill holes where the cement pillars are removed. Stan Foss Construction – Columbia Falls will bring in the gravel and grade.

BID #3 – Bangor Abatement | Hampden, ME

This bid was for the Painting (3) Town of Addison buildings/removal of solar panels/and storage building remodel.

Bid for Painting (3) Town of Addison buildings. – Town Hall - \$7500.00

Mechanical Shed - \$750.00

Storage Building and Fire Station #2 - \$1750.00

Total - \$10,000.00

*Bid for Removal of Solar Panels - \$1000.00 | *No Charge* if awarded the Painting of Buildings contract.*

Bid for Storage Building Remodel - \$3800.00

Tom motions to postpone until after BMC reviews and recommends bid proposals to Selectmen for approval. Seconded. Unanimous.

3. West River Landing: Discuss the idea of making the landing at West River a memorial landing dedicated to Leroy Tibbetts.

Tom motions for Selectman William Gray to research the plaque/memorial along with costs. William seconds. Unanimous.

4. Discuss the property at 275 Point St. – Tom motions to table pending advice from MMA Legal. William seconds. Unanimous.

5. Pleasant River Solid Waste Disposal District: Appoint a representative to replace Chris Chartrand. Tom motions to appoint Keith Newman to be the new PRSWDD representative. VJ seconds. Unanimous.

6. Marcella Snowdeal: The Selectmen would like to seek approval from a lawyer before signing the contract and accepting any form of payment.

7. CEO Reports/Updates: *The CEO Judy Rolfe stated she would like more notice other than 1 day to get a report together. CEO states the Subdivision Ordinance is non-existent. At the Planning Board Meeting on Wed. night (June 5th) there are 6 permits that will need to be reviewed. The CEO has done 2 septic system inspections in the shoreland zone this year. The subject was discussed about the Town of Addison's junkyard, graveyard, and recycling ordinances and how outdated the ordinances were. CEO is to research the price of ordinance updates.*

8. Road Commissioner Update: *No update as the Road Commissioner did not attend the meeting.*

9. Roadside Cleanup Follow-up: *Tom will contact Donna Kausen and propose it to the Recreation Committee. No action needed.*

10. Motion to enter executive session Per 1 MRSA § 405 with Marc Perry to discuss and finalize Assessing Contract: *Tom motions to enter executive session. Seconded. Unanimous. 6:50 PM - Selectmen re-enter meeting. The Selectmen approve and finalize the Assessing Contract.*

Public Comment:

Janet Molenaar – Property line dispute; unsure where lines are. The town does not get involved in civil matters. This will need to be handled by a surveyor.

Input on Bids from Don Williams and Peter Davis - BMC Chair and Co-Chair

– BID #1/Storage Building Remodel. *BMC recommends Hart of ME in the amount of \$2545. Tom motions to accept bid pending Certificate of Liability insurance paperwork. VJ seconds. Unanimous.*

– BID #2/Sale and Removal of Solar Panels. *BMC recommends Paul Watts for the sale and removal of Bergey 10kw Wind Turbine in the amount of \$4250. Payment is due prior to any work being done. Must provide Certificate of Liability Insurance. Tom motions to accept the Wind Turbine bid to Paul Watts which include the stipulations by the BMC. VJ seconds. Unanimous.*

– BID #3/Painting of (3) Town of Addison buildings. *BMC recommends Bangor Abatement for the painting of (3) Town of Addison buildings and the removal of solar panels at no extra charge in the amount of \$10,000. Tom motions to accept the bid for*

the removal of solar panels and painting the (3) Town of Addison buildings in the amount of \$10,000. Williams seconds. Unanimous.

Those attending: *Peter Davis, Marcella Snowdeal, Stanley and Shelia Mitchell, Judy Rolfe, Obbie Davis, Don Williams, Janet Molenaar, Cheryl and Richard Paul, Erwin Zimmermann, and Terry Grant*

TOWN OF ADDISON

Selectmen's Meeting

May 20, 2019

Selectmen Present: Tom Batson, VJ Lenfestey, William Gray

Meeting Opened at: 5:00 PM

Meeting Closed at: 7:21 PM

1. **Motion to accept the minutes of the May 6th Selectmen's Meeting:** VJ Motions to accept the minutes with two amendments to item 4. a) "VJ stated that there may be someone **else** interested in purchasing the property." b) "**The town determined the sale price will** be the assessed amount of \$10,900." Tom seconds. Unanimous.
2. **Marijuana Moratorium: Discuss recent Maine Marijuana Legalization changes in the law regarding moratoriums:** No action needs to be taken as a moratorium is no longer required. The default is prohibition. The latest version of the law makes it so that the Town would have to Opt-In in order for any marijuana business to take place.
3. **Motion to enter into Executive Session Per 1 MRSA § 405 to discuss Assessing Issues: 5:53PM** - Tom motions to enter into executive session to discuss Assessing Issues. VJ Seconds. Unanimous. **6:10PM** – Selectmen re-enter meeting. Tom advised the Assessor's contract was reviewed and will be asking Marc Perry to come to the June 3rd meeting. He also stated the Selectmen will review the contract on their own over the weekend. No further action taken.
4. **Motion to enter Executive Session Per 1 MRSA§ 405 with Irvin Pinkham in order to discuss a personnel matter: 6:11PM** - Tom motions to enter into Executive Session with Irvin Pinkham to discuss a personnel matter. Seconded. Unanimous. **6:54PM** - Selectmen re-enter meeting. Tom advised the discussion was about patrolling of flats and other duties for Clam Warden. No further action taken.
5. **Motion to enter into Executive Session Per 1 MRSA § 405 with Amy, Kim and Sherry to discuss personnel issues: 6:55PM** – Tom motions to enter into Executive Session with Amy, Kim and Sherry to discuss personnel issues. **7:19PM** – Selectmen re-enter meeting. Tom advised there were 2 decisions made. 1.) One person will be going part-time in June. 2.) The Town will be hiring a Trio consultant to train the office staff. Also, more training will be sought out for the office staff.

Public Comment: Taken out of order.

Don Williams – Bid Projects and Addison Clean-Up Day – Don says he has received numerous calls about the four projects that are open for bid. He stated there has been a great deal of interest in doing these jobs. The first Selectmen's meeting in June is when the bids will be opened.

1. Removing Tower and Wind Turbine
2. Removing the Solar Panels
3. Painting all three buildings
4. Vinyl Siding, which needs to be revised to include insulation and will need to be re-advertised.

Don also stated there has been many requests asking for an Annual Clean Up Day. He suggested putting together a program formal annual environmental day. Maybe having it in conjunction with other town's clean up days or Earth Day, and increase recruitment of volunteers through more advertising through Facebook, signs, and media. He also suggested having a separate committee for this. There was also discussion about separating the trash from the returnables; getting local students, groups and scouts involved; setting a date and getting the word out earlier. There was also discussion about the possibility of an existing committee or Masons could pick up the effort, rather than set up a separate committee.

