

TOWN OF ADDISON

Selectmen's Meeting

January 6, 2020

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

Meeting Opened at: 5:00PM

Meeting Closed at: 7:55PM

1. Motion to accept the minutes of the December 16th Selectmen's Meeting: *VJ motions to accept the minutes of the December 16th Selectmen's Meeting. Tom seconds. Motion passes.*

2. Old Business:

a. Motion to rescind the previous motion from the December 16th Selectmen's Meeting to give a \$100.00 Holiday Bonus to the Office Staff: *Tom motions to rescind the motion from the December 16th Selectmen's giving the Office Staff a \$100.00 bonus. VJ seconds. Motion passes.*

b. Motion to give a \$100.00 Holiday Bonus to the Office Staff and Clam Warden: *Tom motions to give a \$100.00 Holiday Bonus to each member of the Office Staff and to Irvin Pinkham for the position he holds for the Town. VJ seconds. Motion passes.*

3. Leo Farley: To discuss Tax Acquired property on Indian River Rd.: *Tom opens the floor to Leo. Leo stated that he was at the meeting speaking on behalf of the Raymond family. He explained that Lois Raymond passed away on September 11, 2019 and that the notice of foreclosure was not sent until September 30, 2019. He then cited the statute from the first sentence of the 9th paragraph from 36M.R.S.A.105§943, which reads, "whenever a person against whom the taxes assessed shall have died after the taxes have been committed and prior to the expiration of the 18 months...." Tom asked if the Town Office was made aware that Ms. Raymond has passed. Leo replied that the Town was not made aware. He said that the family was under the impression that they still owned the property. He added that they were intending on selling the property. He then summarized the latter portion of the first sentence of paragraph 9 from 36M.R.S.A.105§943, where it explains that a probate judge upon final allowance or disallowance of a will may grant a 60-day redemption period to pay the unpaid taxes. Tom asked if this has gone to probate, to which Leo replied that it has not yet.*

He asked on behalf of the Raymond family, that the remaining \$107.00 of the 2017 taxes owed could be paid on 01/07/20 if the Select Board agree to rescind the 45-day notice, and made mention that the person who signed for the 45-day notice did not have the mental capacity to understand what he was signing for and wasn't authorized to sign for it. He said that the family is willing to pay the taxes to get their property back, so they can sell it as they already have a buyer for it. Tom stated that the Town has never stood in the way of property owner coming in to take care of problems of this nature; however, it's not just the taxes that have to be paid, but the interest and lien costs.

Leo added that the remaining amount of taxes due on the property would be paid within 90 days. He would like to have the foreclosure waived, so that the property can be sold. William arrived late and Leo summarized what was being discussed in his absence. VJ would like to see the property go back to the owners, but is not familiar with the process and is uncomfortable with making a decision without legal counsel. Discussion continued about whether or not to contact the Town's attorney and if a decision to allow payment of 2017's taxes should wait until the next meeting if legal counsel is being sought in the meantime.

Mr. Zimmermann recommended to let him pay the 2017 taxes; rescind the document in question; let the attorneys deal with the rest at closing, because they are the ones who apportion the taxes anyway at that point. Tom added that the Selectmen have the power to decide to allow him to come in to pay the past due taxes; do a quit-claim deed and turn the property back over to the family. VJ voiced his concern about moving forward with this without first seeking an attorney's counsel. Marc doesn't believe that the Town has officially acquired it yet, so it shouldn't be a problem as the deed has not changed hands. At the point of selling, the attorneys will make any corrections or instruct the Town on what to do to clean it up.

Tom motions to allow Leo Farley to come in on January 7th to pay 2017's taxes to stop the foreclosure process. VJ seconds. Marc asked if the notices and bills were going to the right place. Leo responded that in fact they were going to the correct address, but the person receiving the notices did not alert the family to them. He said the family member who signed for the 45-day notice did not have the mental capacity to understand what he was signing. He added that when he pays 2017's taxes, he will provide a new address to the person who is actually handling the estate, so any mail from the Town can go to that person. Leo said he will be in to pay 2017's taxes on January 7, 2020 at 9:00am.

- 3. Marc Perry: Proposal for Revaluation of Addison:** Tom said that after reviewing the proposal, he feels that it has been far too long since the last revaluation (1992) and asked VJ and William for their thoughts. VJ feels that it would be worthwhile to send it to Town Meeting to allow the residents to vote on. Tom said that the Selectmen can make the decision to approve this without a Town vote, but if the Select Board felt safer in bringing it before the voters, he would not have a problem with that. Marc's proposal was for a personalized, thorough revaluation of the entire town for \$80,000.00, which he offered to spread out over 4 years. Don and William think it would be a good idea for Marc to be at the Town Meeting to answer any questions that may arise.

The pros and cons of a revaluation were discussed, but the general thought was that it would be in the Town's best interest to have the revaluation done, just to put everyone on a level playing field, as some properties may be undervalued and some may be overvalued. Peter recommended that if this is voted for; he would like to see a notice go up on the Town's website and brought up at Town Meeting letting the taxpayers know that Marc will be going out to their properties to do the revaluation.

Don suggested proposing at Town Meeting that it would be a \$20,000.00 investment over four years. VJ thinks the bigger problem is people's misconception that it will automatically raise their taxes. Amy suggested a public hearing before Town Meeting to give people an opportunity to find out more, but it was agreed to have Marc at the Town Meeting.

Don recommended to focus on what's in the best interest of the Town, since this is something that has been neglected for quite some time. Mr. Zimmermann suggested that it needs to be added to the assessing budget for the next four years, and to let the Town know at the Annual Meeting. Tom agreed. Dick believes the biggest group impacted by this are those who are trying to sell their property and in estate planning. Tom motions to commit taxpayers' dollars for revaluation over a four-year span. William seconds. Unanimous. Marc stated, he will give property owners ample opportunity to discuss the assessment values and clear up any discrepancies during this process.

- 4. Building Maintenance Committee Updates:** Don would like Marcus to order signage stating, "Handicap parking on other side of building." Tom asked if the BMC was planning on painting handicap parking spots on the pavement. Don said they can have them painted. Judy added that she believes the Town is required to paint them on the pavement. Tom told Don to have it taken care of.

Floor plan of new reception area. Don presented the Selectmen with the proposed floor plan for their review.

Storage Building Remodel. Bangor Abatement will begin work the week of January 13th. There was discussion about block work vs. cedar shake, and the cost involved. There are about 3 courses that would need to be blocked. This will make the siding even all around, and will be more aesthetically pleasing. Tom thinks it's best to make it look right. Peter contacted Bangor Abatement and came back with a figure of \$1,000.00 extra for the three courses of block. Their original estimate was \$3,500.00, before adding the \$1,000.00 extra. It was agreed that it would be best to do it right the first time. BMC has money in the budget to cover the cost. William motions to allow the BMC to get the blocks they need to fix the storage building. Tom seconds. Unanimous.

Don presented the Selectmen with a copy of the BMC's scheduled meetings for 2020, and mentioned that the January 8th meeting has been cancelled. Tom requested that the schedule be posted in the lobby.

Addison Town Sign. Don spoke with Michelle Berkinshaw, Naraguagus H.S. art teacher, about using the Town of Addison sign as an art project for her students. The idea is that the Town sign can be repainted, and the students can use the time to count towards their community service hours. Ms. Berkinshaw will discuss this idea with the School Superintendent. The Town would pay for the supplies.

Lighting. There aren't any fluorescent tubes left. Terry will be ordering the replacement tubes. Don asked how the BMC is to handle everyday repairs. Kim said that there is a line item for maintenance and repairs. He stated the florescent tubes have to be ordered, as well as, the batteries for the solar lights in the park. Don and Peter recognized that these batteries will need replacing every 3 years and will put it in the maintenance budget.

Solar Tubes disposal. Tom suggested that Don go ahead and list it on Craig's List. Tom asked Sherry to look into the files to find the grant paperwork, to find out what the value of the tubes and tanks were at that time.

- 5. Road Commissioner Updates:** Marcus received an invoice from Bruce Farren for Tree work at the Salt Shed Entrance, Storm damage on Cape Split, Mooseneck and Narrows Rd.'s, and trimming back of Division Way and West Side Rd.

Complaints. Marcus received another complaint about the sharp rocks. This time from Carrie Peabody. Peter said there isn't anything that can be done about it.

Request for a streetlight at Betty Redimarker's house. Marcus asked if the Town pays for any streetlights beyond the downtown area. Mr. Zimmermann suggested to search the Town's files for Daria Alexander's Survey she did on the Town lighting. Tom suggested that Marcus look into the cost of installing a streetlight and pass that information on to the person requesting it. Dick suggests the Selectmen establish a policy addressing streetlighting, and said he would help write the policy for the streetlights. The Selectmen agree that would be very helpful and they appreciate his assistance. Marcus asked Kim about left over funds and if they can be carried over. Marcus can submit a request to carry the funds over. He said he would stop in and see her about it.

- 6. Harbor Master and ACO Updates:** ACO: Butch posted reminder on Facebook about the dog licenses being due by the end of January to avoid a late fee. Butch gave an update about Nellie still being at large. She is lost and scared. She's been seen roaming the roads between three towns. She has been running loose for over a month, and it has been extremely difficult trying to catch her, because she is constantly moving; Butch is concerned that she may be going feral at this point.

Issue with late fees for those who did not register their dogs in previous years. The State says it's up to the Town to decide to continue this practice or not. Amy has checked with Jonesport, Lubec, and Lewiston. Addison is the only one who charges back registration fees and late fees for prior years. One town she found only charges the late fee for the previous year. A resident came in recently and had to pay an unexpected \$81.00 due to past registration fees, and late fees. Anytime after January 1st is \$25.00, but the Town offers a grace period till the end of January. Tom suggested Amy check with other local towns and report back at the next Selectmen's meeting with her recommendations. William asked if changes are made, would the gentleman who was charged \$81.00 receive a refund, to which Tom said yes. Amy asked Animal Welfare about this policy and they said it is up to the Town, but they do not recommend it. VJ suggests going with Animal Welfare's recommendations, but there needs to be an effective date, when the new policy takes place. VJ would like Amy to contact Harrington and Cherryfield to find out what their policy is.

Harbor Master: The floats in S. Addison will be taken up the week of January 13th. They will be taking all the floats up, as they are in need of repair. More poles are also needed there. Harold will pull one at low tide to measure it for replacement.

Documented Boats and unpaid commercial fishing excise taxes. Tom would like a list of boats that are unpaid and notices sent out to the owners. State law mandates that the boat excise taxes need to be paid annually to the town in which they are moored. The coast guard is a year behind in providing lists for documented boats. Amy said there is a card catalog of documented boats, but needs updating. Kim brought up a previous motion made last year to not pursue the years' past excise for documented boats. VJ thought that was done with the idea of not pursuing old ones, but going forward with collecting excise for the current year. Butch remembers it being tabled.

VJ would like the minutes pulled from when that motion was made and present it at the next meeting. Beginning in 2020, a postcard will be sent out reminding documented boat owners that excise tax needs to be paid annually.

7. Deputy Treasurer Appointments: Kim submitted her written recommendation to appoint Amy Lenfestey and Sherry Dixon as Deputy Treasurers. The Selectmen agreed to the recommendation.

8. Approval for third signor on the Town's checking account: Tom motions to approve Sherry Dixon as the third signor to the Town's checking account with Machias Savings Bank. VJ seconds. Unanimous.

9. E-911 Addresses:

a. Motion to rescind the previous motion from the October 7, 2019 Selectmen's Meeting naming Dennis Moraisey's lane, Barn Hill Rd.: Tom motions to rescind the previous motion to name Dennis Moraisey's lane, Barn Hill Rd. William seconds. Unanimous.

b. Motion to rename Dennis Moraisey's lane to Barn Hill Lane: Tom motions to rename Dennis Moraisey's lane to Barn Hill Lane. VJ seconds. Unanimous.

c. Eastern Harbor Lobster Sales – Road naming – Lobster Lane: Judy explains that this is for Bimbo Look's new wharf going in near the town landing. Tom motions to name Eastern Harbor Lobster Sales road, Lobster Lane. VJ seconds. Unanimous.

d. Alex Thompson's Wharf – Road naming – Back Shore Lane: Tom motions to name Alex Thompson's road, Back Shore Lane. William seconds. Unanimous.

10. Auditor's Fiscal Year Ending Report: No action taken.

11. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss compensation for Office Staff: Tom suggests bringing this up again at the next meeting.

Other: Taken out of order. Butch warned everyone to be careful leaving the building as it has started snowing and conditions may be slippery.


William: Constraints on emailing the Select Board. He feels the ability to email should not be so restrictive. Tom stated that they can receive emails that give information, but cannot respond to anything that points to a decision. William brought up the issue of not being able to decide to contact attorneys, as the staff cannot contact them without Selectmen approval. Tom suggested emergency meetings to rectify that situation. Cathy noted contacting the attorney is more of a procedural decision rather than one requiring a meeting. Sherry will seek clarification from MMA regarding the use of the term "substantive matters," as that seems to be what these restrictive rules are hinging on.

VJ: Fire Chief vacancy. VJ announced that Fire Chief Matthew Alley will be resigning from his post due to work conflicts. Matt is considering resigning in April 2020. He also stated, that no one wants the position or is unable to take the position. He suggested the Epping Fire Department Fire Chief could serve until a replacement is found, and feels he is the best option the Town has at this point. He stated that the neighboring towns are looking at the same problem as a couple will be retiring and one town also has a vacancy for that position. VJ believes Addison and the neighboring towns may have to come together and hire a full-time Fire Chief. There was further discussion about the future of the fire department, as there is a lack of volunteers, lack of training and the future loss of towns' current Fire Chiefs through attrition.

Public Comment: No further discussions.

Those attending: Leo Farley, Peter Davis, Chery & Richard Paul, Erwin Zimmermann, Judy Rolfe, Don Williams, Irvin Pinkham, Cathy Fonda, Marc Perry, Marcus Norton

Selectmen:



Thomas W. Batson



Verlan R. Lenfestey Jr.



William R. Gray

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

January 21, 2020

Selectmen Present: Tom Batson, VJ Lenfestey, William Gray

Meeting Opened at: 5:00PM

Meeting Closed at: 7:05PM

1. **Motion to accept the minutes of the January 6th Selectmen's Meeting:** VJ motions to accept the minutes of the December 16th Selectmen's Meeting. William seconds. Unanimous.

2. **Old Business:**

a. **Recommendations for handling late fees for dog licenses:** Amy submits memo to the Selectmen with her recommendations. This included a change in the Town's Dog License policy to line up with the State's law regarding late fees. That being, a \$25.00 late fee will be added to any dog license applied after January 31st for the current year only (February 1 through October 14). No longer will the Town charge a resident for prior years' late fees and dog registration fees.

She also requested a refund of \$93.00 for prior years' late fees and registration fees to a resident who was penalized for registering their dogs late. VJ motions that late fees for dog licenses only be charged for the current year from (February 1st through October 14th) with a starting date of January 1, 2020 and also recommend to refund Jared Look's late fees that he has already been charged. William seconds. Unanimous.

b. **Excise tax on documented boats: To discuss motion made from 12/03/2018 Selectmen's Meeting:** Amy went through the office's catalog of documented boats and made a list of everyone who should be paying excise on their boats. Amy also contacted Moses and asked if a boat has to be registered if it's not in use. Moses stated no, and added a boat does not have to be registered if it is not in the water. That waives any registration fees and excise if it's not in use. If it's going to be in the water, then it has to be registered. This is for all boats, including documented. Tom would like to see the information made available for all boat owners. Amy stated the problem is that a lot of boat owners whose boats are in use, are unaware of this requirement and she would like to send out postcard reminders. VJ and Tom feel that this process should be made right going forward and sending out postcards would be wise. Tom motions to enact sending postcards to documented boat owners making them aware of what their responsibilities are for excise tax. VJ seconds. Unanimous.

3. **Becky Trundy: Boy Scout's Supper:** *Becky requested the Selectmen's approval to host the Annual Town Supper again this year. She also asked if the supper could go later than 5:30pm to accommodate those who arrive later. This year's supper will be pot luck. She would like to start the supper between 4:30 and 5:00pm and end at 6:00pm. VJ and Tom don't see any issues with that. Tom motions to allow the Boy Scouts to extend their supper time for the Town Meeting until 6:00pm. VJ seconds. Unanimous.*
4. **Motion to approve the hiring of a Trio consultant to train Treasurer on year-end processes:** *Amy Dunn is scheduled to come to the office on Wednesday, January 29th. Tom motions to approve the training. VJ seconds. Unanimous.*
5. **Tax Acquired Property: 540 Indian River Rd.:** *In light of new found information. Leo Farley is not considered to have any ownership of or legal rights to the property, nor is he the personal representative of the Lois Raymond estate. Judy and William have been told that there is a camper on the property. Judy stated if the Town still owns the property, then it is the Town's responsibility to remove Farley from the property. Robert Raymond has been in contact with Leo insisting he leave the property. Judy also stated that any permits submitted by Leo, will not be approved and issued. Robert Raymond has provided a letter stating the family does not know Leo Farley, and he does not represent the family. Robert Raymond is in the process of going through Probate Court and is the designated Personal Representative of his mother's estate. Discussion continued about the family wanting to pay the taxes and other fees on the property to get it back from the Town, and how the Probate process factors into this situation. VJ brought up Article 23 in the Town Book, but wasn't sure how that would apply in this case. Tom motions to seek legal counsel on this issue. VJ seconds. Unanimous.*
6. **Cape Split Culvert: Grant Update:** *The Town of Addison was awarded the grant to replace the Cape Split Culvert. Crystal Hitchings is the new contact with WCCOG as Judy East has moved to another position. Marcus will contact WCCOG to find out what to do next.*
7. **Road Commissioner Updates:** *Marcus opens by stating the road work has been quiet. He's received a few complaints about how the snow is being plowed. Peter said County Concrete is trying in spite of the complaints and is getting better at clearing the snow. Marcus asked Peter about the signs, as he didn't see them in the boiler room. Peter said he will check in the storage building.*
8. **Building Maintenance Committee Update: Addison Town Sign:** *Peter asked Kim about when the checks will be issued to Bangor Abatement. He also said they are doing a nice job. Mainly Vinyl will be starting sometime in March or April. The discussion changed to the new "Welcome to Addison" sign, which will be painted by Emma Redimarker. In Don's email he states that Emma is an Honors Senior at Narraguagus H.S., an artist, lobster woman, sports enthusiast and Addison resident. He is asking the Selectmen to approve the purchase of \$100.00 in material for this project. VJ questions why the BMC has to go to the Select Board for approval of such a nominal amount. Tom motions to notify the BMC that they are allowed to spend up to \$500.00 without Selectmen approval for minor projects. William seconds. Unanimous.*

9. Shellfish Committee: *At the last Shellfish meeting there was an issue regarding non-residents obtaining resident licenses through falsifying their information. In light of that, she went to other towns who do not have that problem and came up with a new Shellfish Ordinance.*

- a. New Resident Shellfish License Application.** *This new application will require the applicant to disavow themselves of taking residence in any other town. It will require 3 forms of I.D., which the clerks will have to sign attesting to seeing those forms of I.D. The application will also state that any false statements will lead to denial, revocation of the license, or prosecution according to State Law.*

Judy says right now she knows of five people who have a resident commercial license and are not residents of Addison. She believes this will make it easier on the office as well, because if there is any question at all or if the applicant does not have the proper identification, then the application will go before the Shellfish Committee for approval or denial, and if the applicant does not like the Committee's decision, then it will go before the Select Board. There was discussion about having the Shellfish Committee approve the licenses, like the Planning Board approves permits. Judy is hoping the new requirement will curtail any future problems. Tom suggests contacting MMA and asked Judy to coordinate with the office to draft an email to MMA. VJ says to start with MMA, but it may have to move to the Town's attorney.

Warrant Article for Ordinance Changes. *This ordinance will 1.) require three proofs of residency. 2.) Night Harvesting times have changed for the Winter months (December 1st – March 31st) to, "two hours after sunset and two hours before sunrise."*

Tom motions to accept these two articles to go into the Town Warrant for Town Meeting. William seconds. Unanimous.

