

SELECTMEN MEETING MINUTES

December 14, 2015

PRESENT: Board of Selectmen: Scott Littlefield, Dan Gay, Jarod Harriman;, Tax Collector Yvonne Shaw, Road Commissioner Mike Souliere

ABSENT: Treasurer/Selectmen Clerk Angela Cushman

OTHERS PRESENT: Don Hernon

ADMINISTRATIVE:

Selectmen Scott Littlefield declared the meeting at 6:00 PM.

Selectmen approved minutes of 11/30/15.

Selectmen approved agenda.

APPOINTMENTS:

N/A

EXECUTIVE SESSION:

Dan Gay made a motion to enter into executive session at 6:00 PM to discuss a personnel matter pursuant to 1 M.R.S.A § 405(6)(A); 2nd Jarod Harriman. Passed 3/0. No action to report.

OLD BUSINESS:

1. Road Update/Buzzell Rd Culvert. Jim Roberts stated there are no updates at this time for the Buzzell Rd. Culvert. Mike Souliere communicated that he has been working on the unplugging the culvert on Murch Rd & Hill Rd. The side of the road was all flooded. The end of the culvert was replaced with a plastic culvert with some stone placed underneath. Dayton Sand & Gravel shimmed the area where about a foot of the pavement had to be removed to unplug the culvert. In the spring the culvert will be completely dug up and replaced. Mike will be completing some tree trimming on Hight Rd and Murch Rd.
2. Fire Commission. Don Hernon was present to obtain approval from the Board of Selectmen for the change to the Interlocal Agreement regarding physicals. This change allows you to accept the results of a physical from another fire department. Section C changes the requirement for non-emergency employees instead of requiring physicals every year the Fire Commission is recommending every 3 years. Jarod Harriman stated that technically a lot of the legislation regarding operators of those vehicles is different, but most of the times when you talk about operating large vehicles yearly health checks are industry standards. The agreement also states Fire Department employees the question is should the agreement state Town of Lyman employees. The Board of Selectmen signed the agreement. Dan Gay to connecting with Lyman Selectperson to see when the Boards will be reviewing the personnel policy.

3. Assessor Position. Jarod Harriman has left messages with 4 agencies for assessing services. Dan Gay will connect with Lyman regarding the possibility of sharing an assessor.
4. Audit Report. The Selectmen were given a copy of the financial statements for FY2015 and a copy of an updated invoice. Jarod Harriman will connect with Angela Cushman for more information and will contact Smith & Associates to discuss invoice. The Selectmen will review the fraud prevention policy and the records retention policy and provide feedback at the next meeting.
5. Automatic Foreclosures. Angela Cushman communicated that there are 4 properties that the town has automatic foreclosures pending and is working with the Town Attorney regarding next steps on these automatic foreclosures.

NEW BUSINESS:

1. Real Estate & Personal Property Monthly Report. Yvonne Shaw, Tax Collector, provided a monthly report to the Selectmen. Brookfield (the town's largest taxpayer) has paid their taxes including interest.
2. Parks & Recreation. There are outstanding volunteer forms needed to be turned in order to complete background checks and there is an outstanding question on the sales and expenses for the recent chili cook-off event. The Parks & Recreation Chair was contacted and informed that volunteer forms needed to be turned in immediately or the program would need to be put on hold until forms are turned in. Selectmen will have Treasurer follow up with the Parks & Recreation Vice-Chair regarding the sales and expenses for the recent event.
3. Treasurer printer. The Treasurer needs a new printer as the current one is no longer functioning and is recommending the purchase of a color laser printer for \$399. **Dan Gay made a motion to purchase the printer for \$399; 2nd Jarod Harriman. Passed 3/0.**
4. TRIO upgrades for school reporting. The current program used by the Town needs to be upgraded to allow the reporting of more funds required by the State for School Chart of Accounts. The cost of the fix is \$1,200. More discussion will need to take place with the Treasurer before making a decision.
5. Comprehensive Plan. Jim Roberts communicated that Angela Cushman will be joining the group to aid with updating the comprehensive plan document and will be paid for this assistance. A separate timesheet will be submitted for this time.

PUBLIC FORUM:

Jim Roberts communicated that a preliminary fire department budget was submitted to the Lyman Select Board. Five of six Fire Commission Members voted to send the budget with no changes.

CORRESPONDENCE:

1. Planning Board Minutes
2. Twelve Town Group Minutes

SIGNED:

1. 12/17/15 A/P Warrant
2. 12/17/15 P/Y Warrant
3. Selectmen minutes
4. Requests for time off

OUTSTANDING ITEMS:

1. Committee Policy
2. Solid Waste & Recycling Ordinance Draft – discussion was held on some changes suggested by Jarod Harriman
3. Time Warner – Town Attorney reviewing amendment

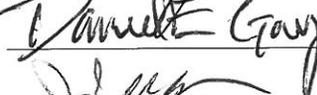
ADJOURNMENT:

Dan Gay made a motion to adjourn the meeting at 7:22 PM; 2nd Jarod Harriman.
Passed 3/0.

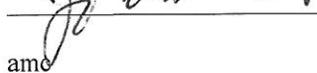
*Minutes may not be verbatim they may have been paraphrased for clarity.



Scott Littlefield, Chair



Daniel Gay



Jarod Harriman

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