Erwin Zimmermann – Bottle Redemption and Update on Clam Shack. – *Mr. Zimmermann inquired if anyone knew of a replacement since Delia's is closed. Don suggested Machias River Redemption, and Amy Chandler suggested contacting Bad Little Falls Redemption Center at 207-255-8900 if he would like to have them pick up the returnables at his house.*

Mr. Zimmermann requested an update on the Clam Shack issue. Tom advised; the Town voted to leave the Clam Shack alone. Mr. Zimmermann stated, "The court order says, "The Town shall take the building down." Tom explained that it is at the Town's discretion to choose to either take it down or leave it alone. That the court order gives the Town the option to tear it down. Mr. Zimmermann said he hopes the Town is insured. VJ advised that according to MMA the Town is not liable for the Clam Shack; the owner is.

Marcus Norton – Funds available for road work. – *Marcus wanted to know if there was money available for road work. Kim advised that there is no money available until the tax base is established. There was discussion about how the money is distributed and that even though money was appropriated; the Town must make sure there is money to pay Town's staff and make the school payment. Obbie and Kim explained how the budget works and when monies are available. Obbie suggested was to develop a road maintenance plan, and let money accrue over a period of time to do the road work. There was also discussion about the possibility of cleaning the roadsides and the firehouse parking lot of the sand from the winter salt and sanding, and if there were funds available for that.*

Obbie also stated that Jonesport has managed a way to reserve enough money to float the town for a year, and as a result, has the funds available to do whatever project they want, whenever they want. The only determination is that the extra money would have to come through taxation, whereas right now, only excise tax is used for road work.

Richard Paul brought up about the idea of taking out a short-term municipal loan for \$40,000, so the road work can be done in the spring and the loan repaid in September. It was determined that the Selectmen, Road Commissioner, and Budget Committee will have to take the time to discuss the issue further.

Judy Rolfe – Harold Tyler's Septic Tank Issue. – *Judy asked about Harold Tyler and the next-door neighbor's septic tank, which she has the septic design for, and the tank is only 4ft from the road. Marcus said he talked to Harold and his neighbor about it and he is going to take the rock out, which will help alleviate some of the problem, but it won't fix the issue. Judy said the trucks are getting very close to the tank, which is a major concern. The septic has a holding tank, which aren't allowed anymore. Tom asked if the rock was an actual rock or if it was a ledge. Marcus said either way, he will*

most likely be recommending using a jack hammer. Judy said that and she will discuss it further with Marcus.

Butch Pinkham – Conservation Permits. – *Butch says due to new regulations this year; reseeding / conservation efforts are going to be almost last minute. It was assumed there would be a 10-day waiting period, which has now been changed to 20 business days for reseeding and conservation. Judy says that they will be focusing on conservation this week. That there are certain things that still have to be done. Butch and Judy decided Shellfish License Conservation Dates will be posted on May 21, 2019.*

Those attending: *Marcus Norton, Peter Davis, Osborne Davis, Amy Lenfestey, Fran Havey, Judy Rolfe, Erwin Zimmermann, Irvin “Butch” Pinkham, Richard Paul, Don Williams, Amy Chandler, Stanley & Sheila Mitchell, Janet Molenaar and Paul Dixon*

TOWN OF ADDISON

Selectmen's Meeting

May 6, 2019

Selectmen Present: Tom Batson, Verlan R. Lenfestey, Jr. and William R. Gray (Absent)
Meeting Opened at: 5:00 PM
Meeting Closed at: 6:43 PM

- 1. Motion to accept the minutes of the April 15th Special Town Meeting:** *VJ motions to accept the April 15th Special Town Meeting minutes. Tom seconds. Unanimous.*
- 2. Motion to accept the minutes of the April 15th Selectmen's Meeting:** *Tom motions to accept the April 15th Selectmen's Meeting minutes. VJ seconds. Unanimous.*
- 3. Motion to accept the minutes of the April 24th Emergency Selectmen's Meeting:** *Tom motions to accept the April 24th Emergency Selectmen's Meeting minutes. VJ seconds. Unanimous.*
- 4. Selectmen approval as to how to conduct the sale of property at 830 Indian River Road (Map 8, Lot 56-1)/Marcella Snowdeal will be present:** *VJ stated that there may be someone else interested in purchasing the property. The Town determined the sale price will be the assessed amount of \$10,900. Marcella stated she wants to purchase the property for \$10,900. Tom motions to sell the property to Marcella for \$10,900, but she must show funds with intent to buy within 30days. VJ Seconds. Unanimous.*
- 5. Review of the fee schedule for state license applications, faxes, etc.:** *Tom motions to stop charging a fee for all state license applications. VJ seconds. Unanimous.*
- 6. Discussion of paperwork needed for Voting Place Accessibility/Address with Building Maintenance Committee:** *Peter says this will be added to the agenda at the Building Maintenance Meeting scheduled for 5/08/2019.*
- 7. Address Snow Plow Complaint/Myron Lee – 6 Masons Bay Rd.:** *The town is not liable for the snow plow damage and Mr. Lee will need to contact County Concrete, who is the contractor. Marcus will look into it on 05/07/2019. It is the town's responsibility to make sure the contracts are filled properly.*

8. Address ATV Complaint – East Side Rd/Anonymous: *Tom says this needs to be handed over to law enforcement. Tom motions that he will make a phone call to law enforcement to let them know. VJ seconds. Unanimous.*

9. Discuss Trainings/Quotes from Trio for On-Site Training: *Tom motions to send Amy, Kim and Sherry to the free training offered in Bangor on 6/05/2019. VJ seconds. Unanimous.*

10. Discuss “Middle Ground” Contract with Shellfish Committee: *The stream has shifted and may have changed the boundaries of the “Middle Ground.” Tom has a map, which may show where the stream originally ran. Judy said that this issue was resolved in November 2018 and a contract was signed by both towns in agreement. Tom will hand the map off to Marc Perry for further research.*

11. Appoint Janet Molenaar as Planning Board Member, Alternate: *Tom motions to make Janet Molenaar an Alternate Planning Board member. VJ seconds. Unanimous.*

12. Motion to enter Executive Session Per 1 MRSA § 405 with Marc Perry in order to discuss the Assessing position/contract: 5:56PM – *Tom motions to enter into executive session to discuss Assessing position / contract. Seconded. Unanimous. 6:18PM* – *Selectmen re-enter meeting. Assessor’s position / contract was discussed.*

13. Motion to enter Executive Session Per 1 MRSA§ 405 with Irvin Pinkham in order to discuss a personnel matter: 6:19PM – *Tom motions to enter into Executive Session with Irvin Pinkham to discuss a personnel matter. Seconded. Unanimous. 6:39PM* – *Selectment re-enter meeting. Personnel issues were discussed.*

Public Comment:

Don Williams – Addison Clean-up Day on 05/11/2019. – *Volunteers are needed to do roadside clean-up around Addison. Bagged trash can be brought back to Town Hall, where two trucks will be waiting to take trash to PRSWDD. He would like it to be advertised on the Town’s website and Facebook page. He will also be placing signs around town. He asked if the town would donate trash bags. The town agreed to order lawn and leaf trash bags from Office Depot through the Rec. Committee. There will be no charge at PRSWDD for disposal of the trash.*

Janet Molenaar – Street Lights on Pleasant St. – *Janet made a request to not have any street lights installed on Pleasant St. due to any lights would be shining directly into her bedroom. She suggested that the town have hoods installed on any existing street lights for the same reason. VJ says they are just paying for current lights and there are no plans for installing new lights.*

Fran Harvey – FOA article in MMA Magazine – *Fran mentioned an article she read in MMA Magazine about FOAA requests and fees charged for filling requests. She stated the first hour is free and afterwards a fee of \$15.00 / hour can be charged.*

Those attending: *Peter Davis, Obbie Davis, Fran Harvey, Janet Molenaar, Judy Rolfe, Amy Lenfestey, Marcus Norton, Dean Crowley, Don Williams, Irvin Pinkham, Cathy Fonda, Sheila Mitchell, Marcella Snowdeal, Richard and Cheryl Paul, and Paul Dixon*

TOWN OF ADDISON

Emergency Selectmen's Meeting

April 24, 2019

Selectmen Present: *Thomas W. Batson, Verlan Lenfestey, Jr.,
William R. Gray*

Meeting Opened at: *5:00PM*

Meeting Closed at: *5:25PM*

1. Discussion on how to proceed with a time-sensitive legal matter.

- *Discussion was brought to the floor as to whether the town should file a "Proof of Claim" and attempt to recover the legal fees already spent on the Kelsey property on Clam Shell Lane, or to no longer pursue the matter and cut losses.*
- *"Proof of Claim" would cost around \$1,000.00 to file, but there may be more legal fees incurred as the bankruptcy case progresses.*
- *After much discussion it was agreed that the town should stop pursuing the matter and not spend any more money.*

VJ motions to invest no more money in the pursuit of recovering legal fees from Kelsey Buildings. Tom seconds. Unanimous.

TOWN OF ADDISON

Selectmen's Meeting

April 15, 2019

Selectmen Present: Tom Batson, Verlan R. Lenfestey, Jr. and William R. Gray
Meeting Opened at: 5:27 PM
Meeting Closed at: 7:32 PM

- 1. Motion to accept the minutes of the April 1st Selectmen's Meeting:**
VJ motions to amend the April 1st Selectmen's Meeting minutes. Seconded. William seconds. Unanimous.
- 2. Motion to accept the minutes of the April 10th Special Selectmen's Meeting:** *VJ motions to accept the April 10th Special Selectmen's Meeting minutes. William seconds. Unanimous.*
- 3. Harbor Committee Update from Chair – Dean Crowley/Floats at Landings:** *The Harbor Committee Chair Dean Crowley and other Committee members gave an update on the floats at the town landings. Minimal repairs and maintenance are needed. Floats will be in place when weather and tides permit.*
- 4. Approval of project Bid Requests from BMC Chair – Don Williams:**
Tom motions to approve 4 written bid requests excluding the bid request for the second-floor exterior vinyl siding to the Addison Town Hall with the name change amended of 1 bid request from Sale and Removal of Solar Panels to Removal of Solar Panels. William seconds. Unanimous.
- 5. Motion to close the meeting and enter Executive Session Per 1 MRSA § 405 in order to discuss Assessor's contract: 5:56 PM – Tom motions to enter executive session to discuss Assessor's contract. Seconded. Unanimous. 6:17 PM – Selectmen re-enter meeting. Assessor's position was discussed. No decisions and no vote.**
- 6. Motion to close the meeting and enter Executive Session Per 1 MRSA § 405 in order to discuss personnel issues: 6:18 PM – Motion to discuss personnel issues. Seconded. Unanimous. 7:06 PM – Selectmen re-enter meeting. The Selectmen decide to close the office for training purposes on April 23rd and May 7th (Half Days) and April 29th (Closed all Day for Audit).**
- 7. Motion to close the meeting and enter Executive Session Per 1 MRSA § 405 in order to discuss a personal matter: 7:07 PM - Motion to discuss personal matter. 7:25 PM – Selectmen re-enter meeting. No decisions or votes were made.**

Public Comment:

Kevin Lovejoy – Complaint of Commercial Trucks and Trailers on Mooseneck Rd. – 2 Rod Rd – Kevin needs 33 Ft of Clearance for his trucks and trailers to turn the

corner. There is a huge rock on Harold Tyler's side of the road and on the other side there is a problem with the property owner's septic and leach field. The Selectmen would like for the Road Commissioner Marcus Norton to speak with both parties and come to an agreement.

Erwin Zimmermann – Mailbox Complaint/ *Mr. Zim would like to be reimbursed for the numerous mailboxes he has had to replace due to the snowplows. He has submitted photos to County Concrete with no answer. However, when a mailbox is in the ROW, it is not up to the snowplow contractor to replace it.*

Christopher Chartrand – Board of Directors PRSWDD/ *Questions if there is a new representative for Addison since Chris has been elected to the School Board for MSAD#37. Keith Newman will be attending the next PRSWDD monthly meeting which is May 13th where he will be nominated for the Board of Directors for the Town of Addison.*

Road Commissioner - *Marcus questioned the Selectmen on how to handle Harold Tyler's safety issue. If there is no solution or agreement for either party, the Selectmen will have no choice to step in.*

Those attending: *Stanley and Sheila Mitchell, Obbie Davis, Peter Davis, Butch Pinkham, Cathy Fonda, Marcus Norton, Dean Cirone, Brent Redimarker, Richard and Cheryl Paul, Christopher Chartrand, Sherry and Paul Dixon, Justin Thompson, Dean Crowley, and Erwin Zimmermann*

TOWN OF ADDISON
WARRANT FOR SPECIAL TOWN MEETING

To, Irvin Pinkham, constable for the Town of Addison in the County of Washington and the State of Maine:

GREETINGS:

In the name of the State of Maine you are hereby required to notify and warn the Inhabitants of the said Town of Addison, in the said County of Washington, qualified by law to vote in Town affairs, to assemble at the Addison Town Hall in said Town of Addison on April 15th, 2019, at five o'clock in the evening, then and there to act upon the following articles, to wit:

Meeting opens – 5:00PM

Article 1 – To elect a Moderator to preside over said meeting. **3 votes cast. Christopher Chartrand was elected moderator to preside over said meeting.**

Article 2 – To amend Article 17 passed at the Annual Town Meeting on March 12, 2019 to read “To see if the Town will vote to set the interest rate to be paid by the Town of abated taxes at a rate of **5%**, pursuant to M.R.S.A. Title 36 § 506-A. **Accept as written. Seconded. No discussion. Passes.**

(Original Article 17 passed at Town Meeting - To see if the Town will vote to set the interest rate to be paid by the Town of abated taxes at rate of 4%, pursuant to M.R.S.A. Title 36 § 506-A. When Article 18 passed, it made Article 17 null and void. This article needs to be corrected before taxes are committed for 2019.