10. Billing from PRSWDD: *Tom explains that PRSWDD's billing has been behind, because of changes in accountants, and will be getting things caught up.*

11. To discuss salary ranges for Full-Time Fire Chief: *Tom opens the floor to Eleni Wakeman. She feels the job of the Fire Chief is an overwhelming job that requires a great deal of time and commitment and is difficult to find a volunteer to commit to this kind of job. She said there is a great deal of pressure and staying on top of the growing amount of State Requirements. She and Matt spend at least two evenings a week and often times a full day over the weekend. It is currently taking away from his job and he is losing salary because of this. They have been discussing options, and said that Matt is extremely qualified to be a Full-Time Fire Chief as he has all the qualifications, knows how to do the job and do it well, and has the heart to do the work. She said it would have to be a living wage and benefits. It would keep someone who is vested in the Town and can put their heart into it, if that is what their Full-Time job is. She added that training suffers, because of the lack of time the Chief has to do the work. Time to do the job is a huge factor and cannot be done on a part-time basis. There was further discussion about inspections, training, state requirements and how a Full-Time Fire Chief could take care of everything and bring the volunteers up to par with training.*

Tom would like to see a summary of how much time it takes to do the different tasks under Fire Chief. Eleni says that they keep a log of administrative hours, can provide the information and is happy to continue the discussion. VJ said that he spoke with Epping Fire Chief and he would serve as Chief of Addison FD for at least one year to give the Town time to get everything into place. He said that it would make sense to partner with other Town's to hire a Full-Time Chief, which would help keep the costs down and there should be enough work to fill a 40-hour week. Eleni also spoke of the huge assets, which the Addison FD possesses in its facilities, equipment, and the fire station has now been exempted from the surprise OSHA inspections, because of their long track record of keeping to those standards. Eleni wants to keep communication open to further along this process.

12. US Census Bureau: Initial Boundary Validation Program: Tom reads from the cover letter included with the maps from the U.S. Census requesting the Select Board to review the boundary information. After a brief discussion, it was determined to forward this information and the map to the Town's Assessor for his review.

13. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss compensation for Office Staff: 6:34PM - Tom motions to enter into Executive Session to discuss compensation of Office Staff. VJ seconds. Unanimous. **7:03** - Selectmen re-enter meeting. Tom announced there were no decisions made and they will review the budget to decide any carryforwards or increases for administrative purposes.

Other: Taken out of order.

Peter voiced his concern over the lack of cleanliness of the Town Hall. He had to clean the Hall before it could be prepared for his daughter's Baby Shower. The last time the floors were cleaned it was because the Auxillary did it, and it took them all day to do it. He stated that the Town Hall is filthy and something needs to be done about it. Tom said that they will take this information under advisement.

Amy requested clarification of the Hall Rental Agreement, specifically, if the non-profits are required to make a deposit. The issue was further discussed and VJ suggested an agreement that would need to be signed with the understanding that the Hall is ours to be used without a security deposit, but must be diligent to put tables back where they belong and clean up after the event. Failure to do so, would mean a loss of privileges and/or will be charged. There was also some discussion about the different types of events, business meetings, etc. Tom feels that an event in which the kitchen would be used or food served should still require a deposit. Business meetings, however, would not. Certificate of Liability Insurance would still be required for all events and meetings. Tom motions to not collect the \$50.00 deposit for non-profit business meetings. William seconds. Unanimous.

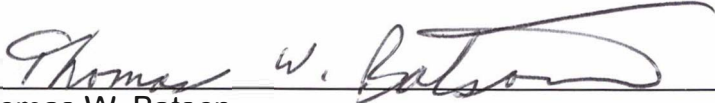
Kim – Need to schedule a meeting to review the Warrant Articles for February 3rd. Also, the second meeting of the month in February is a holiday. The Selectmen said to reschedule it for the next day, which will be Tuesday, February 18th. The regular Selectmen's meeting scheduled for February 3rd will be rescheduled for Monday, January 27th and the Selectmen will meet on February 3rd to review the Warrant Articles and End-of-Year Budget Work.

Marcus – Will be submitting his budget request this week. He will talk with Kim on January 23rd to discuss it. Judy explained all that he would need to provide with his submittal.

Public Comment: Judy said the Budget Meeting will be on February 6th. Kim will confirm the time. Tentatively 5:00PM. VJ asked Sherry to email it to the Selectmen.

Those attending: Judy Rolfe, Amy Lenfestey, Cheryl & Richard Paul, Cathy Fonda, Peter Davis, Marcus Norton, Rebecca Trundy, Elani Wakeman, Ronie Strout


Selectmen:



Thomas W. Batson




Verlan R. Lenfestey Jr.



William R. Gray

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

January 27, 2020

Selectmen Present: Tom Batson, VJ Lenfestey, William Gray

Meeting Opened at: 5:00PM

Meeting Closed at: 5:32PM

- 1. Motion to accept the minutes of the January 21st Selectmen's Meeting:** *VJ motions to accept the January 21st Selectmen's Meeting Minutes. William seconds. Unanimous.*
- 2. To discuss refunding taxes paid by Leo Farley on 540 Indian River Rd., if he requests the money back:** *Pending response from Town's attorney. VJ motions to table until a response is received from the attorney. Tom seconds. Unanimous.*
- 3. Ballot Clerk appointments:** *VJ motions to appoint the following as Ballot Clerks:*

Ann Burgess
Ron Carpenter
Yvonne Carpenter
Peter Davis
Catherine Fonda
Donna Kausen
Kylie Lenfestey

Jane McGray
Sheila Mitchell
Stanley Mitchell
Cheryl Paul
Penny Parsons
Jeanette Perry
Roberta Pinkham

John Rittenhouse
Judy Rolfe
Kathy Stanwood
Ronie Strout
Betty Thompson
Geraldine Valentine

William seconds. Motion passes unanimously.

- 4. To discuss Warrant Articles for Non-Profit Donations:** *VJ stated the last several years there has been a list in the Town Report for those seeking donations from the Town. He recommended keeping it the same. Tom agreed. The process has been to place those non-profits on the warrant who have submitted a petition with the required number of signatures (10% of the last gubernatorial election.) VJ motions that there be a list in the back of the Town Report, as has been in previous years, with those seeking donations from the Town of Addison, so the taxpayers may donate at their discretion. William seconds. Dick suggested that this information be made available, so the non-profits will know what to do to get on the Warrant, going forward. He also mentioned that the non-profits seeking to be on the warrant should be given the chance to circulate a petition, and if they cannot come up with the required signatures, then their requests will be placed in the Town Report under the heading of, "The Following Organizations have requested donations." Tom suggests having the requirements printed in the Town Report. Tom motions that all nonprofit organizations who want to solicit the Town for funds on the Town Warrant must provide a petition with signatures equating to 10% of the last gubernatorial election for the municipality to be on a separate line. VJ seconds. Unanimous.*

5. Road Commissioner Updates:

- a. *Potholes: Marcus gave update on the condition of the roads. Potholes and road edges are showing up because of the weather. He met with Bert Merchant, because of water resting in his driveway; partly because of a blocked culvert.*
- b. *Budget & Expiring Snow Plow Contract: Marcus met with Kim about the roads budget and decided to go with the same as last year, however, wasn't sure what to do for an amount for snow-plowing as this is the last year on the contract with County Concrete. In the past the Town has renewed with them for 3 years at a time. Plow contract ends in April 2020. Marcus will contact them to see if there is any interest in renewing. It was agreed that the same amount for snow-plowing will be requested, and if County Concrete does not renew and a new contractor bids at a higher amount, then it will go to a Special Town meeting to vote on raising the extra funds.*
- c. *Cape Split Culvert: Waiting for DEP to send the contract. Marcus said there will probably be discussion about this and then will be put out to bid. There are some logistical issues that will have to be addressed, as there is only one way in and one way out of the Cape Split area. A Temporary bridge may need to be built to accommodate traffic, while the new culvert is being built. The project should start sometime in July 2020.*

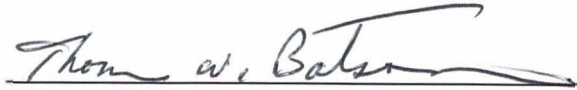
Other: *VJ: A question came up about the motion from the January 21st meeting regarding the waiver of late fees for Dog Licenses from previous years. The intent was that the Town would not collect the fees from the dog taxes as well, but it was not specifically mentioned when the motion was made. VJ would like to make a motion in addition to that vote. VJ motions to discontinue the collection of dog licenses fees for any years prior to the current year effective January 1, 2020. The intent of the motion made on January 21, 2020 and the motion made now, is to not collect any late fees and taxes from any years prior to the current year. William seconds. Unanimous.*

Amy: Rabies Clinics at Tractor Supply. Butch asked Amy to look into it. She asked if the Selectmen would consider extending the grace period, specifically, for people to take advantage of the rabies clinic at Tractor Supply. The next local rabies clinic is not until April, and residents are having a hard time getting appointments with local vets to have their dogs vaccinated. The small animal clinic in Columbia Falls is only open 1 day a week. The next rabies clinics at Tractor Supply are on Monday, February 3rd and 17th from 5:30pm to 7:00pm. A grace period can be given, but it has to be specific to this situation. Tom motions to provide a grace period until February 21, 2020 for people to utilize the rabies clinics that are being offered at the Ellsworth Tractor Supply on February 3rd and 17th, 2020. This is specifically for those taking advantage of the two February clinics at Tractor Supply. VJ seconds. Unanimous.

Public Comment: *No further discussions*

Those attending: *Stanley & Sheila Mitchell, Amy Lenfestey, Cathy Fonda, Cheryl & Richard Paul, and Marcus Norton*

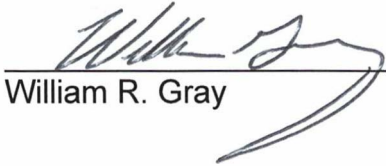
Selectmen:



Thomas W. Batson



Verlan R. Lenfestey Jr.



William R. Gray

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

February 3, 2020

Selectmen Present: Tom Batson, VJ Lenfestey, William Gray

Meeting Opened at: 5:00PM

Meeting Closed at: 9:00PM

1. **Motion to accept the minutes of the January 27th Selectmen's Meeting:** VJ motions to accept the January 27th Selectmen's Meeting Minutes. William seconds. Unanimous.
2. **To discuss the two motions made at the January 27th Selectmen's Meeting on Item No. 4 (Warrant Articles for Non-Profits):** Taken out of order. VJ explained his concern about the two motions made on the same item. There was a motion on the table, which was seconded and not voted on, and another motion was made later after there was discussion about the item. Tom explained how the problem can be rectified. He suggested voting on the motion which was first made to complete the process. VJ repeated the motion he made on January 27th. VJ motions that there be a list in the back of the Town Report, as has been in previous years, with those seeking donations from the Town of Addison, so the taxpayers may donate at their discretion. William seconds. Unanimous.
3. **540 Indian River Rd.:** Tom reads the questions to Ed Bearor (Rudman Winchell) and Ed's responses.
 - a. **To discuss attorney's response to Article 23 as it relates to the Raymond Family.** Ed's response was that Article 23 would still apply to the family's situation, and it would be okay to give the family 30 days to pay the back taxes. Tom motions to contact the Raymond family and allow 30 days to prove they have rights to the property and pay the taxes. VJ seconds, and clarifies that they have 30days from the date of contact. Unanimous.
 - b. **To discuss attorney's response to refunding Leo Farley \$107.68 for payment of 2017 taxes.** Ed's response was to refund \$107.68 to Leo Farley. Tom motions to refund Leo Farley \$107.68 that he paid towards the Raymond property tax. VJ seconds. Unanimous.
4. **Road Commissioner Updates:** Received a complaint from Ed Gosnell about a hole in his culvert. Marcus didn't have any updates on the Cape Split Culvert Grant. Tom mentioned the new stop sign at Ridge and Old Addison Roads.
5. **Harbor Committee:** Dean Crowley, Justin Thompson and Jason Tyler touched on a couple issues. The first being the poles in South Addison. There are two of the three poles missing. Dean will look into the cost of doing repairs to the piers. Marcus will help them find out pricing and they will submit their recommendations and costs to the Select Board. Tom would like to see the list of repairs and estimates.

Dean Crowley mentioned that all the floats need to come out as well, and the ramp needs replacing, because it is washed out. VJ asked if more money needs to be built into their budget to ensure the work can be performed.

The Harbor Committee currently has \$25,849.76 in the budget. Marcus suggested an additional \$20,000.00 added to the budget specifically to cover repairs.

There have been complaints about the mooring fees. Dean contacted Jonesport, Beals Island, Harrington, and Milbridge to find out what their fees are, and compared Addison's prices with theirs. It was determined that Addison's fees fall in line with the neighboring towns.

The committee is brought up the Harbor Master's salary. They feel that if the salary is not added into the budget, it will cause them to run short when maintenance needs to be done. Tom suggests adding the Harbor Master's salary of \$6,699.00 to the budget.

Two separate lines will be added in to the Harbor Committee's budget for repairs and the Harbor Master's salary.

The issue of abandoned traps was also discussed. 14 traps in the mud and just as many on the wharf. They will bring up the traps when they begin repairs on the floats. Tom advised that the traps can be disposed of at the transfer station.

6. **Review Warrant Articles and End-of-Year Budget Work:** Proposed articles are attached. **Warrant Articles:** Tom reads through each article: There were some amendments made: **Article 16:** Kim needs to amend the article. It should include the verbiage, "... except the Board of Selectmen may at their discretion allow the immediate previous owner up to 30 days to redeem such..." **Article 22:** "Recommended by the Board of Selectmen and Budget Committee." Needs to be omitted.

There was also discussion about using the sweeps account to fund Roads, carrying forward the Roads balance into the new fiscal year, and changing the fiscal year from February 1 through January 31 to July 1 through June 30. Cheryl Paul explained why PRAS is asking for an additional \$20,000.00, which is to cover wage increases. Judy explains the new I.D requirements for a shellfish license. For next year, Tom would like to see something posted stating what the requirements are for a non-profit organization to be on the warrant, or would like a letter sent out to the organizations who submit in a request each year.

Budget: Tom goes through each budget item and its corresponding Treasurer's Budget Request: Each line item was addressed and the Selectmen's Budget reflected some minor adjustments as a result. The changes under the Selectmen's Budget included the following: **Administration: Electricity** – Increased \$250.00 from \$1,250.00. **Heating Fuel/Propane:** Increased \$300.00 from \$2,700.00. **Snow Removal/Plowing:** Increased \$100.00 from \$1,200.00. **Admin. Mileage:** Decreased \$25.00 from \$575.00. **Hall Upkeep:** Decreased to \$0.00 from \$130.00. **Tax Maps/Assessing: Wages:** Decreased \$5,000.00 from \$15,000.00.

Tom motions that the Building Maintenance Committee be in charge of repairs, that are deemed necessary by the fire department for the new fire station. William seconds. Unanimous.

Don asked, if the BMC takes over maintenance of the new fire station, would committees be able to hold meetings in their meeting room. The Selectmen would like representatives from the different departments to be at the Budget Committee meeting scheduled for February 6, 2020.

Under Health and Sanitation: Pleasant River Solid Waste: Fran Havey and Keith Newman were not present to represent PRSWDD. VJ read the budget information. Tom recused himself as Selectmen to speak on behalf of PRSWDD to explain their budget request increase, and answer questions. Once finished, he rejoined the meeting as Selectman. Judy pointed out an error in the budget spreadsheet, which lists Harbors twice. Tom brought up concerns about Mayhew Library's inoperative sanitary facilities, which stems from a faulty septic system. Judy will look into the library's septic issue.

Tom motions to accept the Warrant Articles to go to the Town Meeting in March as amended. VJ seconds. Unanimous.

Tom motions to accept the Budget as amended. VJ seconds. Unanimous.

Other: Taken out of order.

Tom – Leave Requests - He feels there should be a personal leave form, which employees would need to fill out and submit for Selectmen approval, unless it is a family emergency. Sherry provided the policy for time off from the employee's handbook, which Tom read from. In the past, the Office Staff always let the Administrative Assistant know when time off would be needed. Tom also brought up the issue of needing a manager for the office. VJ suggested that current policy is adhered to or it needs to be changed. Sherry suggested it would be better for the office staff to make arrangements with each other, because plans can't always be made two weeks in advance. After some discussion, Tom suggested adding a statement to the policy, "...with the exception of a lack of time to wait for a Selectmen's meeting because of family emergency, etc," but feels that most times plans can be made in advance. VJ posed the thought that maybe it is more important to know when vacation time is going to be used, and to know in advance if someone is taking a week off; an individual a day could be arranged amongst the office staff. Tom says that it should be approved by someone, whether it be by an office manager or the Select Board. He suggests that some more thought needs to be put into it. Judy suggested that it's time to go through all the policies, as it is well past due. Tom motions to approve Kim Davis' leave request for Wednesday, February 5, 2020. VJ seconds, but states that the policies need to be reviewed. Unanimous.

Don Williams: Cleaning of the second floor of the Town Hall. He says there is a lot of material that has been placed into the open environment upstairs that needs to be cleaned out to make room for the Historical Society items. He also states that the out dated files in the archive rooms need to be cleaned out and disposed of, so more room can be created in preparation of the office being built upstairs if it is approved at Town Meeting. It was suggested to hire a company that will properly dispose of these old records. Butch has been working on it and knows what records need to be retained and what can be disposed of. The office has a disposition book. Tom suggested bringing this up again at the next meeting.

Amy Lenfestey's memo asking what schedule she should keep, going forward. Tom would like to table this until the next Selectmen's meeting to discuss in executive session with the staff. There was further discussion about the need to meet with the staff, budgetary issues, complete office reviews and employee evaluations. It was suggested that Amy Dunn and Teresa from the Cutler Town Office be contacted to find out if either one can do an office review.

VJ is hesitant to rush into anything at this point in time, but it was agreed to reach out to Amy and Teresa to at least find out if they would be open to doing an office evaluation.

Public Comment: *No further discussions*

Those attending: *Judy Rolfe, Dean Crowley, Jason Tyler, Don Williams, Cathy Fonda, Ronie Strout, Cheryl & Richard Paul, Marcus Norton, Justin Thompson*

Selectmen:

Thomas W. Batson


Verlan R. Lenfestey Jr.


William R. Gray

Administrative Assistant to the Selectmen:


Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

February 18, 2020

Selectmen Present: VJ Lenfestey, William Gray

Absent: Tom Batson

Meeting Opened at: 5:00PM

Meeting Closed at: 5:45PM

1. **Motion to accept the minutes of the February 3rd Selectmen's Meeting:** VJ motions to accept the minutes of the February 3rd Selectmen's Meeting. William seconds. Motion carries.
2. **CEO: Public Hearing Request for Junkyard:** Judy explains she would like to set a date for a Public Hearing regarding a combination Junkyard, Recycling Station and Automobile Graveyard at the Davis' property on Point St. VJ motions to set a Public Hearing for April 20, 2020 at 5:00pm for the Junkyard request for Pat and Lewis Davis. William seconds. VJ adds the Selectmen's Meeting will follow the Public Hearing. Motion carries.

Judy also advised that she has taken on new employment and will be unavailable for CEO inquiries on Mondays, Wednesdays and Fridays during the day. She would prefer to be contacted by email, but if someone needs to contact her by phone, they should call in the evenings on those days or when she is off on Tuesdays and Thursdays.
3. **PRSWDD Billing for January 2020:** VJ read aloud the letter from PRSWDD regarding the billing issue, but after some discussion it was agreed to wait until the next meeting when Tom and Keith can be present. VJ motions to table until the next meeting. William seconds, and requests Keith Newman to be present at the next meeting. Motion carries.
4. **Road Commissioner Updates:** Marcus was not present at the meeting.
5. **Motion to approve MMA Elected Officials Training for the Select Board on June 11, 2020 in Machias. Cost is \$65.00 Each.** VJ motions to approve the \$65.00 per person for the Select Board to attend the MMA training in Machias on June 11th. William seconds. Motion carries.
6. **Motion to approve MMTCTA Tax Lien Procedures Training for Kim and Sherry on April 7, 2020. Cost is \$55.00 Each.** William motions to approve sending Kim and Sherry to the Tax Lien Procedures Training in Orono on April 7, 2020. VJ seconds. Motion carries.
7. **To discuss notary services in the Town Office.** Tom originally requested this item to be on the agenda, and requested it to be tabled until the next meeting.
8. **To discuss proposed Inclement Weather Policy.** There was some discussion about having a policy in place, but VJ would like to leave the approval of such policy to William and Tom. VJ would like the Administrative Assistant to make the call on office closings, until the next meeting when William and Tom can vote on the proposed policy. VJ motions to table voting on the inclement weather policy until the next meeting. William seconds. Motion carries.


9. To discuss disposal of aged records stored on the second floor of the Town Hall.
Discussion took place around how to properly dispose of old records, gathering a group together to go through each box, and possibly scanning historic records as a way of preserving them. It was suggested that Sherry contact the shredding company to find out if they can send out a representative to evaluate the scope of this project, and how much it would cost. Judy and Sherry volunteered to start going through the old records, beginning Thursday, February 20th at 9:00am.

Other: VJ – Town Reports – Kim received quotes from Downeast Graphics for printing the Town Report in color or black and white. The difference is around \$600.00. After some discussion it was agreed to have the cover printed in Color and the contents of the book in black and white. William motions to print the Town report as in prior years with a color cover and the pages printed in black and white. VJ seconds. Motion carries.

Public Comment: No further discussions.

Those attending: Judy Rolfe, Amy Lenfestey, Don Williams, and Peter Davis

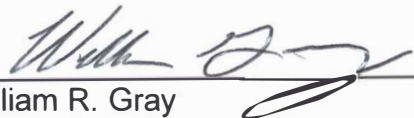
Selectmen:



Thomas W. Batson



Verlan R. Lenfestey Jr.



