

TOWN OF ADDISON

Selectmen's Meeting Minutes

January 5, 2026

Please note that all posted agendas are subject to change prior to the Selectboard Meeting

Selectmen Present: VJ Lenfestey, Ronnie Gray, Joshua Stubbs
Meeting Open: 5:30 p.m.

1. **Motion to accept minutes from the December 29, 2025 Selectmen's Meeting:**
Joshua motioned to accept the minutes from the December 29, 2025 meeting, Ronnie seconds' motion. No discussion. Motions carries.

2. **Complaint** – (given to Alf Wakeman 12/30/2025)
Complaint given to Alfie, no further information at this time. Will plan to follow up for next meeting.

3. **Harbor Master Position:**
Irene Yaws is present at the meeting and requests to be considered for the Harbor Master position. After resigning in the fall of 2025, Irene has reconsidered and would be interested in returning to the position if the Select Board/Harbor Committee approves. Currently, Dean Cirone has taken over the interim Harbor Master position. V.J. Lenfestey recommends we follow up with Dean Cirone to see if he is interested in continuing as the Harbor Master or if he wishes to resign.

4. **Hot Water Issue:**
It was noticed this a.m. that there is no hot water throughout the town office. Amy spoke to Josh Stubbs and he recommended calling Dead River Company. Amy attempted several times to reach Dead River Company but was sent to a voice mail each time, was unable to make contact today. With warmer weather coming in overnight, Selectmen recommend to wait and see in the morning; if still no hot water, continue to try to contact Dead River Company.
 - a. **Odor in Ladies Room**
It was noticed this a.m., sewer smell worsening throughout the day, worse in the restroom. No clogs or sewer back up. Amy spoke to Josh Stubbs, he recommended adding the issue to the agenda for tonight. At this time, the odor has subsided. Discussion was if a valve was stuck or frozen in the stink pipe, if issue continues the valve may need to be replaced.

5. Correspondence:

a. Letter

Kevin Brodie, CEO mailed a letter to the occupants of a property in regard to town ordinances and compliance, giving a 30-day compliance deadline. An occupant of the property dropped off a letter in response to the CEO letter for the Selectmen to review and advise. The occupant's letter expressed understanding of the areas of concern and his plan of action to remedy the issues.

Selectmen reviewed CEO letter and occupant's response letter. V.J. questions if the Select Board even has any part in this matter, Josh agrees stating if they have any part in it; it is to make sure the deadline is met and the property is cleaned up. Discussion about amount of time needed to clean up and with the winter months, 30 days may not be enough time to complete all the work that needs to be done. Selectmen will give a recommendation for Kevin Brodie, CEO to extend the deadline to 06/01/2026. If Kevin Brodie, CEO is in agreement a new letter should be mailed to occupants via certified mail. If occupant is non-compliant by the deadline it will be presented back to the Select Board for further action.

6. Motion to enter into an Executive Session per 1 MRSA §405 (6)()A pertaining to personnel matters (Employee Reviews):

V.J motions to enter into an Executive Session per 1 MRSA §405 (6)()A, Josh seconds. No discussion. Motion carries. Entered into session 5:55 p.m. Estimated time of exit 6:45 p.m.

Other:

1. Sign AP Warrant 82:

Josh motions to sign AP warrant 82. Ronnie seconds. No discussion. Motion carries.

2. Sign Payroll Warrant: 81

Josh motions to sign warrant 81. Ronnie seconds. No discussion. Motion carries.

3. Sign the approved Minutes:

Selectmen signed the approved minutes.

Public Comment:

Per Chris Chartrand buoy tree will be reconstructed shortly if weather allows and resources are available.

Josh Stubbs acknowledges Marcus Norton is in attendance and a road commissioner report is typically on the agenda. Marcus has no new information in regard to roads.

Marcus Norton inquired if re-evaluation is still being worked on. Amy states they have completed the initial visits and Barbie Cirone has seen some changes within the Trio accounts, so work is being done. Discussion of what we will receive at the completion of the project. Per Selectmen reach out to Garnett for an update on assessment for the next meeting on 1/20/2026.

Chris Chartrand asks for budget information. He asks where we are at in the budget planning for 2026 town meeting. Chris has the Addison Days information, financial request and a statement for the town book. Unfortunately, with staffing issues, illnesses, holiday schedules and lack of training this has not been the priority. On Friday 1/9/2026 Sue Lessard, financial consultant, will be in the office and we can start a plan and move forward, making this a priority.