Explanation – M.R.S.A. Title 36 § 506-A. Overpayment of taxes states “Except as provided in Section 506, a taxpayer who pays an amount in excess of that finally assessed must be repaid the amount of the overpayment plus interest from the date of overpayment at a rate to be established by the municipality. The rate of interest may not exceed the interest rate established by the municipality for delinquent taxes nor may it be less than that rate reduced by 4%. If a municipality fails to establish a rate of interest for overpayment of taxes, it shall pay interest at the rate it has established for delinquent taxes. [2009, c. 434, §14 (AMD).]

Article 3 - To see if the Town will vote to authorize the Selectmen, on behalf of the town, to sell and dispose of a certain parcel of town owned property located at 830 Indian River Road (Map 8, Lot 56-1) at such terms as they deem advisable and execute a quit claim deed for said property. **Accept as written. Seconded. Discussion. Motion to amend to be sold at a minimum of \$10,900. Passes as amended. Selectmen will need to decide what steps will be taken in the sale of the property at a later meeting.**

Assessed value of property - \$10,900 Acreage – 8.8 acres

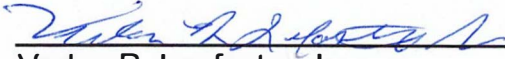
****The town has a right to set a minimum sale price of property as they see fit.****

Meeting Adjourned – 5:20 PM

Selectmen:



Thomas W. Batson



Verlan R. Lenfestey Jr.

William R. Gray

Clerk:



Kimbley M. Davis

TOWN OF ADDISON
Special Selectmen's Meeting
Approved Minutes
April 10, 2019

Selectmen Present: *Tom Batson, Verlan R. Lenfestey, Jr. and William Gray*
Meeting Opened at: 5:00 PM
Meeting Closed at: 5:59 PM

1. **Motion to close meeting and enter into Executive Session Per 1 MRSA § 405 in order to conduct Second Interview for the Administrative Assistant Position:**
5:00 PM - Tom motions to enter into Executive Session per 1 MRSA § 405 in order to conduct Second Interview for the Administrative Assistant Position. William seconds.
5:30 PM – Meeting re-opens. The decision was made to hire Sherry Dixon and the Selectmen feel she will be a good fit for the office.
2. **Motion to close the meeting and enter Executive Session per 1 MRSA § 405 in order to discuss the Assessor's Position:**
5:31 PM – Tom motions to enter into Executive Session per 1 MRSA § 405 in order to discuss the Assessor's Position. William seconds.
5:55 PM – Meeting re-opens. The assessor's position was discussed. No motions were made.

Public Comment:

Butch Pinkham – Asked Selectmen about his discussion in Executive Session and if any decisions were made. The Selectmen have not had the opportunity to make any decisions.

Those attending: *Peter Davis, Richard and Cheryl Paul, Obbie Davis, and Sherry Dixon*

TOWN OF ADDISON

Selectmen's Meeting

Approved Minutes

April 1, 2019

Selectmen Present: *Tom Batson, Verlan R. Lenfestey, Jr. and William R. Gray*

Meeting Opened at: 5:00 PM

Meeting Closed at: 7:40 PM

- 1. Motion to accept the minutes of the March 12th Annual Town Meeting minutes:** *VJ motions to accept the minutes of the March 12th Annual Town Meeting minutes. Tom seconds. Unanimous.*
- 2. Motion to accept the minutes of the March 18th Selectmen's Meeting minutes:** *VJ motions to accept the minutes of the March 12th Selectmen's Meeting minutes. Tom seconds. Unanimous.*
- 3. Motion to accept the minutes of the March 21st Special Selectmen's Meeting minutes:** *VJ motions to accept the minutes of the March 21st Selectmen's Meeting minutes. Tom seconds. Unanimous.*
- 4. Motion to accept the minutes of the March 27th Special Selectmen's Meeting minutes:** *VJ motions to accept the minutes of the March 27th Special Selectmen's Meeting minutes. Tom seconds. Unanimous.*
- 5. Review information for Special Town Meeting on April 15th:** *Article 17 passed at the Annual Town Meeting held on March 12th needs to be amended and put to vote again. The interest rate should state 5% not 3% according to M.R.S.A. Title 36 § 506-A. Tom motions for the Special Town Meeting to be held on Monday, April 15th at 5PM before the regularly scheduled Selectmen's Meeting on that date. William seconds. Unanimous.*
- 6. Agenda request from Tom Batson to review current ACO Contract:** *Butch Pinkham corrected the agenda request as it was not the ACO Contract that needed reviewing it was the Small Animal Clinic's contract. Tom Batson requested the contract to see if there was any mention of hours to transport strays and none are listed. For now, the Selectmen ask Butch to deliver strays during the daylight hours when the business is open. Next meeting, if there are no resolutions to this issue, the Selectmen suggest Addison make a policy and send a letter to the Small Animal Clinic like Jonesport has already done.*
- 7. Amy Lenfestey and Kimbley Davis request to close the office on Friday, May 10th:** *Tom motions to keep the office open until 12:00PM on Friday May 10th giving permission for Amy to have the day off and Kimbley Davis to have ½ day off. VJ seconds. Unanimous.*
- 8. Update from Marcella Snowdeal on Easement:** *Marcella was not able to attend the meeting. VJ has spoken to MMA on this issue. Nothing can be done with an easement without a town vote. The property can be sold with the approval of the*

townspeople. Tom motions to add the sale of property located at M/L 008-56-1 as a Warrant Article to the Special Town Meeting scheduled for April 15th at 5PM. VJ seconds. Unanimous.

9. Proposal for PRSWDD to use Addison Town Hall for monthly meeting purposes: VJ motions PRSWDD to authorize the use of Addison Town Hall at no charge. William seconds. Unanimous.

10. Discussion of free program thru Emera for replacing street lights to LEDs: After discussion, Tom motions for Emera to replace the street lights to LEDs with the free program. VJ seconds. Unanimous.

11. Approval for Kimbley Davis – Acting Deputy Treasurer to receive monthly Treasurer Stipend for March: VJ amends the agenda request to read: “Approval for Kimbley Davis - Acting Treasurer to receive monthly Treasurer Stipends for March and April.” VJ motions for Kimbley Davis to receive the monthly Treasurer Stipends for March and April. Tom seconds. Unanimous.

12. Motion to enter executive session per 1 MRSA § 405 to interview Marc Perry for the Tax Assessor position: Tom motions to enter executive session to interview Marc Perry. VJ seconds. 6:50 PM - Meeting reopens. Tom motions to hire Marc Perry. William seconds. Unanimous.