William R. Gray

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

February 27, 2020

Selectmen Present: Tom Batson, VJ Lenfestey, William Gray

Meeting Opened at: 5:00PM

Meeting Closed at: 9:00PM

- 1. Motion to accept the minutes of the February 18th Selectmen's Meeting:** VJ motions to accept the minutes of the February 18th Selectmen's Meeting. William seconds.
- 2. PRSWDD Billing for January 2020:** Tom recuses himself as Selectman and joins the audience. VJ takes up the issue for discussion. Fran and Keith explain the circumstances, which contributed to the increase in the bill. She explains that there are annual bills, which come up at the beginning of the year that have to be paid. Fran stated that Addison's percentage is higher, because it is based on population, and will be until they find a better way. Keith also added that the monthly amount is prorated as opposed to there being a set amount. Fran also offered to answer any future questions as they arise. She also mentioned that her goal is to do the budget differently this year. VJ, after discussing the issue, getting clarification, and seeing the actual numbers after the corrections were made, felt that the bill needs to be paid. VJ motions to cut the check for the billed amount of \$8,336.13. William seconds. Motion carries.

Tom rejoins the meeting as Selectman.

- 3. To discuss disposal of aged records stored on the second floor of the Town Hall.** VJ explains to Tom what was discussed at the last meeting. Peter said that he and Judy did not follow through with any work on the records, because he is not an employee and some of the files are confidential. Tom asked if the Town hired him temporarily, if he would be willing to help. Peter concurred that he would help if hired to do so. VJ asked Sherry to contact MMA about hiring Peter on temporarily for this task. He also stated that the records will have to be gone through, prior to the shredding company coming out to give an onsite estimate.
- 4. To discuss notary services in the Town Office.** Tom would like to have someone available to notarize documents as a service offered by the Town. Sherry stated her hours of availability, which are Monday thru Friday from 4PM to 8PM, and also mentioned that she charges, whereas other notaries may not charge. There was further discussion around the topic and alternative locations to have documents notarized. Sherry provided a list of 60 notaries within Addison and the surrounding four towns, Harrington, Columbia, Columbia Falls and Jonesport.
- 5. To discuss proposed Inclement Weather Policy.** Tom reads, aloud, the proposed policy. After some discussion, it was agreed to implement this policy. Tom motions to accept the proposed Inclement Weather Policy as the new Inclement Weather Policy. William seconds. VJ abstains. Motion carries.

6. Road Commissioner Updates: *Marcus was not present for the meeting, but the complaint filed was discussed and it was agreed that, unfortunately, there isn't anything, which can be done about the problem.*

7. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters: *It was agreed to discuss Amy's hours in open session. After some discussion, Tom motions for Amy to work 40 hours per week, until further notice. William seconds. VJ abstains. Motion carries. Tom confirmed that Amy is hired full-time with benefits.*

Other: *VJ – FOAA training for Administrative Assistant – VJ motions to approve FOAA training for Sherry in Orono on March 31, 2020 at the cost of \$45.00. William seconds. Unanimous.*

Tom – Suggested to Sherry to start looking into an e-signature program, so the Selectmen can sign the warrants if they cannot make it in. Sherry explained the cost per license. Keith explained that there is no need for multiple licenses as whoever sends the document to sign would need to have a license and the signors would work off of that license. Sherry said that she will talk with the Town's IT Tech to find out more about this type of program.

Dick – Brought up the roads and sweep account conundrum, and asked if Machias Savings Bank had been contacted to schedule a representative to explain the sweep account at a Selectmen's Meeting. He would like an explanation of why the roads money is affected by the school payment, and why the sweep account cannot be used in the same way the school payment is handled. Lively discussion ensued about the roads issue, and ideas were presented as potential ways of fixing the problem. VJ asked Kim to contact Machias Savings Bank and set up an appointment for a representative to be at the March 16th meeting to explain the process.

Public Comment:

Those attending:

Selectmen:

Thomas W. Batson



Verlan R. Lenfestey Jr.



William R. Gray

Administrative Assistant to the Selectmen:



Sherry L. Dixon

State of Maine

TOWN OF ADDISON

Washington, SS

WARRANT FOR 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 D. W. Merritt School in the said Town of Addison on March 10, 2020, at seven o'clock in the evening, then and there to act upon the following articles, to wit;

Article 1. To choose a Moderator to preside over said meeting.

3 votes cast. Chris Chartrand elected Moderator to preside over said meeting.

Article 2. To see if the Town will adopt the rules of procedure set forth in the Maine Moderator's Manual for the governance of this meeting.

Accepted as written. Seconded. Passed.

Article 3. To choose a Selectman to serve a three-year term.

(Thomas W. Batson's term expires March 2020)

73 votes cast. Joshua Stubbs - 49 | Thomas Batson - 24

Joshua Stubbs was elected Selectman to serve a three-year term.

Article 4. To choose a Road Commissioner for the ensuing year.

(Marcus Norton's term expires March 2020)

74 votes cast. Osborne Davis - 13 | Marcus Norton - 61

Marcus Norton was elected Road Commissioner to serve a one-year term

Article 5. To choose two Overseers of General Assistance for the ensuing year.

(Recommended: Kimbley Davis and Amy Lenfestey)

Moved to accept the nominations. Seconded. Passed

Article 6. To choose a Director of SAD # 37 to serve a three-year term.

Gary Magby's term expires March 2020.

3 votes cast. Gary Magby was elected Director of SAD# 37 to serve a 3-year term.

Article 7. To see if the Town will vote to authorize the Selectmen to appoint all minor officers.

Taken out of order

Accepted as written. Seconded. Passed.

Article 8. To see if the Town will vote to authorize the Selectmen to apply for, accept and expend on behalf of the Town, Federal and/or State Funds, and/or Donations, that may be received in the form of Grants or any other Revenues during the fiscal year.

Accepted as written. Seconded. Passed. | 1 opposed

Article 9. To see if the Town will vote to authorize the Selectmen to pay any tax abatement refunds and interest from the Overlay Account.

(Amount raised for Overlay FY 19-20 \$35,984.90/Total Abatements FY 19-20 \$6,485.06)

Accepted as written. Seconded. Passed.

Article 10. 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.

Accepted as written. Seconded. Passed.

Article 11. To see if the Town will vote to charge 9% interest on all taxes collected after December 31st of the year of commitment. This authority granted herein shall be continued until revoked, pursuant to M.R.S.A. Title 36 § 505 (4).
(Maine State maximum allowed is 9%)

Accepted as written. Seconded. Passed.

Article 12. To see if the Town will vote to authorize the Tax Collector and/or Treasurer to automatically credit overpayments of \$20.00 or less to the next year's tax and any amount greater than \$20.00 will be refunded to the taxpayer.

Accepted as written. Seconded. Passed.

Article 13. To see if the Town will vote to authorize the Tax Collector and/or Treasurer to accept prepayments of up to 75% of last year's tax commitment on taxes not yet committed, without interest, pursuant to 36 M.R.S.A § 506.

Accepted as written. Seconded. Passed.

Article 14. To see if the Town will vote to authorize the payment of interest at a rate of 3% on any overpayment of taxes due to an estimated prepayment of taxes before the commitment date that is greater than the final assessment, pursuant to M.R.S.A. Title 36 § 506.

Accepted as written. Seconded. Passed.

Article 15. To see if the Town will vote to authorize the Selectmen to borrow money and issue the Town's negotiable notes therefore in anticipation of taxes in an amount not to exceed the taxable year of 2020 from money raised by Taxation during that year.

This article would allow the Selectmen to take out a tax anticipation loan in order to continue paying bills until taxes are committed and monies start coming in.

Accepted as written. Seconded. Passed.

Article 16. To see if the Town will vote to authorize the Selectmen on behalf of the Town, to sell and dispose of any real estate acquired by the Town through non payment of taxes to the public by sealed bid or public auction at such terms as they deem advisable and to execute quit-claim deed for such property: except the Board of Selectmen may at their discretion allow the immediate previous owner up to 30 days to redeem such property by payment of ALL unpaid taxes on said property plus interest, lien costs and recording fees.

Except that the Municipal Officers shall use the special sale process required by 36 MRSA § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Accepted as written. Seconded. Passed.

Article 17. To see if the Town will vote to increase the Property Tax Levy established for Addison by State Law in the event that the Municipal Budget approved in the following articles will result in a Tax Commitment that is greater than that Tax Levy Limit.

Passing this article: does not increase your taxes, confirms the tax appropriations approved by town voters at this meeting; and gives the town power to override the State's Property Tax Levy Limit for Addison.

Accepted as written. Seconded. Passed.

Article 18. To see if the Town will vote to allow a discount of 3% on all Real Estate Taxes if paid in full on or before the 30th day of commitment. Post mark on 30th day will be accepted. Amount to be raised from **Taxation \$45,000.00**

Accepted as written. Seconded. Passed.

Article 19. To see if the Town will vote to raise **and appropriate \$45,500** from **Taxation** for continued maintenance on current town owned properties and to continue renovations to the Town Hall building.

Accepted as written. Seconded. Passed. | 1 opposed

Article 20. To see if the Town will vote to raise **and appropriate \$96,532.50** from **Taxation** for Pleasant River Ambulance.

Accepted as written. Seconded. Passed. | 5 opposed

Article 21. To see what sum of money, if any, the Town will vote to authorize the Selectmen to appropriate from unappropriated Surplus as they deem advisable to meet unanticipated expenses and emergencies that occur during fiscal year 2020-21. *(\$10,000 was authorized for FY 2019-20)*

Motioned to raise the same amount as FY2019-2020. Seconded. Passed

Article 22. To see if the Town will vote to raise and appropriate the sums requested in the schedule listed below; raise from Taxation the sums requested and transfer funds from Surplus, Vehicle Excise Tax, and License Fees as requested in the following schedule:

Accepted as written. Seconded. Passed.

Warrant Articles for Municipal Expenses from **TAXATION*** **\$385,364.68**

**Does not include proposed appropriations from Taxation in other warrant articles.*

Department	Proposed Budget	
Payroll*	\$125,115.00	<i>*Includes Salary Increases for the Office Staff</i>
Health Insurance	\$23,853.00	<i>*Includes 7% Increase and Insurance for 3 Employees</i>
Computer Equip/Software	\$6,981.00	
Shellfish	\$6,057.00	
Forest Fire	\$2,000.00	

TAXATION Continued

Fire Department	\$57,301.00
Fire St Construction Loan	\$35,537.35
Rescue Truck Loan	\$11,674.63
Street Lighting	\$3,374.00
Pleasant River Solid Waste	\$50,181.70
Tax Maps/Assessing	\$36,091.00
Security System	\$500.00

Addison Harbors \$26,699.00

Warrant Articles for Municipal Expenses from **SURPLUS*** \$57,067.00

**Does not include proposed appropriations from Surplus in other warrant articles.*

Department	Proposed Budget
Administration	\$23,112.00
Legal Expenses	\$20,000.00
Animal Control	\$1,348.00
Unemployment Fund	\$424.00
General Assistance	\$2,000.00
Mayhew Public Library	\$3,290.00
Fireworks	\$4,500.00
Maine Municipal Association	\$2,393.00

Warrant Articles for Municipal Expenses from **EXCISE TAX** \$243,611.00

Recommended by the Selectmen and Budget Committee.

Department	Proposed Budget
Paving Contingency	\$50,000.00
Town Roads	\$37,664.00
Snow Removal/Sand-Salt	\$155,947.00

Article 23. To see if the Town will vote to authorize the Municipal Officers to spend an amount not to exceed 1/4 of the budget amount in each budget category of the 2020-21 annual budget during the period from February 1, 2021 to the March 9, 2021 annual town meeting.

This is a forward-looking article that provides continuing spending authority to the municipal officers for municipal expenditures made after the end of the budget or fiscal year being voted on in other parts of the same warrant but before the next annual town meeting or other meeting at which the next annual budget is adopted. The continuing authority is stated as a fraction of a 12-month budget.

Accepted as written. Seconded. Passed.

Article 24. To see if the Town will vote to amend Section 4 of the 'Shellfish Conservation Ordinance' by replacing the text as follows: "A. Resident: The term resident refers to a person who has been domiciled in this municipality for at least Six consecutive months directly prior to the time of their claim of such Residence is made.

The burden of proof will be on the applicant. To best determine resident eligibility new residents shall provide ~~two~~ **"Three (3)"** forms of proof of residency from the list below. At least one shall be from Section 3 in chart below. All licensed harvesters will provide proof of residency on an annual basis. Junior/Student Resident must have Parental/Custodial proof of residency.

Accepted as written. Seconded. Passed.

Article 24. Continued

Section 1	Section 2	Section 3
<ul style="list-style-type: none"> • Copy of Deed AND record of most recent mortgage payment • Copy of lease AND record of most recent legal affidavit from landlord affirming tenancy • Legal affidavit from landlord affirming tenancy AND record of most recent rent payment 	<p>A Utility bill or other work order dated within the past 60 days including:</p> <ul style="list-style-type: none"> *Gas Bill *Oil Bill *Electric Bill *Telephone Bill *Cable or Satellite Bill <p>Dated within the past year</p> <ul style="list-style-type: none"> *W-2 Form *Excise (vehicle) tax bill *Property Tax bill <p>Dated with the past 60 days</p> <ul style="list-style-type: none"> *Letter from approved Government Agency *Payroll Stub *Bank or Credit Card Statement 	<ul style="list-style-type: none"> • Valid Driver's License displaying physical address • Valid Maine photo ID card displaying physical address • Valid Passport displaying physical address • Current vehicle registration displaying physical address.

Article 25. To see if the Town will vote to amend Section 5 of the 'Shellfish Conservation Ordinance' by replacing the text as follows: ~~Night Digging~~ **"Harvesting"**: The Town of Addison will close the Shellfish Flats to harvesting of soft-shell clams at night: ~~from one half hour after sunset and one half hour before sunrise.~~

"April 1st to November 30th" one half (1/2) hour after sunset until one half (1/2) hour before sunrise. December 1st to March 31st two (2) hours after sunset to two (2) hours before sunrise."

Motioned to take out of order. Seconded. Unanimous. Will be addressed at Special Town Meeting.

Article 26. To see if the Town will vote to raise and appropriate **\$5,998.00** from **Surplus** for the support of the Down East Community Partners (formerly Washington Hancock Community Agency).

Accepted as written. Seconded. Passed.

The Following Organizations have requested donations:

The LifeFlight Foundation	230-7092
Community Health & Counseling	947-0366
Eastern Area on Aging	(800) 432-7812
Washington County Soil & Water	255-4659
WIC Program	667-5304
American Red Cross	941-2903
Maine Public (PBS)	(800) 884-1717
Lamb House	PO Box 355 Cherryfield
HEAL (Downeast Aids)	990-3626

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Special Selectmen's Meeting

March 10, 2020

Selectmen Present: VJ Lenfestey, William Gray, Joshua Stubbs

Meeting Opened at: 8:03PM

Meeting Closed at: 8:24PM

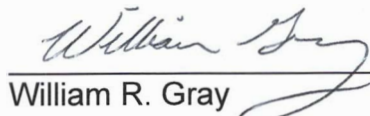
- 1. Motion to accept Matthew Alley's resignation as Fire Chief:** *William motions to accept Matthew Alley's resignation as Fire Chief effective March 5, 2020. Josh seconds. Unanimous.*
- 2. Motion to appoint Minor Officers (per list provided) for FY 20-21:**
The Selectmen accepted, unanimously, the appointment of all Minor Officers (per the list provided.)
- 3. 540 Indian River Rd.: To Discuss Deadline Extension for Payment of Taxes:** *VJ brought Josh up to speed regarding the history behind 540 Indian River Rd. VJ motions to give Robert Raymond and family until April 20, 2020 to pay the taxes, costs and fees associated with the property and provide proof of the family's claim to the property. William seconds. Unanimous.*

Other: *Taken out of order - VJ – to decide on a Chairman of the Select Board – William motions to make VJ Lenfestey the Chairman of the Select Board. Josh seconds. Motion carries.*

Those Attending: *Paul K. Dixon, Amy Lenfestey, Marcus Norton, & Peter Davis.*

Selectmen:


Verlan R. Lenfestey Jr.


William R. Gray


Joshua Stubbs

Administrative Assistant to the Selectmen:


Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

March 16, 2020

Selectmen Present: VJ Lenfestey, William Gray, Joshua Stubbs

Meeting Opened at: 5:00PM

Meeting Closed at: 8:57PM

- 1. Motion to accept the minutes of the February 27th Selectmen's Meeting:** *VJ motions to accept the minutes of the February 27, 2020 Selectmen's Meeting. William seconds. Unanimous.*
- 2. Motion to accept the minutes from the March 10th Annual Town Meeting:** *Josh motions to accept the minutes of the March 10, 2020 Annual Town Meeting. VJ seconds. Unanimous.*
- 3. Motion to accept the minutes of the March 10th Special Selectmen's Meeting:** *Josh motions to accept the minutes of the March 10, 2020 Special Selectmen's Meeting. William seconds. Unanimous.*
- 4. Buildings Maintenance Committee Updates:** *Peter will call Ellen at Mainely Vinyl to find out why they haven't started yet. Sherry will contact Ellen to obtain the insurance paperwork so they can start work. Don updated the Selectmen on the progress of the new Addison sign. \$111.43 has been spent in materials for the students to begin painting the new sign. Don will be confirming the next meeting with David Perham. The meeting deals with both fire stations and what needs to be done to bring them up to code and ADA compliant. There was further discussion about what needs to be brought up to code. The meeting is April 8, 2020 at 6:00PM at Fire Station 1. Items to be brought up at the meeting include septic improvements, exhaust systems, and heating systems. Don asked the Selectmen and Jimmy Emerson to be present. They are still developing the hard specs for the projects slated for 2020. VJ advised Don that the BMC doesn't need Selectmen approval for expenses under \$500.00.*
- 5. Road Commissioner Updates:** *Road edges are being repaired. Some signs will go up when ground is thawed. Marcus asked about the Storage Shed. Would like to get it cleaned out. There was some discussion about setting aside the Solar parts as it will have to be put up for sale again. The furnace can be removed. The Harbors Committee has a boat, and platforms in the shed, which need to stay. Spoke with Robbie Worcester about plowing. They are interested in continuing to do the plowing, but would like a 3% COLA as they have been working at the same rate for the past several years. There was some discussion about their responsiveness, but the general consensus is that they have done a good job. The only complaints have been about the rocks, which is a problem with the supplier. Don mentioned the shoulders of the road are mounded up too high and need to be trimmed down. Marcus will be contacting the State about a few complaints, and will mention the shoulder issue as well. Marcus brought up the issue with sweeping the roads as he has received an inquiry about it. Marcus will get an estimate for sweeping the roads, and come up with a map for the next meeting. Marcus has made calls about the Cape Split project, but has not received a call back yet.*

Marcus asked about money in the budget for work in April and May. There was some discussion regarding the issue. Sherry announced that MSB is scheduled to attend the April 6th Selectmen's Meeting to explain how the sweep account works.

6. **To discuss signage on Big Ridge Rd.** Addressed by Road Commissioner in Item No. 5.
7. **Motion to remove Thomas Batson from the Town's accounts with Machias Savings Bank:** William motions to remove Thomas Batson from the Town's accounts with Machias Savings Bank. Josh seconds. Unanimous. Butch also brought up that another Selectman will need to take the place of Tom as Addison's representative to WCCOG. VJ said they will address it at a later date. Sherry will find out when WCCOG's will have their next meeting.
8. **Motion to add the Chairman and a Selectman to the Machias Savings Bank Signature Authority form:** Josh motions to add VJ and himself as signing authority on the Town's accounts with Machias Savings Bank. William seconds. Unanimous.
9. **Motion to accept check as Payment in Lieu of Taxes from Maine Community Foundation for Pleasant Bay Wildlife Management Area:** William motions to accept the payment in lieu of taxes from Maine Community Foundation for Pleasant Bay Wildlife Management Area. Josh seconds. Unanimous.
10. **Motion to Reschedule the April 20th Selectmen's Meeting. April 20th is a State holiday:** VJ motions to reschedule the meeting to Tuesday, April 21, 2020. William seconds. Unanimous.
11. **Motion to Reschedule the Davis Public Hearing. Original date of April 20th is a State holiday.:** VJ motions to set the Davis Public Hearing for May 4, 2020 at 5:00PM with the Selectmen's Meeting to immediately follow. William seconds. Unanimous.
12. **Office Evaluation and Ergonomics Evaluation Updates:** Sherry updated the Selectmen on what would be needed to get an estimate of costs for the evaluation to be performed by Berry Dunn. She also mentioned that MMA provides Ergonomics Evaluations for the workstations at no charge to MMA members. VJ motions to table Item No. 12 and get feedback from the office staff, look for an estimate of cost, and then make a decision from there. Josh seconds. Unanimous.
13. **Motion to approve the following trainings:**
 - a. **Budget and Municipal Accounting 101 with Amy Dunn on March 30, 2020.** Cost is \$50.00/hour for 4 hours, plus mileage. *This is for Sherry and Kim.* VJ motions to approve the training with Amy Dunn for Sherry and Kim. William seconds. Unanimous.
 - b. **MMA Personnel Practices workshop on May 5, 2020 in Bangor.** Cost is \$85.00. William motions to approve training for Sherry. Josh seconds. Unanimous.
 - c. ~~FOAA training on March 31, 2020. Cost is \$45.00 each.~~ **CANCELLED**

- d. ~~2020 Spring Elections Conference, Augusta Civic Center on April 14th–15th. Cost is \$85 per person, plus travel and lodging for Kim and Amy. CANCELLED~~
- e. **MMTCTA Annual Conference, on May 14, 2020 in Waterville. Cost is \$100.00 per person plus travel and lodging. For Sherry, Kim and Amy. VJ motions to approve the office staff to attend the annual conference on May 14, 2020 in Waterville, and that the office be closed on the 14th. Josh seconds. Unanimous.**

14. Motion to hire Peter Davis for the temporary position of Records Custodian: *VJ stated that Peter is preparing well for the job. Awaiting attorney's response regarding hiring agreements.*

15. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters: *Personnel issues were addressed with employees. No decisions were made.*

Other: *Butch - The Addison Daze supper and Mr. Magic has been postponed to May 1, 2020 as a tentative date. Will have more information later.*

William – Asked Dean Crowley about the alternate member to the Harbor Committee. The committee is looking for volunteers. Deane also asked about the \$50.00 late fee for moorings, as he cannot find it in the ordinance. There was some discussion around the topic and determined that the late fee is simply the previous year's fee due. Sherry will find out if a Selectman can be an alternate member. Butch will take care of the issue with the traps on West River. There was further discussion around the shellfish market and abandoned moorings. Amy provided the Article from the 2017 Town Meeting addressing these moorings. Kim will update the website to reflect the amendment made to the ordinance at the 2017 Town Meeting.