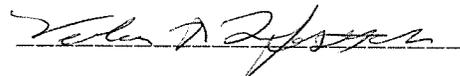
Motion to adjourn meeting made by Josh. Ronnie seconds. No discussion. Motion carries. Meeting adjourned at approximately 6:50 p.m.

Selectmen:

Joshua L. Stubbs



Ronald A. Gray



Verlan R. Lenfestey Jr.

Administrative Assistant\Clerk

TOWN OF ADDISON

Selectmen's Meeting Agenda

January 20, 2026

Please note that all posted agendas are subject to change prior to the Selectboard Meeting

Selectmen Present: V.J Lenfestey, Ronald Gray
Meeting Open: 5:30 p.m.

- 1. Motion to accept minutes from the January 5, 2026 Selectmen's Meeting:**
V.J. motions to accept minutes from January 5, 2026 selectmen's meeting. Ronnie seconds the motion. No discussion. Motion carries.

- 2. Harbor Master Position:**
At January 5, 2026 meeting Irene Yaws had voiced an interest in returning as Addison Harbor Master. Irene had resigned from that position early last fall, at that time Dean Cirone stepped up as the interim Harbor Master. Select Board wanted to hear from Dean if he wished to keep the position first before moving forward with any further discussion with Irene. Dean is in attendance for the meeting tonight and voices his interest in keeping the position. Select Board is in agreement to keep Dean on as the Harbor Master. V.J. thanks Irene for her interest. Stephanie explains there is an upcoming training conference sponsored by the Harbor Master's Association. Dean will plan to attend this conference and the fees of \$830.00 will be taken from the Harbor Committee account.

- 3. Increase in municipal filing fees at Registry of Deeds:**
 - a. Two Liens Discharged w/out increase**
As of 1/1/26, the increase has gone from \$19.00 to \$25.00 for filing fees at the Washington County Registry of Deeds. Amy states she has e-mailed MMA twice as well as Trio. MMA response was a little grey, states we can add the fees per state law, if you so choose. Amy explains there was 2 lien discharges processed with the \$19.00 fee, tax payors came in to pay and at that time there was no answer as how to add the fees. V.J. questions the MMA recommendation; we can add it according to state law, if we so choose. Amy explains she spoke with Trio who encouraged her to reach out to MMA a second time. MMA's answer the second time was not as clear as the first answer. The e-mail chain was available for the selectmen to review. We have approximately 44 accounts that have liens requiring discharge, which is about \$250 loss to the town if we do not change the charge from \$19.00 to \$25.00. The fees have to be documented on the liens when filed, which they were documented as \$19.00. V.J. states anything that is filed, charge the \$25.00 filing fee, the town should not have to pay these additional costs. V.J agrees with MMA if we are legal to add the fees, we need to do so, Ronnie is in agreement. Trio has advised how to add the fee to the accounts. Amy questions what to do about the 2 that have already processed. At this time, they have been processed and we can not

recoup those lost fees. V.J. and Ronnie both agree that moving forward is the best plan.

4. Foreclosed properties – need to insure and/or post no trespassing signs?

Select Board was presented with an e-mail from MMA from a previous situation that a foreclosed property had a tenant renting there. Discussion focused on placing trespassing signs, if insurance is required, and the best course of action to make sure no one gets injured on the town's properties. V.J. and Ronnie agree that trespassing signs need to be posted. Amy suggests we go back to MMA for further info, V.J. agrees that we should gather more info and bring it back to them.

5. MSB Fire Department Signers (fire dept account?)

Gary Stanley came in last week, at the request of MSB, to get documentation that he had been hired as the new fire chief and Matthew Alley had resigned. Stephanie gave him the minutes from the 12/01/25 selectmen meeting, a copy of his oath and a letter written stating the above info. Gary returned to the office; after a further discussion, we realize the account he is trying to add his name to, is the fire departments personal account. Selectmen agree they do not have any authorization on that account.

6. Update from Garnett Robinson of Maine Assessment and Appraisal:

Stephanie has been in contact with Garnett Robinson for an update at the request of the selectmen from the 1/5/26 meeting. Garnett e-mailed the updates and feel they are on track to complete the assessments by 7/1/2026. He states they have approximately 86 parcels left to inspect, most of which are island parcels. There are 30 calls back on the list, requiring a follow up visit. They have updated a good portion of data in Trio (our office database). Final steps will be in May when they will mail a letter and a copy of the taxpayer's property card to the tax payor for review. Maine Assessment will be available for appointments in June, including at least one weekend day for tax payors to meet and discuss the updated information. Each selectmen received a copy of the letter from Garnett Robinson, Maine Assessment & Appraisal Services. Inc.

a. Increase in monthly payment (and process check)