13. Motion to enter executive session per 1 MRSA § 405 to discuss hiring of Administrative Assistant: Tom motions to enter executive session. Tom motions to enter executive session to discuss hiring an Administrative Assistant. William seconds. Unanimous. 7:12 PM – Meeting reopens. Complications in the hiring process have led to another applicant previously interviewed to be called back for a second interview. Tom motions for Wednesday, April 15th at 5:00PM for a Special Selectmen’s Meeting to conduct the Second interview.

14. Motion to enter executive session per 1 MRSA § 405 to discuss employee payroll matter: Tom motions to enter executive session. William seconds. 7:39 PM – Meeting reopens. Personnel issue. No decision or motions were made.

Public Comment:

Road Commissioner – Marcus’ plans include a list of maintenance to the roads. He is also addressing complaints as they come in to the Town Office.

Floats at the Town Landings - Discussion arises over the Floats at the Town Landings. The Selectmen ask a letter be sent to the Harbors Committee when maintenance repairs will be done at Otter Cove and when the Committee plans to meet to discuss these issues.

Alex Thompson – Alex Thompson requested information. Because of FOAA and attorney/client confidentiality no information should be exchanged unless it is thru the Town’s attorney. Payments for the Shoreland Zone Violations may be made to the Town Office.

Update on Check issue – The Selectmen have asked for a “Stop” Payment on the first check issued to Chris Pinkham. Tom motions to for Amy or Kim to call MSB to stop payment on the “lost” check. VJ seconds. Unanimous.

Prepayment on 2019 taxes - Gilbert and Greif issued a check for 100% of prepayment on 2019 taxes. We can only accept 75% of prepayments because of Art. 20 passed at the Annual Town Meeting. Amy asked the Selectmen how to handle the dilemma. Tom motions to return check. Williams seconds. Unanimous. Motion to withdraw previous motion and vote. William seconds. Unanimous. Motion to assign Kim or Amy to send check back and no one is held responsible. William seconds. Unanimous.

?Black mold on building/?Lead paint – There was question whether the black mold had been treated on the Town Hall building. Don Williams and Peter Davis both conveyed that the mold had been removed and can be validated with the pictures on the Town of Addison webpage. Lead paint was also an issue. There is a presence of lead paint on the second floor. If the second floor is not used by the public, it is OK for now. There is a product that can be used to encapsulate lead paint.

Those attending: *Butch Pinkham, Cheryl Paul, Richard Paul, Marcus Norton, Judy Rolfe, Don Williams, David Ingersoll, Cathy Fonda, and Peter Davis*

TOWN OF ADDISON
Special Selectmen's Meeting

Approved Minutes

Minutes

March 27, 2019

Selectmen Present: *Tom Batson, Verlan R. Lenfestey, Jr. and William R. Gray*

Meeting Opened at: *5:00 PM*

Meeting Closed at: *6:58 PM*

1. Motion to close meeting and enter into Executive Session Per 1 MRSA § 405 in order to conduct Second Interviews for the Administrative Assistant Position. Schedule as follows:

5: 00 PM Laurie Charbonneau

5: 45 PM Christine Alexander

Tom opens meeting. VJ motions to enter executive session to conduct second interviews. William seconds. Unanimous. 6:54 Meeting reopens. No decision at this time. Possibly Monday 4/1.

Other:

Tax Assessor - *The Selectmen discuss the tax assessor position. Tom is more comfortable with an individual vs. a tax assessing company. Marc Perry is a state certified tax assessor and currently does the assessing for the town of Hancock. Tom plans to call Marc and see when he is available for an interview.*

Those attending:

Laurie Charbonneau and Christine Alexander

TOWN OF ADDISON

Special Selectmen's Meeting

Approved Minutes

March 21, 2019

Selectmen Present: *Thomas W. Batson, Verlan R. Lenfestey, Jr. and William R. Gray*

Meeting Opened at: 4:00 PM

Meeting Closed at: 7:12 PM

1. Motion to close meeting and enter into Executive Session Per 1 MRSA § 405 in order to conduct Interviews for the Administrative Assistant Position. Schedule as follows:

PM	Debra Hamlin	4: 00
PM	Kimberley Robinson	5: 00
PM	Sherry Dixon	6: 00

Executive sessions were conducted at the times indicated. Meeting was reopened at 6:39 PM. Tom motions to re-enter executive session for discussion of second interviews. William seconds. Unanimous.

2. Motion to schedule a Special Selectmen's Meeting (s) next week for final decision on the Administrative Assistant Position or to set up second interviews if necessary

At 6:47PM, the Selectmen re-enter executive session. Meeting was reopened at 6:58PM. Tom motions to interview 2 candidates for second interviews on Wednesday 3/27. VJ seconds. Unanimous.

Other:

Check issue: *Christopher Pinkham has a "lost check in a forwarding situation in the mail. Tom suggests doing what is advisable from MSB. He would like the office staff to contact MSB to find out if there is a fee for a stop payment and how long of a wait period there is to do a stop payment transaction.*

Discussion of Tax Assessor/Assessing Companies: *Selectmen discuss what is the "best" cost-effective solution for the Town of Addison given the current situation with no tax assessor.*

Discussion of ACO situation: *For now, the Selectmen decide that the ACO needs to change his way of practice and schedule drop-offs during the daytime hours of the Small Animal Clinic.*

Those attending: *Debra Hamlin, Kimberley Robinson, and Sherry Dixon.*

TOWN OF ADDISON

Selectmen's Meeting

Approved Minutes

March 18, 2019

Selectmen Present: *Tom Batson, Verlan R. Lenfestey, Jr. and William Gray*

Meeting Opened at: 5:00PM

Meeting Closed at: 9:00PM

1. **Motion to accept the minutes of the March 4th Selectmen's meeting:** *Tom motions to accept the March 4th Selectmen's meeting minutes. VJ seconds. Unanimous.*
2. **Motion to accept the minutes from the March 12th Annual Town Meeting:** *Tom motions to accept the March 12th Annual Town Meeting minutes. VJ seconds. VJ decided he would like more time to read over the minutes. Tom motions to withdraw the acceptance of the minutes. VJ seconds Tom's motion to withdraw. Tom motions to table to next Selectmen's meeting on April 1st. VJ seconds to table minutes. Unanimous.*
3. **Discussion of Chair for Board of Selectmen:** *The Selectmen discuss who will be the Chairman for the Board of Selectmen. After discussion, it was decided that Tom Batson would be Chairman of the Board.*
4. **Motion for Selectman/Chair to be added to the MSB Signature Authority form:** *Tom motions for the Selectman/Chair to be added to the MSB Signature Authority form. VJ seconds. Unanimous.*
5. **Motion to appoint Minor Officers (per list provided) for FY 19-20:** *Tom motions to accept appointments as listed with corrections. VJ seconds. New members Butch Pinkham will be added as an alternate to the Building Maintenance Committee, Lisa West to the Addison Days Committee, Peter Davis to the Board of Assessment Review as a 2nd Alternate and Lester Drisko as an alternate to the Shellfish Committee. William seconds the member changes. Unanimous.*
6. **Motion to appoint Kimbley Davis as Temporary Acting Treasurer:** *VJ motions to appoint Kimbley Davis as the Temporary Acting Treasurer. William seconds. Unanimous.*
7. **Motion to appoint Everett Grant to NHS Principal Search Committee:** *Tom motions to appoint Everett Grant to the NHS Principal Search Committee. VJ seconds. Unanimous*
8. **Motion to appoint Tracy Ramsay and Cheryl Paul as town representatives on Pleasant River Ambulance Board of Directors:** *Tom motions to appoint Tracy Ramsay and Cheryl Paul as the town representatives on the PRA Board of Directors. VJ seconds. Unanimous.*
9. **Motion to accept Tom Gordhamer's resignation from Pleasant River Ambulance Board of Directors:** *Taken out of order. Tom motions to accept Tom Gordhamer's resignation from the PRA Board of Directors. VJ seconds. Unanimous.*
10. **Review Applications for Administrative Assistant Position - set up schedule for interviews:** *Taken out of order until end of the meeting. After discussion, the Selectmen decide to interview 3 more applicants. Kimberley Robinson, Debra Hamlin,*