Kim – Reminded the Selectmen that one of them needs to be on the Shellfish Committee to replace Tom Batson. Josh volunteered to fill the position once held by Tom Batson.

Jimmy – Asked if there is a way to put the Roads money into an account to protect it from the school payment. Kim explained how the sweep account works and that there are four school payments left to be made before taxes are committed.

Josh – Addressed issue with the verbiage in the Shellfish Ordinance regarding proofs of identification to get a shellfish license.

VJ – Fire Chief vacancy. Town needs to be looking at how to handle hiring a new Fire Chief. VJ thinks it would be a good idea to pull together a committee consisting of Selectmen and town's people to come up with a plan. Will have it on the agenda for the April 6th Selectmen's meeting.

Public Comment: *No further discussions.*

Those attending: Peter Davis, Marcus Norton, Don Williams, Ronie Strout, Amy Lenfestey, Cathy Fonda, Dean Crowley, James Emerson, Jenn Stubbs, Paul Dixon, Irvin & Roberta Pinkham.

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON
Emergency Selectmen's Meeting
March 19, 2020

Selectmen Present: *William Gray, Joshua Stubbs*

Absent: *VJ Lenfestey*

Meeting Opened at: 5:30PM

Meeting Closed at: 6:10PM

1. To decide on an emergency plan in response to the COVID-19 Pandemic:

Sherry explained what has been happening in other Towns and how they are handling the pandemic. Josh believes it would be best to close the Town Office/Hall to public access. He also thinks this would be a good time for Kim and Sherry to cross-train. It was also discussed to close the Hall to meetings and public gatherings to limit possible exposure. William motioned to close the office and town hall to the public until further notice. Staff will still be working regular hours, taking phone calls, emails and mail requests. This closure includes meetings and public gatherings. Effective March 19, 2020. Josh seconds. Motion carries.

2. Motion to not allow any aquaculture permits of any kind without Shellfish Committee and Selectmen approval. *William motions to not allow any aquaculture permits of any kind without Shellfish Committee and Selectmen approval. Also, Harbor Master cannot sign without Selectmen Approval. Effective March 19, 2020. Josh seconds. Motion carries.*

Other: *Judy – has a revision for a permit, which was issued last month. Judy asked if the Selectmen were opposed to her meeting with the Chairperson of the Planning Board and making a minor revision to the permit, as meetings have been cancelled until further notice.*

Public Comment: *No further discussions*

Those attending: *Paul Dixon, Peter Davis, Marcus Norton and Judy Rolfe*

Selectmen:

Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Emergency Selectmen's Meeting

April 13, 2020

Selectmen Present: *Verlan R. Lenfestey, Jr., William R. Gray, Joshua L. Stubbs*

Meeting Opened at: *5:06PM*

Meeting Closed at: *5:10PM*

VJ opens the meeting by extending condolences on behalf of the Select Board, and Office Staff. A moment of silence followed for the passing of Kimbley Davis followed.

1. Staff appointments to the following offices held by Kim Davis:

- a. Treasurer: *William motions to appoint Sherry L. Dixon as Treasurer. Josh seconds. Unanimous.*

VJ recused himself from the meeting for the appointment of Town Clerk, Tax Collector, and Registrar of Voters.

- b. Town Clerk: *William motions to appoint Amy L. Lenfestey as Town Clerk. Josh seconds. Motion carries.*
- c. Tax Collector: *William motions to appoint Amy L. Lenfestey as Tax Collector. Josh seconds. Motion carries.*
- d. Registrar of Voters: *William motions to appoint Amy L. Lenfestey as Registrar of Voters. Josh seconds. Motion carries.*

Other: *No further discussions.*

Selectmen:



Verlan R. Lenfestey, Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

April 21, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:00PM

Meeting Closed at: 5:39PM

1. **Motion to accept the minutes of the March 16th Selectmen's Meeting:** *William motions to accept the minutes of the March 16, 2020 Selectmen's Meeting. Josh seconds. Unanimous.*
2. **Motion to accept the minutes of the March 19th Emergency Selectmen's Meeting:** *William motions to accept the minutes of the March 16, 2020 Selectmen's Meeting. Josh seconds. VJ abstains. Motion carries.*
3. **Motion to accept the minutes of the April 13th Emergency Selectmen's Meeting:** *William motions to accept the minutes of the March 16, 2020 Selectmen's Meeting. Josh seconds. Unanimous.*
4. **Motion to accept Marc Perry's Contract for Revaluation:** *Amendments were made to the existing contract moments before the meeting. VJ motions to table this item until the May 4th Selectmen's Meeting to provide the time needed to review the amended contract. William seconds. Unanimous.*
5. **Recommitment of taxes to new Tax Collector:** *VJ motions to table this item until we have notification that the taxes have been discharged from the previous Tax Collectors estate and is okay to move forward with recommitting the taxes to the new Tax Collector. William seconds. Unanimous.*
6. **Road Commissioner Update: Expiring Snow Plow Contract.** *Marcus stated that County Concrete is interested in extended the contract for another three years for plowing and sanding, but are requesting a 3% increase for each of the three years. VJ asked if there was deadline to make a decision. Marcus said there is time to think about it. VJ motions to table this item until the May 4th Selectmen's Meeting to provide time to review the new contract proposal. Sherry will pull the old contract for comparison.*
7. **To discuss how to issue building permits for next month:** *An email was received from Judy, about how to handle the issuance of building permits. VJ suggested using ZOOM to hold meetings and feels comfortable with the Planning Board handling their business in this manner as long as it doesn't conflict with the current State mandated rules regarding meetings during the State of Emergency. No motion needed.*

8. Motion to table Davis Public Hearing until COVID-19 restrictions are lifted: *VJ expressed his concerns with having a Public Hearing over ZOOM or any other media app. He feels it needs to be held in person and everyone should be able to get together to speak openly and freely. VJ motions to table the Davis Public Hearing until the restrictions are lifted from COVID-19 and a true public hearing can take place. William seconds. Unanimous. Amy also added that she spoke with the Davis' and they also agreed that the hearing should take place after the COVID-19 restrictions have been lifted.*

Other: *VJ – Poles in Eastern Harbor – Marcus got the estimates in. County Concrete is \$5-7K. Chris from Shannon Well Drilling is \$6K for the poles and Marcus will be \$5-6K. Marcus said that at least \$20K will be spent once the new skids are installed under the floats. VJ understands the need, but is concerned about where the money is going to come from. Marcus said that May is the time to do these repairs and installations. The tides from the 3rd through the 10th of May are the biggest ones. The money can come from the Harbors Committee Budget, which was approved at Town Meeting for \$26,699.00, but part of that money is for the Harbor Master's wages. Marcus said it will be 3-5 tides to complete the project.*

William called Dean Crowley. Tom Batson said that the current condition of the landing is a safety hazard. Dean said that the work needs to be done right away. He also asked about the carry forward for the Town Landing Budget. Josh motions to move forward with the float replacements project. William seconds. Unanimous.

Tom Batson – spoke with the assistant commissioner of the State Highway Department; they have no intentions to fix the bridge over Knowles Brook, and he would like the Select Board to write a letter of concern regarding the condition of the road and how it hinders first responders from answering calls to residents in the area.

William – asked Tom if there are any updates about the scales at the dump. He said that no decision has been made yet, and that they are gathering estimates to do repairs as opposed to purchasing new. He said that it will be discussed again at PRSWDD's next meeting.

Public Comments: *No further discussions.*

Selectmen:



Verlan R. Lenfestey Jr.

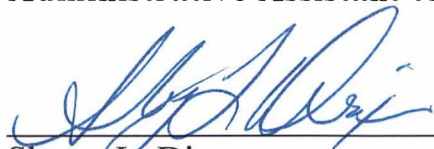


William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

May 4, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:01PM

Meeting Closed at: 5:25PM

- 1. Motion to accept the minutes of the April 21st Selectmen's Meeting:** *William motions to accept the minutes of the April 21st Selectmen's Meeting. Josh seconds. Unanimous.*
- 2. Motion to accept Marc Perry's Contract for Revaluation:** *After discussing the payment structure of the proposed contract, Josh motions to accept Marc Perry's contract for revaluation with the adjustment of adding \$3,000.00 as of May 4, 2020 as payment in the first year and taken off of the third year. William seconds. Unanimous.*
- 3. Animal Control Officer: SPCA is requesting a donation for taking in the town's stray cats.** *Butch stated that the SPCA in Trenton would like a donation for taking the cats that are being turned away by Dr. Toothaker at the Small Animal Clinic, and would like to see what the Town pays Toothaker be given to the SPCA. Butch said that of the four cats he turned into Toothaker, 3 of them were sent to the SPCA anyway. VJ motions to give the SPCA the same amount the Town pays the Small Animal Clinic (\$42.00) for each cat taken there. William seconds. Unanimous. Butch will contact the SPCA about providing an invoice to the Town. Butch also asked about the 3 cats Toothaker took to the SPCA. VJ feels the Town should not be responsible for those three cats as they went from Toothaker to the SPCA; not the Town to the SPCA.*
- 4. Road Commissioner: Expiring Snow Plow Contract:** *County Concrete is willing to continue plowing the roads for Addison, but would like a 3% increase for each of the three years. The 3% is based on numbers from 2016. The increase would be an estimated \$10,899.00 over the course of the three-year period. VJ noted that given the fact minimum wage has increased \$4.00/hour since the last contract, he doesn't feel their request is out of line. VJ motions to contract with County Concrete again for three years with the requested 3% increase each year. William seconds. Unanimous. Sherry will draft a new contract to include these changes.*
- 5. To discuss the repair and installation of the Town Landing Floats.** *After some discussion about the condition of the Town Landing Floats, it was determined that the costs to make the repairs are estimated to be between \$1,500.00 and \$2,000.00. Marcus stated that the work has to be done this week, because of the tides. VJ motions to move forward with repairing and installing the floats at the Addison Point Town Landing. Josh seconds. Unanimous.*
- 6. To discuss allowing committees to conduct meetings in the Town Hall if kept under 10 people.** *This is for committees and boards that have to do with the Town of Addison. VJ motions to allow committees and boards that are part of the Town to hold meetings at the Town Hall as long as the meeting does not exceed 10 people in compliance with the COVID-19 State ordered mandates. Josh seconds. Unanimous.*

7. To discuss when and how to conduct this year's Shellfish Lottery. *No action taken.*
8. To discuss adding signatures to Machias Savings Bank night deposit agreement. *Currently there is no one authorized to pick up the night deposit bags. VJ motions to authorize Sherry and Amy as signors on the night deposit agreement. Josh seconds. Unanimous.*
9. To discuss estimate for Wanese Lynch from Wadman CPA to train staff in preparation for annual audit. *VJ believes that training is something that needs to be taken advantage of to get everyone up to speed. William motions to approve the staff training by Wanese Lynch. Josh seconds. Unanimous.*

10.540 Indian River Road: Quit Claim Deed to the Estate of Lois Raymond. *Sherry prepared a Quit Claim Deed for the Selectmen to sign, releasing the property to the Estate of Lois Raymond.*

Other: *Marcus – Bridge on East Side Rd. over Knowles Brook – Marcus spoke with the State about repairing the bridge. Currently, the State does not have the money and they do not know when this would be on a repair schedule. They suggested a grant in which the grant would pay 70% and the Town pays 30%. The State estimated the cost of the project to be in excess \$1,000,000.00. It was agreed that the Town cannot bear that kind of expense right now. No further action taken.*

Butch – Building Permits – Wanted to know how the building permits are being handled during the State of Emergency. Judy said that there is a ZOOM meeting set up for May 6th, and they will be reviewing the building permits then.

Public Comments: *No further discussion.*

Selectmen:



Verlan R. Lenfestey Jr.

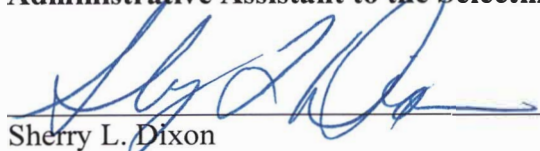


William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

Town of Addison

Selectmen's Meeting

May 18, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:01PM

Meeting Closed at: 5:25PM

- 1. Motion to accept the minutes of the May 4th Selectmen's Meeting:** *Josh motions to accept the minutes of the May 4th Selectmen's Meeting. William seconds. Unanimous.*
- 2. Review proposed Snow Plow Contract:** *Some errors were discovered in reviewing the proposed contract. VJ motions to table Item No. 2 until the June 1st Selectmen's Meeting. William seconds. Unanimous.*
- 3. To discuss Assessor's contract:** *Marc Perry's contract has expired, and a new contract needs to be signed. Outside of a minor issue of being more accessible, the Selectmen, overall, feel Marc is doing a great job. VJ motions to hire Downeast assessing for another year at the current rate of \$10,000.00. William seconds. Unanimous.*
- 4. Road Commissioner Update:** *Marcus put the Big Ridge Rd. sign up. Has filled in a few holes; no major repairs. He added that once taxes start coming in then he will discuss doing other projects. Ronie advised Marcus that someone ran down the school bus sign on Old Addison Rd.*

Eastern Harbor / South Addison Town Landing - *Marcus updated everyone and advised that the project didn't go as planned. They ran into an unexpected problem with the size of the existing pipe that the well casing needs to go into. The pipe is ½" and the well casing is ¼". The project had to be halted because of the incorrect well casing size [if used it would eventually bend or break] and to replace the pipe, would be about \$7,000.00. Marcus and Chris agreed to cut off what was done, clean up the area, and stop the project at no charge to the Town. He was able to complete the paving work at the landing and floats. Tyler is working on getting the floats back together and should be ready by the week of May 25th. Marcus talked to Dean Cirone and Dean Crowley about the anchors. They believe the anchors should be fine for the long term, but may have to go to a bigger anchor.*

He also cleaned up the traps that were under the floats and around the shore, but did not do anything with the traps in the parking lot.

Marcus will be turning in an invoice for \$2,400.00 for work in preparation of paving, County Concrete will be \$5,000.00 for paving and then an invoice will be submitted by Tyler's for work on the floats. The anchors and chain are already in place.

Addison Town Landing – *Marcus did what he could to dig off the mud that was there until the water got too deep. The poles are in, but he could not get to the last 10 feet of mud. He says that something is going to have to be done about it eventually, because the mud is getting mounded up at the end of the wharf.*

Mr. Zimmerman advised Marcus that there are a significant number of potholes on West Side Rd. and wanted to know when they would be taken care of. Marcus said that he has it on his list of things to address in the near future.

5. **Shellfish Lottery Update:** *The non-resident commercial licenses will be drawn by lottery at the June 15th Selectmen's meeting. The winners will have seven days to purchase the licenses. On day eight, any unclaimed licenses will go to the next person on the list. Either the Committee or the office will contact the five winners. All names will be drawn and will be numbered according to the order they were drawn. No further action taken.*
6. **To discuss when and how to reopen the Town Office to the public.** *William suggested first putting in a plexiglass window to cover the outside of the lobby window with enough space to allow customers to pass paperwork through. Amy also updated that MMA has suggested to refrain from collecting excise on new registrations until Motor Vehicle opens up to the public again. She also stated that residents are covered until at least June 12th and is covered by the temporary registration provided by the Secretary of State. Tom Batson brought up the Governor's suggestion of wearing masks and maintaining social distancing. Josh suggested that new registrations should be handled in the lobby by appointment only. Amy added that the doors can still be kept locked and all other business can be handled at the front window. Further discussion took place regarding the cost of an all glass window with speakers in it. Josh will contact Don Williams about installing a plexi-glass shield for the lobby window.*

VJ motions to reopen the town office for new registrations by appointment only on June 1st 2020, after safety precautions have been made. Josh seconds. Unanimous.

7. **To discuss complaint about cars blocking Clamshell Lane:** *William spoke to the residents of 3 Clamshell Lane, and they will start parking their cars off to the side of the lane.*
8. **To discuss closing the office for training on Thursday, May 21st.** *Sherry explained that Wanese Lynch will be coming down to train the Staff in preparation for the audit. VJ motions to close the office on Thursday, May 21st for training. William seconds. Unanimous.*
9. **Hall rental request for June 20, 2020.** *This request is for a birthday party. Josh suggested to table this until the next meeting. VJ motions to table the hall rental request until the 1st meeting in June to see if there will be any changes in the restrictions on public gatherings. William seconds. Unanimous.*
10. **Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:** *VJ abstains from the Executive Session. 5:45PM - William motions to enter into Executive Session. Josh seconds. Motion carries. 6:04PM – William and Josh re-enter the meeting. Personnel matters were addressed. No further discussions occurred.*

Other: *Marcus – Plans for new Fire Chief – VJ says as far as he knows things are going well with the Fire Department. Regarding the Fire Chief position for next year, nothing has happened with it yet because of the COVID-19 restrictions, but he would like to see a panel formed to make decisions about the Fire Chief position. He doesn't see Addison hiring a full time Fire Chief, because of the cost, and added he would like to see someone local hired, as they would know the lay of the land and how to fight rural fires.*

Public Comments: *Tom asked if the Selectmen have sent a letter to Maine DOT about road repairs needing to be done over Knowles Brook on East Side Rd. VJ said he was going to draft a letter as requested, but mentioned that he saw Tom at the site on the channel 5 news talking about it. Marcus has contacted the State. The best that can be done at this point is to apply for a grant with a 70/30 split.*

Marcus added that the cost of the project would be in excess of \$1,000,000.00. It was agreed the Town cannot afford to come up with the 30% share in the grant plus engineering costs at this point in time.

Those attending: Marcus Norton, and Amy Lenfestey. Via ZOOM: Ronie Strout, Tom Batson, and Erwin Zimmermann

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Emergency Selectmen's Meeting

May 26, 2020

Selectmen Present: *VJ Lenfestey, Joshua Stubbs*

Absent: *William Gray*

Meeting Opened at: *5:00PM*

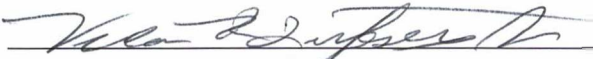
Meeting Closed at: *5:02PM*

1. Motion to allow the Town's Auditor to reconcile the books this year in addition to the annual audit.
VJ motions to allow the Auditor to reconcile the books this year in addition to the annual audit.
Josh seconds. Motion carries.