Stephanie after speaking with Garnett and corresponding via e-mail, discovered the original contract had an end date of 10/01/2026 and the fee schedule had been completed based on that date. However, an addendum was done to the original contract, to change the end date to 07/01/2026, but the fee schedule was not revised. At this time, monthly payments will need to increase from \$10,552.94 to \$15,829.41 for February-July and then the final payment of \$22,425.00 will be due 14 days after their commitment. Select Board in agreement with this fee schedule. February payment is in tonight's warrant which will finish out our fiscal year. A total of \$7,322.07 will carry forward in the re-evaluation fund. The amount we will need to raise for the 2026-2027 fiscal year is \$94,249. March payment will need to be addressed because the carry forward amount is not enough and town meeting is not until 03/10/2026. V.J. suggests when the time comes for that payment he would like to

review the surplus account, however Amy voiced that Sue Lessard has concerns about the amount of money used out of the surplus account this year. It was discovered that the carry forward amounts had not been added into the accounts, Amy states we must get our beginning numbers in order to move forward with the budget plan. The hope is for Sue to be available on Friday to shift her focus from check reqs to budget. Once we get the beginning and end numbers, we will have a better standing as where we are at. V.J. tables the March payment for now.

7. Payment in lieu of taxes:

Pleasant River Wildlife Foundation mailed a check for \$2500.00 in lieu of taxes. V.J. makes a motion to accept the check from the Pleasant River Wildlife Foundation in lieu of taxes. Ronnie seconds. No discussion. Motion carries.

8. Worker's Compensation Contribution Calculation:

The selectmen are presented with the worker's compensation estimated contribution calculation for 01/01/2026-01/01/2027. Amy has current wages for ACO, CEO, Fire Chief, Harbor Master, Shellfish Warden and Janitor for the selectmen to review and advise if they wish to re-evaluate any of these positions/wages prior to setting a payment schedule. V.J. and Ronnie agree no re-evaluations are needed at this time.

9. Early Office Closure – January 30th for Fiscal Year End Processing:

V.J. makes a motion to close the office on 01/30/2026 at noon for fiscal year end processing. Ronnie seconds. No discussion. Motion carries.

10. Generator Monitoring contract (s):

The town office received a call from a citizen that there was a red light on at the Fire House generator. Ben from Riverside Electric states we do have a maintenance contract, however yearly maintenance was missed by them in March 2025. Cost is \$215 for annual maintenance. Amy scheduled appointment for Riverside Electric to check the red light and agreed to have the maintenance done at the same time, as it is overdue. Riverside Electric has a second contract that is for monitoring of the generators from their office, sometimes they are able to reset or fix the issue without an on-site visit. The first-year fee is waived and thereafter the cost is \$100 per year per unit. V.J. makes a motion for the \$100/per unit remote monitoring for the generators at the Fire House and the Town Office. Ronnie seconds. No discussion. Motion carries.

11. Stray Cat:

ACO picked up a kitten on Point St., the kitten required a vet appointment. Kitten needed antibiotics for respiratory issues. There was no room at any of the local shelters to board the kitten. ACO officer boarded the kitten and now has decided she would like to reimburse the town for the Small Animal Clinic bill of \$244.97 and will adopt the kitten. V.J. and Ronnie both in agreement with this plan.

12. 2026 Fire Works Contract:

Received an email from Central Maine Pyrotechnics in regard to a contract for the fireworks display for the Addison Days. The Town of Addison is the responsible party for this contract and fees. V.J. states it will go to town vote and he anticipates that we will do a fire work display, however the exact amount will depend upon the town vote. There was discussion about the past years budget, supply chain of products, last year's conflict in date and late fee of \$500 had to be paid. They would like to keep the same show as last year. Everyone is pleased with the display. Will table this until after town meeting.

13. NIMS Compliance Certification:

We need to become compliant with NIMS, an e-mail was sent to the town office e-mail and deadline was Friday December 12, 2025 unfortunately that did not happen and we are out of compliance at this time. Amy reached out to Lisa Hanscom and Christine Day at the county level, to become NIMS compliant one of the senior officials; the Select Board, take a 3 hour training webinar to put the town into compliance. NIMS training will need to be completed in the near future. Request to find out when the next available training is and present it back to the Select Board for further discussion so at least one of them can take the webinar.