and Sherry Dixon were chosen for interviews for the Administrative Assistant position. The interviews will be on Thursday, March 21st at 4,5, and 6PM.

11. Judy Rolfe: Update on Assessing Companies Research – Judy gives the research information to all Selectmen. Tom decides he will call the companies and gather further information.

12. Motion for approval to accept check, in lieu of tax payment, from Maine Community Foundation Department of Inland Fisheries & Wildlife: Tom motions to approve and accept the check in lieu of taxes in the amount of \$6180. William seconds. Unanimous.

13. Animal Control Officer - Regarding Small Animal Clinic Issues: ACO/Butch Pinkham has a problem getting a key after hours when he has to deliver stray cats to the Small Animal Clinic. There is a problem with stolen money at the Clinic. No key will be given until further notice. Tom asks that this issue be an Agenda item for the next Selectmen's meeting and he would like to review the contract to see if anything is in writing that can be done.

14. Agenda Request – Approval for Tiffany Alley to resume community work thru Addison Point Specialized Services: Tom motions for Tiffany Alley to resume community work thru Addison Point Specialized Services. VJ seconds. Unanimous.

15. Revised Shellfish Committee Member List: Taken out of order. Was discussed with Agenda Item #5. Tom Batson was removed from the Shellfish Committee due to a lack of meeting attendance requirements as stated in the Shellfish Ordinance. Tim Merchant and Tim Cirone were moved from Alternate status to Voting Status.

16. Request for Easement on Town owned land (M8 L56-1) from Marcella Snowdeal: Tom motions to table until more information is received from Marcella. (ex. measurements) William seconds. Unanimous.

17. Executive Session: Employee Reviews – Tom motions to enter Executive Session for Employee Reviews. VJ seconds. A decision was reached by all Selectmen that Amy Lenfestey and Kimbley Davis would be given raises.

18. Executive Session: CEO – Update on Shoreland Zoning Violation Taken out of order. Tom motions to enter executive session. VJ seconds. Unanimous. Tom motions to accept an agreement from Alex Thompson: 1) \$500/mo. until fines are paid. 2) Legal fees are to be paid immediately. 3) Liens on property until civil fines are paid off. VJ seconds. Unanimous.

Public Comment:

Road Commissioner – Questions what he is supposed to be doing? VJ recommends that cones be used on town roads to warn residents of problem areas such as flooding and ice build-up.

Roberta Pinkham is concerned about a check issued to Christopher Pinkham. The Selectmen would like for them to wait until the full 2 weeks and possibly issue a new check if necessary.

TOWN OF ADDISON

Selectmen's Meeting

Approved Minutes

March 4, 2019

Selectmen Present: *Timothy H Thompson, Verlan R Lenfestey, Jr., Thomas W. Batson*

Meeting Opened at: 5:00 PM

Meeting Closed at: 7:33 PM

1. **Motion to accept the minutes of the February 11th Selectmen's meeting:** *VJ motions. Tom seconds. Unanimous to accept the minutes.*
2. **Request from Michael Reisman/Beth C. Wright Cancer Resource Center for the 18th Annual Beth C. Wright Walk for Life on Saturday May 18th, 2019:** *Ron Carpenter represented Michael Reisman for the Beth C. Wright Cancer Resource Center. The hall rental application is completed and checks for the kitchen fee and security deposit are included. There are no scheduling conflicts and the date is available for May 18th for the Walk for Life. Tim motions to accept the date and the Hall Rental application from Ron Carpenter. Tom seconds. Motion passes unanimously. Tim has asked that a link to the Walk for Life website be available on Facebook. Ron Carpenter is to provide that information to Kim.*
3. **Executive Session: Administrative Assistant Interviews with Laurie Charbonneau, Kimberley Robinson, and Christine Alexander:** *VJ motions. Tom seconds. Motions passes unanimously to enter executive session with applicants Laurie Charbonneau and Christine Alexander to conduct Administrative Assistant Interviews. Kimberley Robinson was unable to attend. At 6:24 PM the meeting reopens. Tim motions to accept the interviews. Tom seconds. Motion passes unanimously.*
4. **Requests from BMC Chair/ Don Williams:**
 - a. **New Alternate Member – Irving (Butch) Pinkham**
 - b. **Revision to standard policy/procedure for attendance**
 - c. **Maintenance expense record per request by Selectman Tom Batson**
Currently, there is nothing in writing which supports the maximum allowable members and/or alternate members. Tom would like the Clerk to provide the current list of "voting" members. He further states the maintenance record is accurate. Tim motions to table until further information can be provided by the Clerk and that the Town Clerk provide the "enabling" motion at that time. Motion passes unanimously.
5. **PRA Bylaws – Adopted 2/19/19: Pleasant River Ambulance adopted the Bylaws on February 19, 2019.** *Tim motions to concur with the PRA Bylaws as adopted by the PRA Board on February 19, 2019 and to acknowledge that "request" was an amended change to Art. 4 of the Bylaws. Tom seconds. Motion passes unanimously.*
6. **Tree Growth Compliance Issues:** *Judy Rolfe speaks on behalf of the Office staff. There are multiple issues with the tree growth letters the former Tax Assessor Randy Burns sent. Tim motions for Judy Rolfe to provide a list with recommendations and solutions to the Selectmen at the next scheduled Selectmen's meeting.*

7. Executive Session: Personnel Issues – Meeting adjourned at 6:50 PM to enter executive session to discuss personnel issues. Tim motions to do employee reviews ASAP after the Annual Town Meeting.

Tom seconds. Motion passes unanimously.