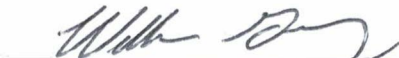
Other: *No further discussions*

Those Attending: *Amy Lenfestey*

Selectmen:



Verlan R. Lenfestey, Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

June 1, 2020

Selectmen Present: *VJ Lenfestey, William Gray, and Joshua Stubbs*

Meeting Opened at: 5:00PM

Meeting Closed at: 5:45PM

1. **Motion to accept the minutes of the May 18th Selectmen's Meeting:** *Josh motions to accept the minutes of the May 18th Selectmen's Meeting. William seconds. Unanimous.*
2. **Motion to accept the minutes of the May 26th Emergency Selectmen's Meeting:** *Josh motions to accept the minutes of the May 26th Emergency Selectmen's Meeting. VJ seconds. Unanimous.*
3. **Old Business:**
 - a. **Review proposed Snow Plow contract:** *VJ motions to sign the contract and forward it to County Concrete to review and sign. William seconds. Unanimous.*
 - b. **Hall Rental Request for June 20, 2020:** *VJ would like to have additional cleaning requirements added to the rental agreement, such as wiping down door handles. Josh motions to allow gatherings at the Town Hall up to 50 people. William seconds. Unanimous.*
4. **Amanda Chandler – Request for Speed Limit and Children at Play signs on School St.:** *Amanda explained that people are speeding up and down School St. She is concerned because she has a four-year-old and also babysits. She also has a cat that almost got hit by speeding motorists. Marcus said that he can put up speed limit signs, and will look into posting children at play signs. Amanda said that she would be willing to put up Children at Play signs. Tom suggested checking with Obbie Davis. VJ motions to post a speed limit sign on School St. William seconds. Unanimous. Marcus will check with the State to find out the correct speed limit.*
5. **Road Commissioner Update:** *Gillman Wass Rd. – Marcus addressed a complaint from a resident on that road, regarding speeding motorists. There was also a request to move a sign due to a new driveway being put in.*

Cape Split Culvert – Marcus received paperwork on the culvert with Tom still listed as a signor. Another Selectman will have to be named a signor on the documents.

Peter Davis advised Marcus that there are a lot of road signs in the garage that Marcus needs to pick up and put in the storage building.

Snow Plow contract – Marcus will forward Sherry an email for County Concrete, so she can email the contract to them.
6. **Peter Davis: Temporary Records Custodian position:** *Peter talked with Butch about the aged records on the second floor of the Town Hall, and recommends allowing Butch handle the disposition of old records. Butch said that he has already gone through all the boxes upstairs and knows what needs to be destroyed. Peter would be willing to help Butch if needed. No further action taken.*

7. **Recommitment of Taxes:** *Amy and Sherry updated the Selectmen on the progress of recommitting taxes. The auditor is still working on the numbers and will have them ready soon. No further action taken.*
8. **COVID-19 Updates:** *Sherry updated the Selectmen regarding changing State mandates surrounding the COVID-19 restrictions. Gatherings up to 50 people are allowed, but VJ would like to wait a bit longer before reopening the Town Hall to Selectmen's meetings, as they are different than public gatherings, and would create a potential for COVID-19 exposure to the Office Staff. Broadcasting the meetings via ZOOM has been working out well. There was discussion about waiting to open the hall to Beano due to the crowd it would draw.*
9. **Office Reopening Update:** *The office reopened today to new registrations only. Amy brought up issues with getting people in the building. A non-resident entered the building before the back door could be locked again. The plexi-glass shield is working out well. There was discussion about the length of time for appointments, how to get the people into the building, and maybe the installation of a buzzer to open the front door.*
10. **Warrant and Notice of Election, MSAD 37 Budget Validation Referendum:** *Amy has the warrant, which the Selectmen need to sign for the MSAD37 election on July 14th.*
11. **Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:** *VJ abstains from the Executive Session. 5:33PM - William motions to enter into Executive Session. Josh seconds. Motion carries. 5:35PM – William and Josh re-enter the meeting. Personnel matters were addressed. No further discussions occurred.*

Other: *Erwin Zimmermann – West Side Rd. potholes – Mr. Zimmermann asked about the pot holes on West Side Rd. Marcus said that he would try to get out there to take a look on June 5th.*

Butch – stray animals – Butch is having issues with the Small Animal Clinic not taking in animals and the SPCA has stopped returning his phone calls. He is having problems finding a place to take them. He will continue trying to reach out to the SPCA.

Tom Batson – boat patrol – Tom wanted to know if the Clam Warden is using the boat to patrol the islands. Butch said the issue with him able to get out to the islands is contingent on weather, wind, fog and tides. He said the 14ft boat is small and is a challenge in high-seas. It doesn't take much for it to be overcome by waves. Tom suggested getting an experienced fisherman to look at the boat to determine if it is sea-worthy.

Ronie Strout – Old Addison Rd. pot holes. Marcus will try to address both West Side and Old Addison Rd.'s on Friday, June 5th or the following Monday.

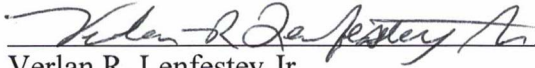
Amanda Chandler – fill dirt needed at her property – Amanda let Marcus know that she is ready to receive fill dirt at her house when he has some available.

Public Comments: *No further discussions*

Those Attending: *Irvin Pinkham, Peter Davis, Marcus Norton, & Amy Lenfestey.*

Via ZOOM: *Ronie Strout, Erwin Zimmermann, Tom Batson, Richard & Cheryl Paul, Amanda Chandler, Stanley & Sheila Mitchell*

Selectmen:



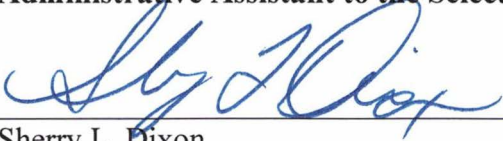
Verlan R. Lenfestey Jr.

William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

June 15, 2020

Selectmen Present: *VJ Lenfestey, Joshua Stubbs*

Absent: *William Gray*

Meeting Opened at: *5:00PM*

Meeting Closed at: *5:20PM*

1. **Motion to accept the minutes of the June 1st Selectmen's Meeting:** *Josh motions to accept the minutes of the June 1st Selectmen's Meeting. VJ seconds. Motion carries.*
2. **Motion to accept Judy Rolfe's resignations from the following positions: Co-Chair/Secretary of the Shellfish Committee and Chair of the Budget Committee.** *VJ motions to accept with regret Judy's resignations from the positions of Co-Chair/Secretary of the Shellfish Committee and Chair of the Budget Committee. Josh seconds. Motion carries. Judy will remain as the Town's CEO.*
3. **Road Commissioner Update:** *Marcus wasn't able to attend the meeting; Josh delivered the updates in Marcus' stead. Marcus finished the cold patching on West Side Rd. and is starting to address what he can on Ridge Rd.*
4. **Recommitment of Taxes:** *VJ motions to release Kim Davis of any taxes due from the years of 2017, 2018 and 2019. Josh seconds. Motion carries. Josh motions to recommit those taxes of 2017, 2018 and 2019 to Amy Lenfestey. VJ seconds. Motion carries.*
5. **To discuss adding a signor to Machias Savings Bank night deposit agreement.** *VJ motions to add Joshua Stubbs to the Night Deposit Agreement. Josh seconds. Butch provides a public second to the motion. VJ explains the circumstances revolving around the request to add a Selectman as a signor.*
6. **To discuss rescheduling the Davis Public Hearing:** *VJ motions to set the Davis Public Hearing for the Davis Junkyard, Graveyard and Recycling center for August 17, 2020 at 5:00pm. The Selectmen's Meeting will follow the Public Hearing. If anything changes with COVID-19 situation, then the hearing may have to be rescheduled again.*
7. **Shellfish Lottery Drawing:** *VJ explains why the names for the lottery are being drawn at the Selectmen's Meeting. Butch announces that if anyone is interested in doing conservation should contact him or the Town Office. Conservation deadline is June 30, 2020. Josh and VJ alternate drawing the names in the following order:*

1. **Ned Merchant**
2. **Charlie Cunningham**
3. **Philip Kilton, III**
4. **Chuck Cunningham**
5. **Zach Wood**
6. **Alberton Merritt**

7. **Robert Morris**
8. **Ryley Gray**
9. **Larry Emerson**
10. **Larry Emerson, III**
11. **Brandon Wood**
12. **John Alexander**

13. Danny Beal, Jr.
14. Ryan Church
15. Stanley McClain
16. Chris Dorr
17. Alex McCurdy
18. Aaron Leg
19. Todd Gray
20. Mattie Alley
21. Greg Antil

22. Robert Wooldridge
23. Justin Brooks
24. Michael Emerson
25. Derrick Beal
26. Sebastein Albee
27. Seth Milliken
28. Allan Legg
29. Jeremy Albee

Other: *Butch gave an update on the feral cat situation. Small Animal Clinic has not returned his phone calls. He also explained that if someone calls to pick up an animal, he is legally bound by the State to do so, regardless if he has a place to take them. VJ suggests talking to the State Animal Welfare to find out what he can do or if they can offer any advice on how to handle the problem.*

Public Comments: *No further discussions.*


Selectmen:


Verlan R. Lenfestey Jr.

William R. Gray


Joshua Stubbs

Administrative Assistant to the Selectmen:


Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

July 6, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:01PM

Meeting Closed at: 5:25PM

1. **Motion to accept the minutes of the June 15th Selectmen's Meeting:** *Josh motions to accept the minutes of the June 15th Selectmen's Meeting. VJ seconds. Unanimous.*
2. **Motion to close the office on Tuesday, July 14th for the Elections:** *William motions to close the office on Tuesday, July 14th for the Elections. Josh seconds. Unanimous.*
3. **Motion to close the office until noon on Monday, July 20, 2020 for tax commitment preparation:** *Amy Dunn and Marc Perry will be at the office on July 20th to help the staff prepare for the 2020 tax commitment. VJ motions to close the office until noon on Monday, July 20, 2020 for tax commitment preparation. William seconds. Unanimous.*
4. **Review of the Management Findings letter from James W. Wadman, CPA:** *VJ motions to accept the letter from James Wadman's office in regard to the audit. Josh seconds. Unanimous.*
5. **Washington County: Salt Bids:** *Josh stated that the Road Commissioner recommends only 7 loads of salt, the equivalent of 240 tons, would be needed for this season, as there was left over salt from last year. VJ makes a recommendation to go with the Road Commissioner's request of 240 tons of salt for Winter 2020-2021. Josh seconds. Unanimous.*
6. **Road Commissioner Update:** *Marcus couldn't make it to the meeting, but called Josh to relay the update. He only had an update about the Salt Bid and School Street signage. Marcus has appealed to the State to get the signage. The State will need to do an audit, and are backlogged about 2 weeks. Tom brought up the issue with Knowles Brook, and had a question for Marcus. He asked if the fill in materials used at Knowles Brook was appropriate to use for that area. He thinks it would have to be rock to avoid the tide washing it out. Tom also stated that he spoke with the State and they believe it was rain that washed it out.*
7. **To discuss when to reopen the office lobby:** *VJ explains that the required 6ft social distancing cannot be provided in the lobby. Other options were discussed, but it was agreed that for now the staff should continue handling business through the front window and new registrations or multiple registrations by appointment in the lobby. Josh will contact Building Maintenance about electronic door locks to buzz customers into the lobby and/or extending the front deck and awning to the window, so residents will not have to stand on the steps, and in the rain. There was a lot of discussion and great ideas shared. VJ suggested to keep things the same right now; think about the different ways to handle the situation; get Buildings Maintenance involved, and see if they have any ideas as well.*

8. **To discuss when to open the Selectmen's Meetings to allow in person attendance:** *After some discussion it was agreed that 15 people could be allowed into the Town Hall for meetings, and be able to maintain social distancing. William suggested not going over 10. Amy brought up family units sitting together. Tom suggested continue using ZOOM in conjunction with opening the meeting up again. VJ motions open up Selectmen's Meetings to the public with a limit of 15 people. Admittance will be on a first come first serve basis. Josh seconds. Unanimous. ZOOM will continue to be used for as long as people are signing in to attend the meetings.*
9. **To discuss when to open the Town Hall to Beano:** *Under item no. 8 it was determined that only 15 people can be allowed in the Town Hall and still maintain social distancing, and cannot accommodate Beano. William suggested to close Beano until further notice. VJ motions that Beano cannot occur in the Town Hall until the restrictions are lifted. William seconds. Unanimous.*
10. **Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:** *5:56PM – William motions to enter into Executive Session. VJ seconds. Motion carries. 6:35PM – VJ called the meeting back to order. VJ explains the current situation with the staff not having time to take lunch breaks and dealing with the administrative office work. VJ motions to close the office from 1:00pm to 1:30pm for lunch to make sure the staff has time to eat lunch and motions to close the office on Thursday, July 9th to allow the staff time to work on the back end work, and then after the elections to close the office on Tuesday of each week to provide the staff the time needed to take care of state reporting and other administrative work until the Selectmen can make the change to return to regular hours. William seconds. Unanimous.*

Other: *Tom Batson – is concerned about the Clam Warden's boat that had to go to the shop, and wanted to know if this repair has to be done every year. Josh explains that the repairs being done are in the fuel system where the ethanol fuel eats away at the gaskets inside the system, and the manufacturer has not come up with a better system yet. Tom asked about the Clam Warden's timesheets and that he is concerned about how mileage is being paid out. VJ let Tom know that the mileage is prepaid for a set number of miles. Tom also voiced his objection to the Clam Warden being able to have a shellfish license.*

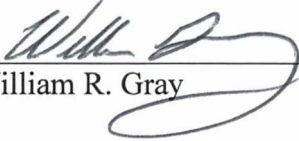
Amy Lenfestey – asked if the Selectmen's vote on Beano is going to counteract what they voted on about public gatherings. Josh explained that in instances like public gatherings, related to the hall rental, would be by invitation and not open to the public, unlike Beano. Further discussion took place about the extra sanitizing requirements that are a condition to renting the hall. Beano would be a public event as opposed to a party being a private event. She also voiced her concerns about how to control traffic on Election Day. There was further discussion about having extra people man the doors to only allow a certain number in the hall at one time and how to socially distance those already in the hall to vote. VJ motions to hire up to two additional people at minimum wage to attend the doors for the July 14th elections, so to monitor handicap access and the number of people in the hall. William seconds. Unanimous.

Public Comments: *No further discussions*

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

July 20, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:00PM

Meeting Closed at: 7:35PM

1. **Motion to accept the minutes of the July 6th Selectmen's Meeting:** *William motions to accept the minutes of the July 6th Selectmen's Meeting. Josh seconds. Unanimous.*
2. **Marc Perry, Assessor: Approval of 2020 Real Estate Tax MIL Rate:** *Marc updated the Board on his status regarding tax commitment. He is about 98% completed and should have the taxes committed by Friday, July 24th. He discussed the MIL rate with the Selectmen and audience, and suggested it would be better to raise it to 16%; he also explained the pros and cons of leaving the MIL rate the same vs. raising it slightly; gave an update on the revaluation, and entertained questions from the audience and Board. VJ motions to set the MIL rate for 20-21 taxes to be 16%. Josh seconds. Unanimous.*
3. **Motion to accept the Audit Report from James W. Wadman, CPA:** *Taken out of order. Josh motions to accept the Audit Report from James W. Wadman, CPA. William seconds. Unanimous.*
4. **Road Commissioner Update:** *Marcus stated the Mooseneck Rd. sign was installed. Potholes were cold patched on West Side Rd. and Old Addison Rd.*
5. **To discuss who is responsible for the maintenance and upkeep Batson Lane Cemetery:** *Kim Parker cited the Maine Statute: MRSA Title 13 1101 – Duties of a Town or City, 1101-A – Definitions, 1101-B - Ancient Burying Grounds (cemeteries established before 1880) and 1101-C – Notice of Responsibility. VJ motioned to look into this issue and readdress it at the August 3, 2020 Selectmen's Meeting. Josh seconds. Unanimous. Sherry will contact MMA and review the Maine statutes to determine if the Town is responsible for the maintenance of cemeteries.*
6. **To discuss the Fire Chief position:** *VJ gave a brief refresher on the situation regarding the Fire Chief position. David Perham has agreed to be the interim Fire Chief for one year, which will expire in March. Discussion ensued and ideas were shared. VJ asked the Board about their thoughts about being on the hiring committee, and will need to find two more individuals to make it a quorum. Sheldon Trundy was suggested as a committee member and to have someone from the town at-large. VJ will contact Sheldon to find out if he would like to be on the committee. No motion needed.*
7. **To discuss hiring an Office Assistant:** *Discussion took place around hiring an Office Assistant. Sherry and Amy asked to be apart of the hiring process, as they will be working directly with this new person. Discussion took place and suggestions were shared from the audience. VJ motions to have Sherry draft the advertisement for Office Assistant, gather prices from area newspapers to advertise the position, and review the information at the next meeting. Josh seconds. Unanimous. Sherry will contact Bangor Daily News, Ellsworth American, and Machias Valley Observer. She will also find out about posting the position on MMA's classifieds and the County Wide Newspaper.*

8. **To discuss updating the Employee Manual:** *VJ suggested the Select Board begin the updating process by reviewing the first six pages of the Employee Handbook before the August 3rd meeting and present their suggestions at that time. The Select Board will be updating the handbook incrementally and discussing it at the meetings until the update is complete. No motion needed.*
9. **Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:**
6:20PM – VJ motions to enter into Executive Session. Josh seconds. Motion carries. 6:52PM – VJ called the meeting back to order. Personnel matters were discussed with Butch.
10. **Motion to enter into Executive Session Per 1 MRSA § 405(6)a for Sherry Dixon’s evaluation:**
6:55PM – William motions to enter into Executive Session. VJ seconds. Motion carries. 7:33PM – VJ called the meeting back to order; the Selectmen gave Sherry Dixon her evaluation.

Other: *Tom Batson – Shellfish Licenses – Tom feels that the Clam Warden having a town license is a conflict of interest. VJ will contact MMA to determine if it is a conflict of interest for the Clam Warden to have a shellfish license and if the Select Board has the authority to revoke it. If MMA says there is no conflict, then the matter will be considered resolved.*

Don Williams – Buildings Maintenance – Don gave an update on the projects the Committee would like to move forward on. He has a call in to Bangor Abatement to fix the peeling paint on the front railing and discussed re-advertising the sale of the Solar Tubes. The BMC would also like input from the Select Board about prioritizing upcoming projects. There was a great deal of discussion and suggestions were presented on how to deal with making changes to the interior of the hall so residents don’t have to stand outside on the steps. Don would like the staff to be involved in the discussion of retrofitting the interior of the hall and lobby to bring customers back inside the building, while maintaining social distancing. He asked the Selectmen to review the Buildings Maintenance Committee’s budget and prioritize the projects. He would like to have this information before the next BMC meeting. Don also stated that the committee would like to postpone any projects for the Fire Department until the new Fire Chief has been installed.

Sign Committee – Don said the South Addison sign has been refurbished and that all the signs are now done.

Public Comments: *No further discussions.*

Those Attending: *Butch Pinkham, Marcus Norton, Don Williams, Marc Perry and Amy Lenfestey. Via ZOOM: Ronie Strout, Eleni Wakeman, Tom Batson, Kim Parker, Erwin Zimmermann, Dick and Cheryl Paul*


Selectmen:



Verlan R. Lenfestey Jr.

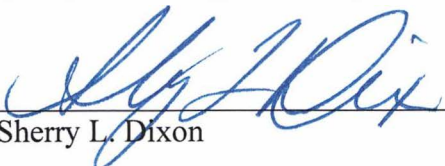


William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

August 3, 2020

Selectmen Present: VJ Lenfestey, William Gray, Joshua Stubbs

Meeting Opened at: 5:04PM

Meeting Closed at: 7:20PM

1. **Motion to accept the minutes of the July 20th Selectmen's Meeting:** *Josh motions to accept the minutes of the July 20th Selectmen's Meeting. VJ seconds. Unanimous.*

2. **Old Business:**
 - a. **Batson Cemetery Maintenance:** *VJ gave a brief explanation on the issue. Historically, the Town has only raised money for the flags for Veteran's graves, and that going forward this is something that may need to be addressed. He suggested that this should be put on the warrant for next year to raise money for cemetery maintenance. Kim Parker offered to be the point person in organizing an association for the Batson Cemetery. It was agreed that clarification is needed regarding to what extent the Town's responsibility lies for cemetery maintenance. William will meet with Kim at the Cemetery in the Fall to evaluate its condition. Tom Batson suggested Kim contact the area Batson family members and also offered to help her with reaching out to the family.*

 - b. **Office Assistant Position: Draft Advertisement and Pricing:** *The Selectmen reviewed the ad. After some discussion, it was agreed to wait until the next meeting to give everyone a chance to go over it and talk about it. William motions to table the office assistant advertisement until the August 17th meeting. Josh seconds. Unanimous.*

 - c. **Employee Manual Review and Updates:** *VJ explains the process in reviewing the manual. The first six pages were reviewed and there were no areas of concern, with the exception of the Treasurer position needs to be updated to reflect it being an appointment rather than an elected position; lunches being staggered throughout the day. Sherry explained that with the office open and the lunches staggered, it is impossible to get a lunch in. After some discussion, an update may be made to keep the new lunch schedule with the office closed from 1:00-1:30PM to insure everyone gets a lunch. VJ suggested on page 7 the "at will employment" clause needs to be looked into further, as it may not be entirely accurate. The Selectmen will review pages 7-14 for the August 17th meeting.*

3. **David Perham and Eleni Wakeman, Addison Vol. Fire Dept.:** *David and Eleni updated the Selectmen on current issues that need to be addressed at firehouse no. 1. Among the items discussed were the plumbing, water backing up in the station, the septic tank needing to be pumped out, the generator, pavement is starting to sink where the trucks come out of the bay, water trickling into the drain in the floor from under the concrete, and truck maintenance. David also mentioned that he and Eleni have discussed drawing up a written plan addressing what the department is expected to handle and what the Town will be handling. Eleni ended the discussion by letting the Selectmen know how much of an asset the new brush truck has been for the fire department.*

4. **Discussion on upcoming Public Hearings for Lewis Davis, Bub Johnson and Elliott Batson:** (*Elliott Batson will be present to discuss a public hearing for a new septage license.*) Elliott presented the Selectmen with an email from DEP stating that a public hearing is optional, and the Selectmen can approve it either by signing off on it, or by bringing it to a public hearing. He said that the Town has just signed off in the past. He also stated that it is a new license, because it used to be in his name, but has been transferred to Worcester Peat. Tom confirmed that it has never gone to public hearing in the past. After some discussion and noting that the State has already approved the permit, VJ motions to sign off on the permit for Worcester Peat for the septage site on McMann Rd. that has been brought before them by Elliott Batson. William seconds. Unanimous. Elliott will draft an approval letter for the Selectmen to sign. He also added that he will not be renewing his junkyard permit and neither will Worcester Peat.