14. Office Assistant Position:

Amy Lenfestey and Stephanie Chambers had a private discussion regarding our duties and what the actual needs are within the office. A few key points; Steph would be willing to take on the administrative secretary to the Select Board and Amy would like to take on the treasurer position. Office needs are 24-26 hours a week, (or to cover vacation time, sickness, etc) part-time office assistant primary duties counter and phone. Would be allowed up to 40 hours a week if covering (vacation or office staff sick days, prn) Steph willing to take on 40-hour full time position. Discussed eventual cross training for all staff. We would like to advertise but postpone a hire date until after town meeting, there is not time to train a new hire at this particular time.

Steph requests that Tuesday hours be temporarily changed. Close on Tuesdays so staff can focus primarily on town meeting. The immediate goal is to get through the budget, town books and town meeting which requires uninterrupted time. V.J. motions starting Tuesdays 1/27/26-3/10/26 will be closed. Ronnie seconds. No further discussion. Motion carries. Tuesdays will re-open on 3/17/26. V.J. and Ronnie would like Josh to have input for the office assistant, hours, advertisement, etc. will table until 2/2/26 meeting.

15. Road Commissioner Report:

Marcus Norton states he will need one load of salt delivered; 7 loads have been mixed into the sand at the shed by The "By" US Company. He had allotted for 8 loads of salt, however bought 7 loads initially.

16. Re-visit from January 5th meeting:

- a. **Hot Water Issue:** Resolved
- b. **Odor in Ladies Room:** Resolved
- c. **Complaint – CEO response:**

Initial CEO contact 1/6/26, e-mailed again 1/16/26, CEO responded he is fine with the deadline extension. CEO did not give any further instruction or send me a letter to mail via certified mail. I have e-mailed him again in hopes to get this resolved.

d. Complaint – Health Officer findings

Alfie Wakeman has contacted property owner and has a scheduled a follow up inspection of the property on 2/8/26.

17. Correspondence to be Reviewed:

a. Elected Officials Webinar Flyer

Stephanie Chambers had initially requested to attend this webinar, based on class topics however it is for elected officials.

Disregard request.

Other:

1. Sign AP Warrant 86:

Ronnie motions to Sign AP Warrant 86. V.J. seconds'. No discussion. Motions carries.

2. Sign Payroll Warrant: 83, 84, & 85

3. Ronnie motions to Sign AP Warrant 83, 84, 85 V.J. seconds'. No discussion. Motions carries.

4. Sign the approved Minutes:

V.J. motions to sign the approved minutes. Ronnie seconds. No discussion. Motion carries.

Public Comment:

Donna Kausen speaking on behalf of the Recreational committee, requests a town ordinance for town parks; The Narrows and The Addison Town Park. Initially, Donna wanted to get the ordinance ready and submit for the 2026 town meeting warrant. Donna asks when would the ordinance need to be submitted. Amy Lenfestey did state she would have to look into the guidelines, but she thought it was 90 days before it could go into effect. Amy will get an accurate answer for Donna. V.J. asks Donna what is the goal of the ordinance? Donna states the goal is rules and regulations, give the Select Board permission to make decisions when an issue may arise. Chris Chartrand adds to the conversation an example may be if someone was camping in the middle of town at the park, possibly charging a small fee if the park is used for an event, trash disposal, small things but it would protect the town. Chris states the ordinance would not stop anyone from doing what they already are doing. V.J. asks that they work on the ordinance and then present it to the Select Board for review. Donna states it would probably be 2027 before the ordinance would be submitted for the warrant.

Chris Chartrand gives a public opinion on an ad he saw concerning the Downeast Salmon Federation. The ad is for a manager and the picture attached to this ad was of the Addison Town Landing. A few months ago, Downeast Salmon Federation gave a presentation at the Selectmen meeting concerning opening the clappers and salmon preservation, it was informational but we were told no decisions were being made at that time.

Stephanie Chambers adds to the conversation that John DiMartino, a representative from Downeast Salmon Federation had called asking to be put on the upcoming agenda to come back again with a contractor's report of their plans. Steph postponed his request until after annual town meeting. Requested a short synopsis of their project and plans be emailed to our office so the Selectmen could review prior to the meeting. John was in agreement and said he would reach back out to schedule once he had his teams schedule and information as requested.

Discussion of reaching out to the DOT for their recommendations.

Dennis Moraisey returned a "lost" check that had been mailed to him over 2 months ago for work he had completed. The check had since been re-issued and this check has been cancelled.

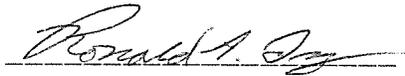
V.J. Motions to adjourn the meeting. Ronnie seconds. No discussion. Motion carries. Meeting adjourned at 6:35 p.m.

Selectmen:

Joshua L. Stubbs



Verlan R. Lenfestey Jr.



Ronald A. Gray



Stephanie Chambers

Municipal Clerk