8. Executive Session: Issue Regarding Employee Payroll Tax/W2

Withholdings: *Correction: W4 issues. Tim motions to call a CPA and the Auditor to see where things went wrong. Tom needs a new W2 Tax form filled out in its entirety for 2019. VJ seconds. Motion passes unanimously.*

Public Comment: *Taken out of order. Correspondence:* 1) *The Planning Board has requested that Richard Martin move from an Alternate member on the PB to full member status after the March 12th Annual Town Meeting. Tim motions to appoint Richard Martin after the March 12th Town Meeting. Tom seconds. Motion passes. Unanimously.* 2) *Letter from Mary Thompson.* 3) *Emera rate increase letter.* 4) *SAD #37 will be forming a Search Committee to hire a replacement for the retiring principal at Narraguagus Jr/Sr High School. They are looking for an appointed community representative from each member town to be on the committee and involved in the hiring process. Must be available for nightly meetings.* 5) *A grant was awarded to the Shellfish Committee in the amount of \$1800 for reseeding/conservation of the flats.*

Those attending: *Mary Thompson, Amy Lenfestey, Cheryl Paul, Richard Paul, Obbie Davis, Judy Rolfe, Laurie Charbonneau, Shelia Mitchell, Stanley Mitchell, Ron Carpenter, Cathy Fonda, Charlene Hammond, and Christine Alexander*

TOWN OF ADDISON

Selectmen's Meeting

Approved Minutes

February 11, 2019

Selectmen Present: *Timothy H. Thompson, Verlan R. Lenfestey Jr., Thomas W. Batson*

Meeting Opened at: 3:00PM

Meeting Closed at: 6:30 PM

1. **Motion to accept the minutes of the January 22nd Selectmen's meeting:** *VJ motions. Tom seconds. Unanimous to accept the minutes.*
2. **Pleasant River Ambulance Service Interlocal Agreement:** *Taken out of order. Motion to postpone until PRA changes to Interlocal Agreement are seen by Selectmen. Unanimous.*
3. **Motion to Approve Warrant Articles for March 12th Town Meeting:** *Tim motions to approve the Warrant Articles. VJ seconds. Discussion for changes/amendments to Article 3, 4, 26, and 28. After changes/amendments were made, Tim motions to approve the Warrant Articles as amended for the Annual Town Meeting. Seconded. Unanimous.*
4. **Motion to Accept John Woodward's Resignation from all Offices Appointed and Elected:** *"John has been a pivotal cornerstone in the office for quite some time." Motion to accept John's resignation with regret. Seconded. Unanimous.*
5. **Motion to Accept James Emerson Jr.'s Resignation as Fire Chief:** *Tim motions to accept James Emerson's Jr.'s resignation with regret. Tom seconds. Unanimous.*
6. **Motion to Confirm the Planning Board's Recommendation on Mobile Home Park Ordinance:** *(option A, Peter Anderson)*
The Planning Board has had numerous workshops to discuss the Town of Addison's current Mobile Home Park Ordinance which was adopted in 1980. The Planning Board presented a Memorandum and Proposal from Rudman and Winchell with three options (A, B and C). Plan A would include proposed changes to the Comprehensive Plan. The other options did not include this. The Planning Board recommends Option A as the best option. Tom motions to recommend Option A. Seconded. Option A passes unanimously.
7. **James W. Wadman, CPA – Management Representation Letter:** *(annual audit is scheduled for April 29th) Tom motions to sign letter. VJ seconds. Unanimous.*
8. **Town Reports – Deliver or Make Available for Pick up at Town Office:** *Tom motions to have the Annual Town Reports delivered. VJ seconds. Unanimous.*
9. **Motion to Appoint a Fire Chief: Matthew Alley was recently elected as Fire Chief.** *VJ motions to appoint Matthew Alley as the Town of Addison's Fire Chief. Tom seconds. Unanimous.*
10. **Motion to Appoint Ballot Clerks Per the List Provided:** *Amy Lenfestey declines to be nominated as a Ballot Clerk as it conflicts with her being a town employee. Tim motions to accept and strike Amy Lenfestey from the list of Ballot Clerk Appointments. VJ seconds. Unanimous.*
11. **Cancel and Re-schedule the January 18th Selectmen's Meeting:**

(January 18th is a holiday) – *Obbie noted that the date should be February 18th instead of January 18th. Tim motions to cancel the February 18th Selectmen’s meeting. VJ seconds. Unanimous. The next Selectmen’s meeting will be on March 4th. If there is a response from ads, the Selectmen will call an Emergency Selectmen’s meeting.*

12. Agenda Request – Office Staff Regarding Duties: *There are concerns from the office staff as to how to perform John’s duties since he is leaving and what is a priority. After lengthy discussion, Tim motions for the office to be closed M-F 8AM – 12PM for training purposes this week and next.*

Public Comment: Dick Paul – *Asked if there could be a summary of the court rulings from the “Clam Shop” printed in the Annual Town Report. No answer was given as a deadline for the Annual Town Report to go to the printers for finalization is tomorrow – 2/12/19.*

Those attending: *Judy Rolfe, Obbie Davis, Stanley and Sheila Mitchell, Fran Havey, Richard and Cheryl Paul, Don Williams, Charlene Hammond, and Cathy Fonda.*

TOWN OF ADDISON

Selectmen's Meeting

Approved Minutes

January 22, 2019

Selectmen Present: *Timothy H. Thompson, Verlan R. Lenfestey Jr., Thomas W. Batson*

Meeting Opened at: *5:00 PM*

Meeting Closed at: *7:25 PM*

- 1. Motion to accept the revised minutes of the December 17th Selectmen's meeting:** *VJ made a motion to accept the revised minutes. Tom seconded the motion. Motion passed unanimously.*
- 2. Motion to accept the minutes of the January 7th Selectmen's meeting:** *VJ made a motion to accept the minutes as written. Tom seconded the motion. Motion passed with one abstention. (Tim was not present at the January 7th meeting)*
- 3. Pleasant River Ambulance Service Interlocal Agreement–** *Tim motioned to table the item until Courtney Hammond from PRAS can be present. Tom seconded the motion. Motion passed unanimously.*
 - a. Wording of replacement of board member:**
 - b. Length of agreement:**
 - c. Wording in bylaws vs. interlocal:**
- 4. Shellfish Committee – Proposal to add deputy shellfish warden:** *Shellfish Committee co-chair Judy Rolfe began discussion regarding the need for a deputy warden to fill in while Butch is on vacation or may be out due to sickness or injury. There is no cost for the certification training, so the additional budget would be for the 2-3 weeks coverage. Judy will submit a proposal to the budget committee. Judy also stated that the committee has applied for a grant thru Maine Coast Fisheries for help with wardens' wages and conservation efforts. Tim motioned to ask the shellfish committee to prepare an impact statement and line item for the budget. Tom seconded the motion. Motion passed unanimously.*
- 5. Harbors storage fines:** *Tim opened discussion. He has printed off the fees schedule for the Jonesport Shipyard and feels that the towns fines should be in line with these fees. VJ stated that the discussion earlier in the year with the harbor committee was that storage would be allowed temporarily due to storms or emergency repairs. After more discussion of fine amounts and the number of days the fines would increase, Tom motioned to impose fines for vessels 1. stored without permission from the harbor master at \$50/day for the first 7 days and \$100/day after the 7 days and until removed. 2. The harbor master can delay fines for 7 days (emergency haul out/repairs), after 7 days impose fine of \$50/day for the first 7 days and \$100/day after the 7 days and until removed. Tim seconded the motion. Motion passed unanimously.*
- 6. Tax acquired mobile home:** *Tim asked if the selectmen would reconsider the vote taken at the January 7th meeting to notify and remove the foreclosed property, stating that the decision would cost the town over \$3,000 for removal and would require permission from the property owner. After some discussion regarding the foreclosure process and statutes regarding taxation on mobile homes/structures placed on*