Lewis Davis and Bub Johnson Public Hearings: VJ explained why the public hearings are being rescheduled. VJ motions to set the Public Hearing for the Lewis Davis and Bub Johnson's junkyard permits for September 21, 2020. Josh seconds. Unanimous.

There was a brief discussion on the venue for the public hearings that will accommodate a larger group of people, while maintaining social distancing. Sherry will check with DW Merritt to find out if they will allow the public hearing to be held there.

5. **Road Commissioner Update:** Marcus updated on the culvert grant. Will need about \$65,000.00 to do this, but \$56,000.00 will be reimbursable, provided costs of materials and labor do not increase. VJ motions to go with the Road Commissioner's recommendation to use Hanscom's Construction for the replacement of the culvert on Cape Split Rd. William seconds. Unanimous. The work will be about a month or so out. Marcus said he will talk to Donny, but the grant money will be available until 2022. Marcus will bring an update to the August 17th meeting. Marcus asked about any intentions for road work this year. William suggested patching a hole at the Basin Landing. Marcus also advised that he got a price from County Concrete to perform paving from the Post Office to the Old Addison Rd. To pave with a 1 ½" of pavement is \$90,000.00, and \$15-20,000.00 for ditching and culvert repair. Ridge Rd. will be a two-year project. He wants to come up with a plan for work this year. Prioritizing projects. Marcus would like the Selectmen to think about it for the next meeting. Tom brought up Knowles Brook. He said the State came in and filled it, but would like an evaluation of what the State did, because it is already washing out. He would like Marcus to look at it and write a letter of evaluation to the State, because the work wasn't done correctly.
6. **Buildings Maintenance Committee: Proposed Projects:** The Selectmen reviewed the Building Maintenance Committee's proposed projects for the year and prioritized them from most to least important. 1.) Remodel Customer Service window area. 2.) Update, Remodel and make ADA compliant the Men's and Women's Bathrooms. 3.) Second Floor Lead Paint Abatement. 4.) Postponed until Spring 2021: Refinishing the Town Hall Floor. 5.) Addition of an office for the CEO has been withdrawn, as the CEO and Assessor have agreed to share an office. There was also some discussion about dividing the windows in the lobby to allow for two customers, instead of one, while maintaining social distancing. Sherry will forward the Selectmen's recommendations to Don Williams.
7. **Phillip Rusecky, Shellfish Committee:** Taken out of order. Phil brought up his concerns with the new wharf that is proposed on West River. The wharf is proposed to be 6'x80' and they also want to add two sections of floats (20'x 20' ea.) after that. He is concerned that it will block the channel, and have a negative impact on clam digging. It has been okayed with DEP.

Phil will contact DEP to find out more about the wharf and advise of his concerns with blocking the channel, as DEP may not be aware of the problems with a wharf of this size in that area.

There was also some discussion about shellfish conservation, and what can be done to encourage people to do the conservation. He also had a complaint about the Shellfish Warden not patrolling enough and checking diggers for their licenses.

- 8. Treasurer's Training Update: Amy Dunn's Proposed Plan:** Sherry explains to the Selectmen Amy Dunn's proposal of coming to the office once a month to do the check reconciliation, and added that this will save the Town money in the long run as Amy will be coming down once a month and will focus training on check reconciliation. The cost is \$45.00/hr plus mileage, which is the same rate being charged now. As Sherry understands more, Amy will not need to spend as much time at the office. Amy will also be available to answer questions that the Office Staff may have with issues as they arise. VJ asked Sherry to keep an eye on the Training Budget. VJ motions to go with Amy Dunn's proposal to come down one full day per month instead of two-part days. Josh seconds. Unanimous.

Other: VJ – Fire Chief Committee. VJ contacted Sheldon Trundy about being on the Fire Chief Committee and advised that Sheldon will not be able to take part in it. Sheldon did recommend Eleni, the Assistant Fire Chief, as there should be someone from the Fire Department. There was some discussion about other people to approach to be on the committee. VJ suggested Chris Chartrand. William and Josh agreed that Chris and Eleni should be contacted. VJ will reach out to Chris and Eleni to see if they would be interested in being on the committee.

Public Comments: Charles "Chub" Dowling – Beano. Chub asked when the hall would be open for Beano again. Josh explained that Beano is a public gathering and not a private one, and is subject to a more limited gathering to maintain social distancing.

Ronie Strout – Batson Cemetery. Ronie voiced her concern that Kim Parker has not reached out to the Batson family, and is expecting the Town to maintain the whole cemetery.

Those Attending: David Perham, Eleni Wakeman, Elliott Batson, Phillip Rusecky, Charles "Chub" Dowling, Betty Thompson, Marcus Norton & Amy Lenfestey. Via ZOOM: Ronie Strout, Tom Batson, & Kim Parker

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

August 17, 2020

Selectmen Present: *VJ Lenfestey, Joshua Stubbs*

Absent: *William Gray*

Meeting Opened at: *5:00PM*

Meeting Closed at: *6:55PM*

1. **Motion to accept the minutes of the August 3rd Selectmen's Meeting:** *Josh motions to accept the minutes of the August 3rd Selectmen's Meeting. VJ seconds. Motion Carries.*

2. **Unfinished Business:** *In William's absence, VJ motions to table both items under Unfinished Business until the September 8th Selectmen's Meeting. Josh seconds. Motion Carries.*
 - a. **Discussion about the Office Assistant Position:**
 - b. **Employee Manual Review and Updates: Pages 7-14**

3. **Michael Reisman: Beth Wright Walk:** *Michael Reisman attended the meeting via ZOOM and asked the Select Board if they would be agreeable to the Beth Wright Walk using the Town Hall for registration on September 26th. He discussed the organization's intentions and ideas for how the walk will be broken up into two walks that day; traffic control in the hall; social distancing and how many participants will be allowed in the walks. Emphasis was placed on sanitizing the restrooms, door handles, etc. after the race is over. Michael agreed and added that they can bring their own cleaning supplies. VJ motions to authorize the Beth Wright Foundation to use the Town Hall to do registrations as discussed with Michael. Josh seconds. Motion carries.*

4. **Road Commissioner Update:** *Marcus graded Crowley Island Rd. and put fill on it. Has not remeasured the pavement yet and inquired about how much would be in the budget to do paving and ditching. He would like to start paving in September. He will need approximately \$50K for paving and \$30K for ditching. \$87K was raised in town meeting for Roads. There was also some discussion about areas in the most need of repair.*

5. **Buildings Maintenance Committee: Reception area remodel to include new window and 2nd floor abatements:** *Don explained that due to changes in the remodel of the lobby and service window; a new estimate will need to be drafted. Thoughts were exchanged on how the lobby will look; relocation of interior stairs; installation of a side door with ramp; installation of a door buzzer; new 8x8 waiting area; and the possibility of requiring customers to wear a mask. Further discussion took place about how to make it more handicap accessible, and how to get the maximum amount of people in the building while maintaining social distancing.*

Don also mentioned that he has reached out to six contractors; Bangor Abatement is available and has provided the lowest quote. Also, with the partition at the service window, more people could be serviced in the lobby, but masks will need to be required as the social distancing will be less than 6 feet.

He added the Buildings Maintenance Committee will have a special meeting to discuss these ideas and come up with a new plan. VJ would like to attend the meeting when they schedule it. Budget for BMC is \$54K.

6. **Tax Acquired Properties: Letters to the Selectmen from property owners.** *VJ cites Warrant Article 16 from the 2020 Annual Town Report.*
 - a. **Indian River Rd. Back Lot: M/L 012-017:** *VJ motions to sell the property back to the property owner, as he wants to retain it, with all fees necessary through 2020 in order to issue a quit claim deed upon payment. Josh seconds. Motion Carries. Payment is to be made via wire transfer.*
 - b. **0 Cape Split Rd.: M/L 019-027:** *VJ motions to accept payment in full up to and including 2020 taxes and issue a quit claim deed and any fees that need to be included in the payment. Josh seconds. Motion Carries. Payment is to be made by Cashier's Check.*

Sherry will notify the property owners of the Selectmen's decision. The property owners will have 30 days from the day of notification to remit payment in full in order to regain ownership of their property.

7. **Review of the list of fees the Town charges for different services:** *VJ presents the back story behind the NSF fee charged by the Town in relation to a recent situation where the customer immediately rectified the problem, and the Administrative Assistant only charged the \$5.00 fee charged to the Town by the bank. It was agreed that in the event of a returned check, the customer will have 48 hours to present a replacement payment and pay the \$5.00 fee charged by MSB. Afterwards, the payment will need to be paid, plus the standard \$40.00 fee. Josh and VJ reviewed the list, discussion took place, situational circumstances were considered and some minor adjustments were made. Among the adjustments made, was anything related to Town business will be at no charge to the customer. If any issues arise, then the issue will be addressed again at a Selectmen's Meeting.*
8. **To discuss to what extent the Town should be involved with moorings:** *VJ personally feels the Town should not be in the business of selling moorings. The Town will not know the condition of the mooring and does not want to bear the responsibility for it. Further discussion took place and it was agreed that moorings should be handled on a personal basis, where the seller and buyer are responsible for the condition and inspection of a mooring. The Town will just collect the annual fee for the mooring location. The annual fee will ensure a spot, but the Town will bear no responsibility in the maintenance and upkeep of a mooring. The idea was presented to develop a form for surrendered moorings, so the Town has record of mooring locations available, but the owner will still be responsible for the removal of the mooring apparatus.*
9. **Motion to reschedule the September 7th Selectmen's Meeting to Tuesday, September 8, 2020. September 7th is a State holiday:** *Josh motions to reschedule the September 7th Selectmen's Meeting to Tuesday, September 8, 2020. VJ seconds. Motion Carries.*

10. Letter from the Town of Columbia Falls Select Board asking for assistance with motor vehicle registrations: *VJ reads the letter from Columbia Falls Select Board requesting assistance with new vehicle registrations. After some discussion, it was agreed to allow Amy and Sherry to complete the new registration process for Columbia Falls after they have collected the excise tax. Addison will collect the agent fee. Josh motions to assist with Columbia Falls issue of new motor vehicle registrations, and Addison to collect the \$6.00 agent fee. VJ seconds. Motion Carries.*

Other: *No further discussion.*

Public Comments: *No further discussion.*

Selectmen:



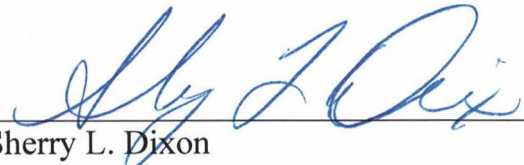
Verlan R. Lenfestey Jr.

William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

September 8, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:00PM

Meeting Closed at: 7:20PM

1. **Motion to accept the minutes of the August 17th Selectmen's Meeting:** *Josh motions to accept the minutes of the August 17th Selectmen's Meeting. VJ seconds. Unanimous.*
2. **Unfinished Business:**
 - a. **Discussion about the Office Assistant Position:** *VJ explains background behind the hiring of an Office Assistant. After some discussion, Josh motions to advertise for Office Assistant on October 19, 2020. William seconds. Unanimous.*
 - b. **Employee Manual Review and Updates: Pages 7-14:** *The Selectmen did not see anything that needed to be changed, and will review pages 15-21 for the September 21st meeting.*
3. **Pierre Dumont: To Discuss Paper Talks Magazine:** *Pierre explained what "Paper Talks" magazine is about, and offered an ad placement for Addison for \$236.00. The Selectmen, at this time, do not see any direct benefit to the Town. VJ motions to not advertise in the "Paper Talks" magazine, because there is no direct benefit to the Town by doing it. William seconds. Unanimous.*
4. **Road Commissioner Update:** *Marcus was not present. No updates.*
5. **Buildings Maintenance Committee: Update and Preliminary Draft of the reception area remodel.** *There was some discussion in finalizing plans to reconfigure the lobby. The total would be \$8,360.00. Bangor Abatement is ready to start work for the remodel. Portland Glass will install the new service window. VJ motions to go ahead with the proposal for the remodel of the new reception area (with the 8-foot glass) as brought forward by the Buildings Maintenance Committee. William seconds. Unanimous.*
6. **Addison Daze Committee:**
 - a. **Committee Member Appointment: Brittany McKelvin:** *William motions to appoint Brittany McKelvin to the Addison Daze Committee. Josh seconds. Unanimous.*
 - b. **To discuss Kid's Day Event:** *In light of the ongoing COVID-19 issue, the Selectmen feel it would be best to write off 2020 and plan for 2021 with the hopes it will be a better year. The Fireworks event has already been paid for, and cannot be cancelled. VJ motions to postpone all Addison Daze events including Kids day with the exception of Fireworks until 2021; hoping for better days. William seconds. Unanimous.*

7. **Motion to approve Motor Vehicle Training in Columbia Falls on October 6th - 8th, 2020 from 9:00am – 1:00pm:** *There is no cost for the training. VJ motions to approve the free Motor Vehicle training in Columbia Falls on October 6th – 8th, 2020 from 9:00am to 1:00pm. William seconds. Unanimous.*
8. **Motion to close the Town Office on Wednesday, October 7th and Thursday, October 8th, 2020 until 1:30pm for Motor Vehicle Training:** *VJ motions to close the office on October 7th and 8th until 1:30pm for the free Motor Vehicle Training in Columbia Falls. William seconds. Unanimous.*
9. **Motion to appoint Amy L. Lenfestey as Deputy Treasurer:** *William motions to make Amy Lenfestey Deputy Treasurer. Josh seconds. VJ abstains. Motion carries.*
10. **Indian River Rd. Back Lot: Quit Claim Deed to Clark W. Fisher:** *After the meeting, the Selectmen signed the Quit Claim Deed returning the property to Clark Fisher.*
11. **Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:** *6:25PM – Josh motions to enter into Executive Session. William seconds. Unanimous. 7:20PM – VJ called the meeting back to order. Personnel matters regarding duties of the Clam Warden were discussed with Butch.*

Other: *Taken out of order. Roberta Pinkham – Abutting property owners are constructing a lean too very close to her property line and near the road. Roberta is waiting for the CEO to return her phone call. After some discussion, VJ asked Sherry to reach out to the CEO to contact Roberta. If it is too close to the property line, then it becomes a code enforcement issue. Roberta and Butch also stated the new property owners are also trying to claim a portion of Roberta's property as theirs.*

Don asked about the car at fire station one. It's been sitting out there for over a month. VJ explained that it is for the Jaws of Life training.

Tom – Suggested training evaluations from the person doing the training. He also brought up the issue with trucks that are driving over the someone's lawn by Harold Tyler's property. VJ asked Sherry to pull past minutes addressing this issue and put Marcus on the agenda for the next meeting to discuss it with him.

Amy and Sherry – Advised the Selectmen that they need to proceed with the 30-day notices for liens.

Public Comments: *No further discussion.*

Those Attending: *Pierre Dupont, Don Williams, Amy Lenfestey, Butch & Roberta Pinkham. Via ZOOM: Ronie Strout, and Tom Batson*

Selectmen:



Verlan R. Lenfestey Jr.

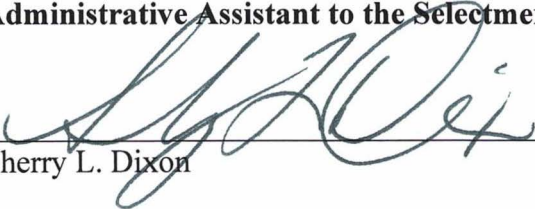


William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Public Hearing

September 21, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Hearing Opened at: 5:00PM

Hearing Closed at: 6:00PM

VJ opens the hearing with Item No.1. one on the agenda:

- 1. To discuss the 5-year renewal application for an Automobile Recycling Permit to Ralph and Ruth Johnson, located at 673 East Side Rd.:** *Bub answered some questions posed by the Select Board and residents. No further discussions followed.*

VJ directed the hearing to Item No. 2:

- 2. To discuss approval of a new Junkyard, Graveyard and Automobile Recycling business to be owned by Lewis Davis, located at 275 Point St.:** *Brittany and Louis Davis presented their case and answered questions from the residents in attendance and the Select Board. A great deal of information was shared with the audience. There were concerns brought forward from the Water District and residents on the public water system. Brittany addressed their concerns and explained that they have done everything they need to do to be in compliance with local and state regulations. She was able to answer everyone's questions to their satisfaction, and guaranteed that they are doing everything they are supposed to do to conduct their business legally. She also assured the Water District that the junkyard will absolutely not have a negative impact on the quality of the water supplying the Water District. After all questions and concerns were addressed, there were no further discussions.*

20 residents were in attendance. Testimony was heard from the Code Enforcement Officer, concerned citizens and the owners of the Junkyards.

Those in attendance: *Ruth Johnson, Bub Johnson, The Davis family (Patrick, Bonnie, Louis and Brittany), Marcus Norton, Judy Rolfe, Paul Dixon, Alison Smith, Janet Molenaar, Chris Chartrand, Travis Eastman, Eleni Wakeman, David Perham, Timothy Hernandez, and others. By ZOOM: Ronie Strout, Tom Batson, Erwin Zimmermann, and Geoff Knowlton.*

Selectmen:



Verlan R. Lenfestey Jr.




William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

September 21, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 6:00PM

Meeting Closed at: 7:12PM

- 1. Motion to accept the minutes of the September 8th Selectmen's Meeting:** *Josh motions to accept the minutes of the September 8th Selectmen's Meeting. William seconds. Unanimous.*

VJ motions to move to "other" as the public hearings were not included on the agenda. So, they can be addressed immediately. Josh seconds. Unanimous.

- 2. Unfinished Business:** *William motions to table Item No. 2, until the October 5th Selectmen's Meeting. VJ seconds. Unanimous.*

- a. Discussion about the Office Assistant Position:**

- b. Employee Manual Review and Updates: Pages 15-21**

- 3. Road Commissioner Update:** *On September 21, Marcus did road patching to repair potholes. Road salt will be ordered by the end of this week. Plans are to put salt/sand up the first week of October. There were a couple complaints, regarding potholes and construction material left in the road. Both were addressed by Marcus. Bruce Farren will start trimming trees back by the end of this week and ditching will also begin this week. There was some discussion about the issue on Mooseneck Rd. by Tyler's Trap Shop. Marcus stated nothing can be done about the septic tank, as the property is so small. To address the issue of giving more room on the road for the trucks to make the swing, Harold's lawn would need to be moved back about a foot to allow more room for the trucks. Judy has concerns about the trucks driving over the septic tank and the potential of damage to caused by the heavy truck traffic, and reminded everyone that the area where these trucks are driving through is a small residential area. Concerns were also brought up about weight limits on the road, and the heavy truck traffic is causing the culvert to collapse. Tom requested a statement be written up about the deteriorating condition of East Side Rd. at Knowle's Brook, so it can be submitted to the State DOT. VJ asked Marcus to revisit the site.*

- 4. Buildings Maintenance Committee:** *Sherry has update from Don. Sherry updated the Select Board, on Don's behalf, about the reception area renovations. Don also needed the Selectmen's okay to order new fire doors. William motions to give the BMC permission to order two fire doors. Josh seconds. Unanimous.*

- 5. To discuss setting a date for a Fire Chief Committee Meeting:** *VJ updates everyone on the Fire Chief Committee, which is comprised of the Select Board, Chris Chartrand (represents the Public at Large), and Eleni Wakeman (represents a member of the Fire Department). The inaugural meeting of the Fire Chief Committee will be held in the training room at Fire Station 1 on Monday, September 28, 2020 at 5:00PM.*

6. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:
6:53PM – VJ motions to enter into Executive Session. William seconds. Unanimous. 7:10PM – VJ called the meeting back to order. Office Staff duties were discussed. VJ motions to rescind the vote taken at the last meeting to advertise for an Office Assistant. The position will not be advertised at this point in time. William seconds. Unanimous.

Other: Taken out of order.

Ralph and Ruth Johnson 5-year Junkyard Permit Renewal: William motions to grant the permit for the 5-year renewal application. Josh seconds. Unanimous.