someone else's property, Tom made a motion to write off the amount due (\$270+-) and to issue a quit claim deed. Tim seconded the motion. Motion passed unanimously.

7. **Warrant article requests:** Proposed articles attached. 1. Regarding the wind turbine: Tim motioned to accept as written. VJ seconded the motion. Motion passed unanimously. 2. Regarding the dilapidated building: Tim motioned to accept the article as written, but to add that the owner is in bankruptcy and that the town will make every attempt to recover costs from the property owner as part of legal action. VJ seconded the motion. Motion passed unanimously. 3. Regarding membership with Pleasant River Solid Waste: After some discussion, Tim motioned to add "recommended by the board of selectmen" under the article. There were 2 nays and 1 yea. The motion did not pass. Tim motioned to add the article as written. VJ seconded the motion. Motion passed with 2 yeas and 1 nay. Tom was opposed. 4. Regarding a new "Reserve" account: Tim motioned to accept the article as written. VJ seconded the motion. Motion passed with 2 yeas and 1 abstention. 5. Regarding the use of the proposed reserve account: Tim motioned to accept the article as written. Tom seconded the motion. Motion passed unanimously. 6. Regarding the funding of the proposed reserve account: Tim motioned to accept the article as written. Tom seconded the motion. Motion passed unanimously. 7. Regarding a loan for town hall renovations: Tim motioned to accept the article and to add wording to the article regarding the proposed renovations to the first floor and to increase the requested amount to \$280,000, which would fund all proposed renovations. Don Williams of the buildings maintenance committee will provide a cost comparison to the previously submitted proposal to demolish and build a new town hall/offices. VJ seconded the motion. Motion passed unanimously. 8. Regarding land surveys for harvesting: After discussion and a recommendation from MMA Legal, Tim motioned to add the article. VJ seconded the motion. Motion did not pass. 2 nays and 1 abstention. 9. Regarding nomination process for elected officials: Tim motioned to accept as written. VJ seconded the motion. After discussion of the process to change from open town meeting to secret ballot town meeting, the motion did not pass. There were 2 nays and 1 abstention. 10. Regarding the permit for removal of structures: Tim motioned to accept as written. VJ seconded the motion. Motion passed unanimously. 11. Regarding changing the treasurers position to appointed: Tim motioned to accept the article and to change the start from 2020-21 FY to 2019-20 FY. Tom seconded the motion. Motion passed unanimously.
8. **Motion to accept Randy Burns Resignation as Assessor:** Tim motioned to accept the resignation with regret. VJ seconded the motion. Motion passed unanimously.
9. **Procedure for employee reviews:** After discussion, the item is tabled until the next meeting.
10. **Hall Rental Agreement:** Tim motioned to remove the use of the upstairs clause since it is at this time not ADA compliant. Tom seconded the motion. Motion passed unanimously.
11. **Motion to enter Executive Session Per 1 MRSA § 405 regarding a personnel matter:** Tim motioned to close the regular meeting at 7:12 and to enter executive session, citing the statute. The regular meeting reopened at 7:23 Tim stated that the board would like to combine all of Butch's pay drawn from multiple departments into one expense account and redefine the composite job to include all of the functions currently defined that position.

Public Comment: *Butch is working on the cat issue off Indian River road. Don Williams requests clarification on turbine expenses. Tim motioned to include the overage due to Butch's mileage in the transfer from emergency contingency. VJ seconded the motion.*

Motion passed unanimously.

Meeting adjourned.

Those attending: *Judy Rolfe, Adrian Batson, Richard Paul, Cheryl Paul, Mary Thompson, Stanley Mitchell, Sheila Mitchell, Charlene Hammond, Irvin Pinkham, Roberta Pinkham, Don Williams*

TOWN OF ADDISON

Selectmen's Meeting

Approved Minutes

January 7, 2019

Selectmen Present: *Thomas W. Batson, Verlan R. Lenfestey Jr. (Timothy H. Thompson was absent)*

Meeting Opened at: *5:05 PM*

Meeting Closed at: *5:50 PM*

1. **Motion to accept the minutes of the December 17th Selectmen's meeting:** *VJ made a motion to accept the minutes as written. Tom seconded the motion. Motion passed unanimously.*
2. **Old Business –**
 - a. **Stray Contract:** *Tom made a motion to sign the contract. VJ seconded the motion. Motion passed unanimously.*
 - b. **Tax Acquired Payment Agreement:** *Tom made a motion to take the mobile home and to sell it or demolish it. VJ seconded the motion. Motion passed unanimously.*
3. **Rebecca Trundy – Cub/Boy Scouts:** *Rebecca would like the cub/boy scouts to host the town meeting supper. The selectmen agree to the request. No motion was made.*
4. **Emera Maine – Repair and Maintenance of Private Lines:** *Tom motioned to sign the forms, declining automatic repair by Emera. VJ seconded the motion. Motion passed unanimously.*
5. **Motion to Appoint Jessica Whitcomb as EMA Director:** *Tom made a motion to appoint Jessica as EMA Director. VJ seconded the motion. Motion passed unanimously.*
6. **January 21st Selectmen's Meeting – Reschedule or Cancel:** *The selectmen decided to hold a meeting on January 22nd. No motion was made.*
7. **Motion to enter Executive Session Per MRSA § 405 Regarding a Personnel Matter:** *Tom motioned to enter executive session at 5:20 PM. At around 5:30 PM, VJ asked shellfish warden Irvin Pinkham to come in to the session. The regular meeting reopened at 5:45 PM. Sheila Mitchell asked what the executive session was about. Tom responded that no action was taken and that they discussed employee hours.*

Public Comment: *Road commissioner, Osborne Davis requested additional sand and salt. He said the pile is about ½ gone. Tom asked John how much was left in the snow plow budget. John responded that he'd look into it.*

Those attending: *Cheryl Paul, Richard Paul, Irvin Pinkham, Roberta Pinkham, Osborne Davis, Stanley Mitchell, Sheila Mitchell, Cathy Fonda, Erwin Zimmermann, Tim Hernandez*