Davis Junkyard / Graveyard / Recycling Center Permit: There was still some objection and concerns raised from residents regarding negative impacts to the soil and the water supply. Assurances were made by the Davis' and the CEO. VJ motions to permit the junkyard, graveyard and automobile recycling business at 275 Point St. William seconds. Josh recuses himself from the vote, as he is an abutting property owner. Motion Carries

Public Comments: Taken out of order. Tom thanks Marcus for his patience in the ongoing Knowle's Brook issue.

Those Attending: Ruth Johnson, Bub Johnson, The Davis family (Patrick, Bonnie, Louis and Brittany), Marcus Norton, Judy Rolfe, Paul Dixon, Chris Chartrand, Eleni Wakeman, David Perham, Timothy Hernandez, and others. **By ZOOM:** Ronie Strout, Tom Batson, and Erwin Zimmermann

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

October 5, 2020

Selectmen Present: *VJ Lenfestey, & William Gray*

Absent: *Joshua Stubbs*

Meeting Opened at: *5:10PM*

Meeting Closed at: *6:35PM*

1. **Motion to accept the minutes of the September 21st Public Hearing:** *VJ motions to accept the minutes of the September 21st Public Hearing. William seconds. Motion Carries.*
2. **Motion to accept the minutes of the September 21st Selectmen's Meeting:** *VJ motions to accept the minutes of the September 21st Selectmen's Meeting. William seconds. Motion Carries.*
3. **Unfinished Business:**
 - a. **Employee Manual Review and Updates: Pages 15-21:** *VJ motions to table Item No. 3, in Josh's absence, until the October 19th Selectmen's Meeting, so Josh can have input on the topic. William seconds. Motion Carries.*
4. **Liz Demetrius: Complaint against J + K Bait: Trash blowing from open dumpsters:** *VJ explained the situation and advised the audience of the letters of complaints from Liz and Kristen Hernandez. Kristen Hernandez also included pictures of the area littered with trash. Tim Hernandez said that he thinks they are aware of the problem, and may be trying to address the problem, but confirmed that there is a problem with the litter. William offered to contact J+K Bait and talk to them about the problem.*
5. **Motion to accept Judy Rolfe's resignation from the positions of CEO & LPI:** *William motions to accept Judy Rolfe's resignation, with regret, from the positions of CEO & LPI. VJ seconds, and adds that Judy is very knowledgeable in these capacities and we will miss her, but understands completely why she is giving it up. The Select Board is thankful for the time she has served the Town and will do what can be done to find someone else to fill those positions. Motion Carries. VJ entertained questions from the audience, and answered them to everyone's satisfaction.*
6. **Road Commissioner Update:** *Marcus stated the Salt started showing up from the County today, and the sand should be delivered sometime this week. A boulder will be placed on Mooseneck Rd. to protect the property owner's septic tank. For the Culvert Grant, by the time it was approved it put the Precast is too far out now to complete the project this year. Marcus would like to order the precast from Hanscom's and store it down at the Town Landing for the Winter to avoid any price increase and will put it install it in the Spring. He also said that ditching has started on Ridge Rd. today and cleaning around the guardrails, and put some stone in. He still believes the portion going from the Post Office, and go as far as the money is allowed. Marcus drafted the letter that Tom Batson requested at the last meeting and will send a copy to John Devon at the State Engineer, and wait for a response.*

- 7. Harbor Master Update: Boats vandalized at West River Landing:** *Butch explained about the complaints of outboard motors being vandalized, and one that was thrown into the mud. He also explained that traps have been thrown off the platform. The question being raised is why there are no cameras. The idea of Game cameras was discussed or posting a sign saying, "Store at your own risk." It was determined that there wasn't much that could be done about the problem. Sherry added that she notified the County Police when they were at the Town Office investigating reported cases of vandalism. Don thinks someone official should report it to the police, so it will be on record. VJ asked Butch to contact the police to file a report. Butch received a complaint about some diggers at Three Brooks who continued digging a half hour after sunset. He also advised the Select Board that he lost the court case because he couldn't identify the person in the court because he changed his hair style and color. He recognized the voice, but couldn't visually identify him with the mask on.*
- 8. Buildings Maintenance Committee:** *Don updated the Select Board on the project start dates. Bangor Abatement will start work on the Week of October 5th. Fire doors are on order, and James Oppenshaw will be the electrical contractor. A fire light will be installed. Portland Glass will begin their work on Tuesday, October 13th. He suggests making sure there are no obstructions when they arrive to begin work. Logistics regarding in-person voting were discussed. Don said that the staff can be in the office during the work, but there will be noise from the workers and power equipment. He also explained where the handicap ramp will be placed and how the fire doors will be mounted to be ADA compliant. The abatement for the upstairs is scheduled for November / December. Mark Corbett, plumber from Cherryfield will be taking care of the plumbing aspect of the bathroom remodeling, and Bangor Abatement will do the actual construction.*
- 9. Amy: Elections:**
- a. Additional help for Election Day:** *Amy explains the need for additional help would be for traffic control for social distancing, help with sanitizing, etc. VJ motions to allow up to three additional people to help with the elections. William seconds. Motion Carries.*
 - b. Ballot Drop Box:** *Amy advises the Ballot Drop Box would be for folks who would like to drop off their ballots after hours. The State will pay 80% with the Town paying 20% of the \$600.00 cost. VJ motions to go ahead with ordering the drop box authorizing the 20% town match. William seconds. Motion Carries.*
 - c. Request to order bar code scanner and Dynamo Label Maker:** *Amy explains that the State Board of Elections recommends the use of a bar code scanner and label maker as a means to save time and make the process more efficient. William motions to allow the purchase of the bar code scanner and Dynamo label maker. VJ seconds. Motion Carries.*
- 10. Motion to close the office from October 6 – October 9th for lobby renovations:** *Motion could not be made as Amy is awaiting a response from the State regarding the necessity of the office to be open for in-person absentee voting.*

Other: *Roberta Pinkham – still have issues with the new neighbors encroaching onto her property, and building a structure too close to her property and the road. Roberta said the CEO looked into it and advised that she was going to make the new property owners tear it down, but that was over two weeks ago, and she hasn't heard anything since then.*

Marcus Norton – Stated a float at the Town Landing is in need of repair. He added that it will need a new plate made, and will have it fixed.

Tim Hernandez – Issues with internet at Fire Station 1. Would like to have an internet and phone package at the fire house. Don Williams advised that Spectrum is offering a business package for \$49.99 a month. Sherry will reach out to Spectrum to find out what kind of plans are available. Tim also asked about the Town's website. VJ explains that the Town's website is defunct, because of its age and the software supporting it is obsolete.

Don Williams asked about the status of hiring a new Fire Chief. Tim explains that a committee has been appointed to explore that question. The BMC would like to meet with the AVFD, to discuss future planning for business that requires buildings maintenance. So, the BMC can provide the service necessary to the Fire Department as needed. Tim said he would discuss the topic with Don after the meeting, and pick a date for a meeting with the AVFD.

Amy asked if upcoming meetings would still be able to meet at the Town Hall during renovations in the lobby. Don said that he doesn't want anyone in the lobby during the renovations, but meeting members can enter through the back door.

Butch – Election Day – says that he can be available as a Deputy Clerk for the day, or if there is the need for a constable, if it would make things easier. VJ thinks it would be best to have a Constable in the evening while the ballots are being counted. Butch offered to be available during the day if the need arises.

VJ – new electric outlet – asked Don to have an electrical outlet installed on the last post before the back door, so an extension cord doesn't have to be run across the floor for the ballot machine. Don said he will let James Oppenshaw know on October 6th.

Public Comments: Amy – Birthday party request on November 14th. – Amy said she explained to the person that it would have to be no more than 50 people, but wanted to make sure it was okay. It was suggested that she refer back to the previous minutes, where this type of scenario was addressed.

Those Attending: Butch and Roberta Pinkham, Eleni Wakeman, Tim Hernandez, Cathy Fonda, Don Williams, Marcus Norton, Amy Lenfestey. Via ZOOM – Sheila Mitchell, Ronie Strout, & Liz Demetrius

Selectmen:




Verlan R. Lenfestey Jr.



William R. Gray

Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

October 19, 2020

Selectmen Present: *VJ Lenfestey, & Joshua Stubbs*

Absent: *William Gray*

Meeting Opened at: *5:00PM*

Meeting Closed at: *7:10PM*

1. **Motion to accept the minutes of the October 5th Selectmen's Meeting:** *VJ motions to table Item No. 1, until the next meeting, due to the fact that Josh wasn't at the last meeting and William is not present at this one. Josh seconds. Motion Carries.*
2. **Unfinished Business:** *Last meeting this item was tabled due to Josh being absent, and everyone should have input. Tonight, William is absent, and given this is not a pressing issue, VJ motions to table Item No. 2 until the next meeting.*
 - a. **Employee Manual Review and Updates: Pages 15-21**
3. **Monroe Hart: Town of Addison Website:** *Monroe presents his professional background in web design to the Select Board, and offers to build a new website for the Town of Addison free of charge. Monroe answered questions posed by the Selectmen and audience. There was some discussion about the issues surrounding the old website, and what offerings the new website should provide. Don Williams offered to help Monroe, and made some suggestions including suggesting the help of Tim Hernandez and allowing the office staff be a part of the process as well. It was agreed that Monroe would be making a huge contribution to the Town and his help is greatly appreciated. Josh motions to allow Monroe Hart to build the Town a new website. VJ seconds. Motion Carries. The Selectmen thanked Monroe again for his generous contribution to the Town of Addison.*
4. **Buildings Maintenance Committee:** *Don updated the Select Board on the progress of the lobby renovations. Bangor Abatement is scheduled to return on Wednesday, October 21, to finish the assembly of the handicap ramp, sand and paint the walls, install the interior fire door, and will cut the hole for the new window that Portland Glass will install on Thursday, October 22. The plug for the voting machine will be installed on October 23rd. Don suggested not having anyone in the lobby on those two days. The outside fire door is still a week out. All the work will be completed before November 3rd, Election Day voting. There was some discussion about traffic control in the hall while things are under construction, and where to install the outside ballot box.*
5. **Road Commissioner Update:** *Marcus advised Don on a Buildings Maintenance issue involving repairs needed to the Sand/Salt Shed door. Salt/Sand is up. Ditching has continued on Ridge Rd. from the Post Office to Kenny Kane's property. Work is also being done on West Side Rd. repairing wash-outs. County will be paving Ridge Rd. sometime between this week and Thanksgiving week. Marcus will also be addressing the culvert near Cape Split. Road work will continue for as long as the budget allows.*

There was also discussion on different kinds of paving. 3/4" stone binder vs. sand mix. Marcus would prefer to use the stone binder as it is more durable. Obbie concurred, stating portions of the Town's roads that have used the stone binder are in better shape than other roads.

- 6. Draft advertisement for CEO/LPI position:** *VJ explains that Judy has a recommendation for her placement, and it is someone she has trained. He suggested postponing the advertisement and try to get in contact with the person she has recommended and invite him to the November 2nd Selectmen's meeting to discuss taking the CEO/LPI position. VJ motions to table advertising for the CEO/LPI position until after the Select Board has talked to the person Judy Rolfe is recommending. Josh seconds. Motion Carries. Sherry will contact Judy to obtain this person's contact information and invite him to the November 2nd meeting.*
- 7. Auxiliary's Annual Party:** *The Auxiliary members have an annual party consisting of about 20 people or less. VJ sees no reason why they cannot have their party as it is a private event. Josh motions to allow the Auxiliary to have their annual party. VJ seconds. Motion Carries.*
- 8. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:** **6:00PM** - *Josh motions to enter into Executive Session to discuss personnel matters. VJ seconds. Motion Carries. 6:45PM – Meeting was called back to order. Personnel matters were discussed. No decisions were made, or will be made at this point.*
- 9. Motion to enter into Executive Session Per 1 MRSA § 405(6)c to discuss the condition of real property:** **6:46PM** – *VJ motions to enter into Executive Session Per 1 MRSA § 405(6)c. Josh seconds. Motion Carries. 7:07PM – Meeting was called back to order. Property related discussion took place, and nothing further.*

Other: *Taken out of order. VJ states that a public hearing needs to be scheduled for the GA Maximum Rates. After some discussion it was agreed to scheduled the public hearing for November 16th with the Selectmen's Meeting to follow. VJ motions to set the Public Hearing for General Assistance Maximum's for November 16th, starting at 5:00pm with the Selectmen's Meeting following immediately. Josh seconds. Motion Carries. Sherry will submit the advertisement to Machias Valley News Observer on October 30th for the November 4th edition of the paper.*

Amy asked about the timeframe for removing the floats. Obbie plans on having the Town Landing floats out before the 13th or 14th of November and the poles can come out that same weekend [Sunday] There was some more discussion regarding the timing of removing the floats coinciding with the tides. Harold takes care of the floats at the South Addison Landing.

Public Comments: *No further discussions.*

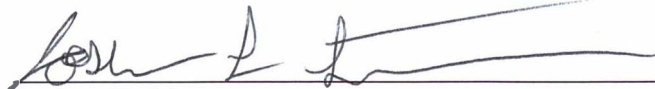
Those Attending: *Don Williams, Marcus Norton, Obbie Davis, Monroe Hart, Amy Lenfestey.*

Selectmen:



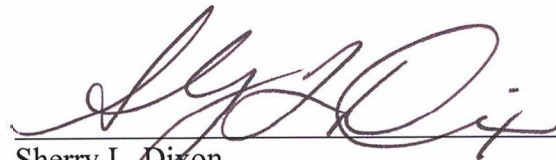
Verlan R. Lenfestey Jr.

William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

November 2, 2020

Selectmen Present: *VJ Lenfestey, & Joshua Stubbs*

Absent: *William Gray*

Meeting Opened at: *5:00PM*

Meeting Closed at: *5:30PM*

1. **Motion to accept the minutes of the October 5th Selectmen's Meeting:** *Josh was not present at the October 5th meeting, and William is not present at this meeting. VJ motions to table Item No. 1 until the November 16th meeting. Josh seconds. Motion Carries.*
2. **Motion to accept the minutes of the October 19th Selectmen's Meeting:** *VJ motions to accept the minutes of the October 19th Selectmen's Meeting. Josh seconds. Motion Carries.*
3. **Unfinished Business:** *Due to William's absence and in the interest of time, VJ motions to table the Employee Manual Review and Updates. Josh seconds. Motion Carries.*
 - a. **Employee Manual Review and Updates: Pages 15-21**
4. **Kevin Brodie: CEO / LPI Position:** *Former CEO, Judy Rolfe, trained and has recommended Kevin as CEO/LPI. Kevin gave the Selectmen a brief summary on his professional background and training. He answered everyone's questions in a confident and professional manner. He only mentioned one concern, which was distance. Kevin lives in Whiting, and will be in Addison once or twice a week. VJ motions to bring Kevin Brodie on as Addison's CEO/LPI based on discussion tonight and recommendation of former CEO, Judy Rolfe. Josh seconds. Motion Carries.*

Buildings Maintenance Committee Update: *Don states that he is in the process or ordering another section for the ADA ramp, and a security gate for the second-floor stairwell. The overhead doors of Fire Station 1 and 2 have been adjusted by PDQ. Everything has been fixed on Fire Station 1 and the backdoor on Fire Station 2 needs about another \$300.00 in repair. Tim Hernandez explained that the door is no longer weather proof. Don is getting a quote on the Sand/Salt Shed door. Should have a quote by the end of the week. County should be paying for the repairs, since they damaged the door. Marcus asked Don to give him the quote, so he can discuss it with County. VJ advised Don to wait to hear from Marcus before moving forward on the repairs to the Sand/Salt Shed door. Portland Glass will be in the office on November 2nd to install the speakers in the service window. The bathroom remodel will be going out to bid through public media, to save on the costs of advertising in the paper, which will be done before the year is out. Don also brought up concerns about keeping the lobby clean, now that it has been renovated. It needs to be cleaned regularly to keep it looking nice.*

Monroe, Don and Tim will be meeting within the next couple weeks to begin work on the new Addison website, and would like input from those who would be uploading information onto the website.

5. Road Commissioner Update: *Marcus as Don if the Cape Split culvert has been patched and if the appliances are still sitting on the side on East Side Rd. Don answered, "yes" to both questions. Marcus explained the complaint he received about appliances near the roadway on East Side Rd. He talked to the property owners about removing the appliances from the edge of the road, and then he received another complaint about an abandoned car on their property near the roadside. Marcus talked to them for a second time about it, and then moved the appliances off the road side. The property owners were working on having the car removed.*

They told Marcus the motorist's car had broken down. He will talk to DOT on November 2nd, and ask them to go down and address the issue with the property owners. What paving being done this year has been completed. Marcus addressed the worst areas first. Gravel roads have been graded and ditching has been done. Bruce Farren has been out trimming. Marcus also advised Tom Batson that the rock protruding from the pavement has been addressed with DOT.


6. Motion to accept the Proposed 2021 State Valuation: *VJ motions to accept the proposed 2021 state valuation. Josh seconds. Motion Carries.*

Other: *Tom Batson: The State will allow the Town to pay 30% of the cost of a \$1.4 - 2M repair to the Knowles Brook portion of East Side Rd. He also stated that the Town could pay \$804.00/ year for 10 years per million dollars in cost, and \$1Million. This would be a reconstruction of the whole stretch going through Knowles Brook. Tom read the proposal from Maine DOT and confirmed that the cost would be \$804.00/year for 10 years, and \$1Million from a highway rebate program. This information was provided by the State Commissioner, Kyle Hall. VJ asked Marcus to contact Kyle to discuss his offer. Tom will drop off the copies of what he has from Kyle, and provided Kyle's phone number to Marcus.*

Public Comments: *Butch: November 12th – Butch will be attending a Harbor Master Training in Portland. This is a free training being offered. Butch talked about some of the itinerary for the training. Kevin Brodie will be there as well. They are two of 50 people selected to attend the training.*

Those Attending: *Don Williams, Butch Pinkham, Marcus Norton, Tim Hernandez, Cathy Fonda, & Kevin Brodie. Via ZOOM: Tom Batson & David Wardrop*

Selectmen:



Verlan R. Lenfestey Jr.

William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Public Hearing

November 16, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Hearing Opened at: 5:00PM

Hearing Closed at: 5:02PM

- 1. To discuss the General Assistance Maximums for 2021:** *VJ opens the hearing and gives an explanation of the 2021 maximums for General Assistance. Each year, DHHS and MMA work together to come up with maximum incomes allowed for assistance.*

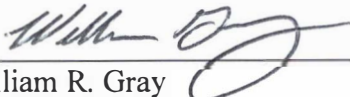
Public Comments: *VJ answered a question regarding the limits being minimum or maximum. No further discussions ensued.*

Those Attending: *Don Williams, Amy Lenfestey, Marcus Norton, Irvin Pinkham, Eleni Wakeman.*
Via ZOOM: Ronie Strout, Richard and Cheryl Paul, Tawny Jacobs, David Wardrop.


Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

November 16, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:02PM

Meeting Closed at: 6:27PM

1. **Motion to accept the State Guidelines for the 2021 General Assistance Maximums:** *William motions to accept the General Assistance Maximums for 2021. Josh seconds. Unanimous.*
2. **Motion to accept the minutes of the October 5th Selectmen's Meeting:** *VJ motions to accept the minutes of the October 5th Selectmen's Meeting. William seconds. Unanimous.*
3. **Motion to accept the minutes of the November 2nd Selectmen's Meeting:** *Josh motions to accept the minutes of the November 2nd Selectmen's Meeting. VJ seconds. Unanimous.*
4. **Unfinished Business:**
 - a. **Employee Manual Review and Updates: Pages 15-21:** *Josh and William couldn't find anything that would need further examination. VJ only found one issue at the beginning of the book, as previously noted, on page 6 "Employment at Will, but given that it states, "Unless expressly proscribed by statute or contract..." he feels that should suffice, and found no other issues. VJ added that pages 22-25 will be addressed at the December 7th meeting.*
5. **Tom Batson: Real Estate Tax Payments:** *Tom was not able to attend the meeting.*
6. **Road Commissioner Update:** *Marcus advised the Selectmen on his conversation with the Maine Department of Transportation, regarding the situation at Knowle's Brook. He also mentioned that the Salmon Federation is working on the issue there, as well. The hole at West River Landing was also discussed.*
7. **Buildings Maintenance Committee:** *Don advised that James Oppenshaw will be replacing the timer on the back door to match the system on the front door, and will be installing a light over the handicap ramp. Bangor Abatement will be working on the 2nd floor lead abatement project. He added that there is a lot of stuff that needs to be disposed of to get it out of the way. VJ asked Butch to take care of the items that are in the way of the project. The ramp has been ordered and should arrive in about a week. Bangor Abatement will reassemble the ramp and will also be renovating the bathrooms. The bathroom project should be finished this year. He will be meeting next week with Tim Hernandez and Monroe Hart about the town website. Marcus asked Don about the new door for the Sand/Salt shed. Don asked Sherry to contact PDQ about ordering and installing the door. County Concrete will pay for the door and installation.*

8. Harbor Master:

- a. **West River Landing:** *Butch presented pictures to the Selectmen about the pylons and holes at the West River Landing. Someone lost a trailer tire in the hole and Butch is concerned that someone could step in it at high tide and get hurt. There was some discussion around how to go about repairing the landing.*
- b. **Update from Training in Portland:** *Butch updated the Selectmen on the training he attended in Portland, and what he was able to glean from it. He also mentioned a mooring program that is customizable and can be used to track the moorings, the boats registered to the town and who is supposed to pay excise tax on their documented boats. The program can also be used for the purpose of Animal Control. The program is called Mooring Info. Can be found at mooringinfo.com. Butch stated that a representative can come down to explain the program at a meeting. Butch also talked about the benefits of being a part of the Harbor Master Association, and that it would be a good idea to join. Apparently, the Town used to be a member, but stopped membership dues some time ago. A representative from the association will be sending Sherry an email about membership. Amy also discussed with the Selectmen about the postcard she drafted to remind people about their mooring fees.*

- 9. Motion to enter into Executive Session Per 1 MRSA § 405(6)a to discuss Personnel Matters:**
5:52PM – VJ motions to enter into Executive Session. William seconds. Unanimous. 6:22PM – VJ called the meeting back to order. He announces that Sherry will be resigning, for personal reasons, without an end date at this point, because she is going to try to stay by the Town and help to keep things going until the Selectmen find someone to replace her. He added that a motion needs to be made to start advertising for her replacement immediately, and that it should be for all the positions John Woodward held when he worked for the town. VJ motions to advertise for the positions that John filled with the addition of Tax Collector. William seconds. Unanimous. There was further discussion about with whom the advertisements would be placed. The Selectmen agreed to hold on to Sherry's resignation and accept it when the time is right.

Other: *Taken out of order.*

VJ – Next Fire Chief Meeting – After some discussion, it was agreed to meet at Fire Station #1 on Monday, November 23rd at 5:30PM.

Tawny Jacobs, WIC – Tawny explained the need for donations, and asked the Selectmen if they would consider placing WIC on the Warrant for the Annual Town Meeting to raise \$1,440.00 for the program. VJ explained the Town's past policy on contributing to assistance programs and non-profits, and how they are placed on the Warrant. After some discussion, it was agreed that going forward, non-profit organizations who send in a letter requesting a donation will be placed on the Warrant individually for the Town to vote on at Town Meeting. VJ motions that any letter of request from non-profit organizations, that the Town receives, will be automatically added to the Town Warrant for the upcoming year. Josh seconds. Unanimous.

Tom Batson: Sherry gave an update to the Selectmen on behalf of Tom, advising them that Tom took pictures today of the flooding at Knowles Brook. He mentioned that a mail truck had to turn around, because the water was too deep and that he will continue to work on the problem. He feels it should be the State's responsibility to maintain this area, because it is a bridge and not a road. Tom has also been in contact with Senator Collins' office to push for the work to be done by the State.

Public Comments: *No further discussions.*

Those Attending: *Don Williams, Amy Lenfestey, Marcus Norton, Irvin Pinkham, Eleni Wakeman.*
Via ZOOM: Ronie Strout, Richard and Cheryl Paul, Tawny Jacobs, David Wardrop.

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

December 7, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:02PM

Meeting Closed at: 6:27PM

1. **Motion to accept the minutes of the November 16th Public Hearing:** *William motions to accept the minutes of the November 16th Public Hearing. Josh seconds. Unanimous.*
2. **Motion to accept the minutes of the November 16th Selectmen's Meeting:** *Josh motions to accept the minutes of the November 16th Selectmen's Meeting. William seconds. Unanimous.*
3. **Unfinished Business:**
 - a. **Employee Manual Review and Updates: Pages 22-25:** *The Selectmen reviewed pages 22-25 and only had a couple minor changes to make on page 23 regarding changing Columbus Day to Indigenous Peoples' Day, how holidays are paid and personal days are accrued. Part-time employees who work a minimum of 24hrs per week will receive half pay for the holiday. #4 under Personal Days, the clause, "...through nineteen years of service inclusive," will be removed from the handbook, as it is not necessary. VJ motions to approve the employee handbook for the Town of Addison, as amended through this review process. Josh seconds. Unanimous.*
4. **Bobbi Floyd: Decorating Tree at the Town Park:** *Bobbi presented to the Select Board her ideas for decorating a Christmas Tree in the town's park and having a tree lighting ceremony for the children. She also added that Machias Savings Bank is going to donate the lights for the tree. There was further discussion on how to go about doing this while maintaining social distancing and where to plug in the lights. Sherry offered to put it up on the Town's Facebook page if Bobbi drafts a flyer for the event. VJ also suggested that maybe the Fire Department could post it on their Facebook page too. VJ motions to let Bobbi Floyd take charge of decorating the Town's tree and setting up a tree lighting ceremony that falls within the State's COVID-19 guidelines for social distancing. William seconds. Unanimous.*
5. **Stanley Paris and Don Myers: Internet access for the Cape Circle area:** *Stanley introduces himself as a member of the Cape Split Assoc. and Donald Meyers as the VP of the association. He also introduces Mark Ouellette a representative from Axiom Communications. Stanley opens the discussion by stating that the Cape Split area does not have good WIFI or communications in the area, which is hindering resident's ability to conduct business or attend online classes, and conferences. He asked the Select Board about forming a committee with one of the members being a Selectman. The premise of this committee would be to work with Axiom, and possibly Spectrum to extend service to the underserved communities within Addison. Grants were discussed and Roque Bluffs was mentioned, as they received a grant from the Island Institute to expand broadband to their area. Sherry noted that she has recently reached out to Spectrum about the issue, and has been unsuccessful in receiving a response.*

She also tried to contact the Town's WCCOG representative, as WCCOG writes grants, but has not yet received a response. Mark Ouellette talked about the different types of grants that are out there, and suggested applying for a grant from the Island Institute. He also suggested partnering with Axiom or Spectrum to get a better idea of where the needs are and how much it would cost to extend service to those areas. He also mentioned that determining how much the town would be eligible through State and Federal funding would be based on having a plan, what the costs are and what the town wants to achieve. Peter Davis suggested the internet issue should be brought before the Buildings Maintenance Committee, and VJ asked Don Williams if he would be interested in working on this project. Don stated he will first reach out to Spectrum, and then will be in contact with Don Myers, Stanley Paris, and Mark Ouellette (Axiom) to discuss his findings and figure out what to do next.

- 6. PRSWDD Update:** *Keith opens by stating that PRSWDD is stable. He said that 2020 was a very tough year, but residents from neighboring towns are still bringing their trash to PRSWDD in spite of those towns withdrawing. He states costs have been cut, and in 2021 a new business model will be introduced, which is believed to bring Jonesport back to PRSWDD. Other concerns were brought up, such as the truck scales issue, underestimating the weight of trash coming in, and non-member towns bringing trash into PRSWDD without their town having to pay an annual fee to be a member. Keith said that he will bring up these concerns at PRSWDD's next meeting. He was unable to provide any information on the proposed business model at this time, but is hopeful it will be ready to be introduced by or before Town Meeting. Keith agreed to come back and update the Select Board on the new business plan, as soon as he is able to discuss it. There was also discussion about single stream recycling, and PRSWDD's efforts to become a bottle redemption facility.*
- 7. Road Commissioner Update:** *Marcus said that overall, the storm was weathered without much incident. A few trees were down and a culvert by Ward Perry's will be patched to get it through winter. Bruce Farren has done what chipping Marcus had for him. He will start working on road signs as soon as things slow down. William brought up the road sign needed for Backshore Lane. VJ brought up the hole at the West River Landing, which was brought up at the last meeting. Marcus said that the sign will be going up soon at Backshore Lane, and for the landing, the county is done paving and there isn't much more he can do with the hole at this point, because it is too cold, but if there is a warm day, he will attempt to cold patch it. Peter Davis also mentioned that the floats at the town landing are in bad shape and need to be repaired.*
- 8. Buildings Maintenance Committee:** *Don stated that the bathroom renovation project will begin before the end of the year, and will be completed early 2021. The renovation will be performed by Bangor Abatement. Don will contact Bangor Abatement to provide a copy of the affidavit for the lead abatement, so the Town will have record of it.*
- 9. Motion to approve the Small Animal Clinic Contract for 2021:** *VJ motions to renew the Small Animal Contract for the year 2021. William seconds. Unanimous.*
- 10. To discuss setting dates for conducting interviews:** *VJ gives a brief explanation on why interviews will be taking place for the Administrative Assistant position. After some discussion, a date and time of Wednesday, December 9th starting at 4:30pm was proposed with interviews scheduled for 4:30pm, 5:30pm and 6:30pm respectively.*

Other: Don Williams – Trash Disposal – Bangor Abatement left construction trash behind, and has been sitting on the back landing since they completed the upstairs abatement. There are also, two bags of trash sitting in the storage building. After some discussion, Marcus offered to clean up the trash on Wednesday December 9th.

Sherry Dixon – Letter to Versant and GA Maximums Agreement – Sherry advised the Select Board that Versant will not speak with her, because she is not on the authorized contact list. She drafted a letter for VJ to sign, naming her, Amy Lenfestey and Josh Stubbs as authorized contacts. The GA Maximums were accepted at the previous meeting, but the agreement was not signed,

Convex Mirror – Sherry inquired about installing a convex mirror on or near the storage building, so USPS customers can see oncoming traffic on Ridge Rd. As it stands right now, there is a blind spot when leaving the parking lot, and it is difficult to tell if cars have crossed over the dyke heading towards the Post Office. Sherry also added that she will not use the Post Office parking lot, because she cannot see oncoming traffic from Ridge Rd. After discussing the idea, it was determined that it may cause more problems than it would solve.


Peter Davis – Warrants – Peter asked Sherry when the Warrants will be due for Town Meeting. He said the Budget Committee needs to have their meeting and put together their requests for next year. Sherry said she didn't know, but will take a look at the timeline and will let him know.

Ronie Strout – Bus Turnaround Sign – Ronie requested a Bus Turnaround Sign be installed, stating that she has to turn around at the intersection of Basin and Mooseneck Rd.'s. She stated that people are trying to beat her while she is backing up, and it's creating a dangerous situation, especially if the roads are snowy. Marcus said he will take care of it.

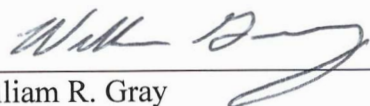
Public Comments: No further discussions.

Those Attending: Don Williams, Marcus Norton, Adam & Bobbie Floyd, Donald Myer, Mark Ouellette, Stanley Paris, and Peter Davis. Via ZOOM: Ronie Strout and David Wardrop.

Selectmen:



Verlan R. Lenfestey Jr.

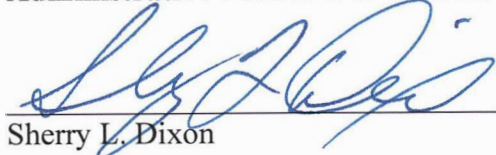


William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Special Selectmen's Meeting

December 16, 2020

Selectmen Present: *VJ Lenfestey, William Gray & Joshua Stubbs*

Meeting Opened at: *4:30PM*

Meeting Closed at: *7:23PM*

- 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: 5:26PM**
William motions to go into Executive Session to interview Sherry Scott. VJ seconds. Unanimous. 7:22PM – VJ calls the meeting back to order. Interviews were conducted for the Administrative Assistant position. Nothing further to discuss.

5: 30 PM Sherry Scott

6: 30 PM Linda Alley via ZOOM

Other: *Taken out of order.*

Sherry discussed with the Selectmen on the following: Grace Falzarano to help with the Treasury. After some discussion it was agreed to bring Grace on to help with the end of year work, as she is local and more readily available. VJ motions to bring on Grace Falzarano as a consultant for the Treasurer and end of year budget work effective immediately. Josh seconds. Unanimous. VJ asked Sherry to extend their gratitude and appreciation to Amy Dunn for her assistance since Kim's passing.

2021 Dog License reminders - Amy mailed the post card reminders today.

Tree Lighting Ceremony – Sherry advised the Selectmen that she made a flyer announcing the event and placed one in the lobby on the bulletin board, one on the window next to the front door and posted the event on Facebook.

Cold Lobby – Sherry presented some ideas for consideration to help with keeping heat in the lobby. Options were discussed and ideas shared. Josh suggested to have the issue added to the December 21st Selectmen's Meeting Agenda.

Thank you letter to candidates – Sherry presented the Selectmen with a draft of the letter for their review. Some changes were made and she will send the letter to the candidates who were not going to be interviewed.

Sherry advised the Selectmen that no new applications have been received.

There was also a brief discussion about including cemetery maintenance in the Warrant for Town Meeting.

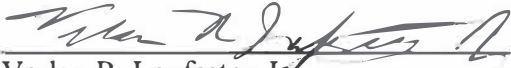
5:08PM - VJ motions to take a recess until 5:25PM. William seconds. Unanimous.

5:25PM - VJ reopens the meeting.

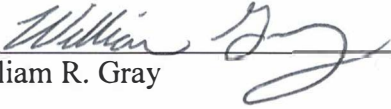
Public Comments: *No further discussions*

Those Attending: Sherry Scott. Via ZOOM: Linda Alley

Selectmen:



Verlan R. Lenfestey Jr.

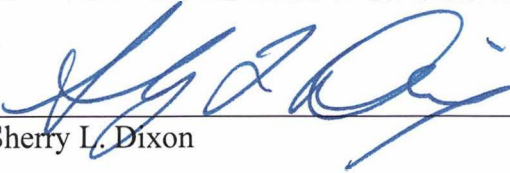


William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon

TOWN OF ADDISON

Selectmen's Meeting

December 21, 2020

Selectmen Present: *VJ Lenfestey, William Gray, Joshua Stubbs*

Meeting Opened at: 5:00PM

Meeting Closed at: 6:36PM

1. **Motion to accept the minutes of the December 7th Selectmen's Meeting:** *Josh motions to accept the minutes of the December 7th Selectmen's Meeting. William seconds. Unanimous.*
2. **Motion to accept the minutes of the December 16th Special Selectmen's Meeting:** *William motions to accept the minutes of the December 16th Special Selectmen's Meeting. VJ seconds. Unanimous.*
3. **Unfinished Business:**
 - a. **Review of Interviewed Candidates:** *VJ stated two candidates were interviewed. One expressed that she was no longer interested in the position. It was agreed to set up an interview with a candidate they previously reviewed. It was agreed to schedule a Special Selectmen's Meeting for Wednesday, December 30th, 2020 at 5:00PM to interview the next candidate.*
4. **Tom Batson: Real Estate Tax Payments:** *Tom advised the Selectmen that he paid 2018's taxes on his property and will need a few months to pay 2019's.*
5. **Addison Volunteer Fire Department:** *David and Eleni explain there were some purchases and repairs to the compressor at Fire House #1, which the Fire Department paid early on before taxes were committed, and after Kim's passing. During this transition time when the FD wasn't sure what was in the budget, they went ahead and paid for these repairs and other purchases. David and Eleni wanted to know if the Fire Department could be reimbursed for these charges. VJ suggested to David and Eleni that going forward to just turn in the invoices right away. VJ motions to reimburse the Addison Volunteer Fire Department's Fundraising account from the Addison Volunteer Fire Department account. William seconds. Unanimous.*
6. **Maine Harbor Masters Assoc. Membership:** *Tabled for the next meeting.*
7. **Road Commissioner Update:** *Marcus placed rocks on the corner by Tyler's Trap Shop in South Addison. He also, put up sign posts to get them in the ground before it froze, but not the signs yet. During the last storm, County had to go back to South Addison and spread more salt. He received a complaint from Joelle Smith about Crowley Island Rd. She was supposed to be in the meeting, but was not present. She would like the Town to maintain it to the bridge. There was some more discussion about who maintains it and repairs that need to be made to the road. Apparently, the Town used to maintain the road when the island had full-time residents on it. The Town maintains the road about ½ mile to the bridge. VJ asked Marcus about how much he estimates the cost to be for maintaining the road now. Marcus estimated between \$5,000 to \$10,000 per year to repair the road, plow it and perform regular maintenance.*

Tom brought up Knowle's Brook and suggested the Selectmen should send a letter to Cal Hall, Road Commissioner with Maine DOT stating that they disagree with his findings. Mr. Hall advised Tom that the bridge isn't too small, but the tides are more pronounced.

Tom stated that the bridge is too small and the road is too low leading up to it. That there are whirlpools when the tide comes in and when it goes out. The State pays for bridge repairs. Butch suggested to film the area as the tides ebb and flow. Tom has met with DOT workers at that site a week ago. One being a resident of Addison, confirmed that the area has a history of flooding. VJ asked Tom to provide the letter he received from the State so that the Selectmen can review it at the next meeting.

- 8. Buildings Maintenance Committee: Heat loss problem in the Town Office lobby.** VJ asked Don about the heat going upstairs and the lobby remaining cold. Don mentioned that it may be more of a matter of having sufficient heat in the lobby area, and upstairs, especially if the intention is to use the upstairs again at some point. Don stated that the register in the lobby doesn't always work. He also suggested new weatherstripping under both doors, and to bring Dead River in evaluate the heating situation. Don will contact Dead River. He gave an update on Bangor Abatement's work. They will be in next week to paint the stairs, walls and ceilings on the second floor as a part of the renovations.
- 9. Motion to accept Versant's Notification of Terms and Conditions for Repair and Maintenance of Private Lines:** VJ explains what the Terms and Conditions entails with Versant, and motions to take no action and let Versant maintain the lines as they have in the past. Josh seconds. Unanimous.

10. Registrar of Voters: Elections:

- a. Motion to appoint Amy Lenfestey as Registrar of Voters for a two-year term from 2021 – 2023:** William motions to appoint Amy Lenfestey as Registrar of Voters for a two-year term from 2021-2023. VJ abstains. Josh seconds. Motion carries.
- b. DS200 Rental Invoice:** Amy gave an explanation of the situation revolving around the agreement with the State for the DS200 rental. The agreement expired in December 2019, and the State's intention was to have new equipment for 2020, but that plan fell through. The State did not charge for the March and July elections, and the contract was extended through 2020, so it could be used for the November election. The Town was billed at a reduced rate. Paying it would cover from August 1, 2020 through June 30, 2021. VJ motions to pay the invoice for the rental of the DS200 up through June 30, 2021. Josh seconds. Unanimous.
- c. Ballot Clerks:** Amy stated that she has recently learned that appointments needed to be made by May 1st of the even numbered years. She is allowed to pull ballot clerks if there are not enough for an election, which she had done. No further action was needed.

- 11. Town Clerk: Moorings:** Amy gave the Selectmen a list of outstanding mooring fees, of which, some are extremely past due and wanted to know if there was an action that should be taken. Some go back to 2012. The Selectmen and Butch go through the list and determine which fees should be waived. There was further discussion about mapping out the moorings. Sherry is to contact Sean with the Harbor Master's Association to find out about their mooring program. After reviewing the list Amy provided, VJ motions to waive fees on mooring numbers: 040, as they are no longer owners; 124, due to illness; 004, fees waived and Butch is to find out who is using it now. Josh seconds. Unanimous.

12. Motion to accept Payments In Lieu of Taxes from:

- a. Pleasant River Wildlife Federation
- b. Downeast Coastal Conservancy

VJ motions to accept payments in lieu of taxes from Pleasant River Wildlife Federation and Downeast Coastal Conservancy. William seconds. Unanimous.

13. Motion to enter into Executive Session Per 1 MRSA § 405(6)a for Amy Lenfestey's evaluation: 6:14PM: *Josh motions to enter into Executive Session Per 1 MRSA § 405(6)a. William seconds. VJ recused himself. Motion carries. 6:35PM: Meeting was called back to order. William explained that everything is looking good and going well.*

Other: Taken out of order. *Amy mentioned a property on Indian River Rd. that has seen some recent interest it. The property is adjacent to Marcella Snowdeal's property. She received a phone call from someone who is interested in buying it. After some discussion, Don suggested selling it and VJ said it may have to be put up for bid. Tom suggested it would be good to keep some of the properties for future town use. It was also agreed, for reasons such as this, that the Comprehensive Planning Committee needs to be reactivated, as it has been dormant for 20 years.*

Dog license reminders were sent out, but half of them had the wrong year on it. Amy doesn't want people penalized for her error. She posted a notice at the Town Office, and the Post Office. Sherry has posted it on Facebook. Amy asked Ronie if she could put a notice in her column to get the word out. VJ thinks it would be prudent to wait for two weeks to see who comes in to license their dogs, and resend notices to anyone who hasn't come in by January 15, 2021.

Public Comments: *No further discussions.*

Those Attending: *Amy Lenfestey, Ronie Strout, Eleni Wakeman, David Perham, Don Williams, Irvin Pinkham, & Marcus Norton. Via ZOOM: David Wardrop, Tom Batson, Richard & Cheryl Paul, and Cathy Fonda.*

Selectmen:



Verlan R. Lenfestey Jr.



William R. Gray



Joshua Stubbs

Administrative Assistant to the Selectmen:



Sherry L. Dixon