

# SELECTMEN MEETING MINUTES

**February 24, 2014**

**PRESENT:** Board of Selectmen: Ted Poirier, Scott Littlefield, Gerry Taylor;  
Treasurer/Selectmen Clerk Angela Cushman, CEO Jim Roberts, Tax Collector Yvonne Shaw

**ABSENT:**

**OTHERS PRESENT:** Tom McKenney, Ryan Sommer, Jennie Metcalf, Arelle Harris, Jim Morin, Shannon Porter, Patti Oliveira, Bill King, Nancy Harriman, Scott Ruby, Don Heron, Tom Hooper

*Selectmen Ted Poirier declared the meeting open at 18:07.  
Agenda approved by Selectmen.*

**EXECUTIVE SESSION:**

**APPOINTMENTS:**

**OLD BUSINESS:**

1. Fire Commission.
  - a. Revised Ambulance Fee. Don Heron, Fire Commission member, presented a revised ambulance fee schedule. The fee schedule was revised based on what other towns are doing and from a recommendation from the billing company. This revision will go into effect April 1<sup>st</sup> and will be reviewed each year. The Selectmen agreed to the revisions and signed the new schedule.
  - b. Changes to Vacation policy. Don also presented a change to the vacation section in the personnel policy. The wording was changed to say based on anniversary year instead of fiscal year. Gerry Taylor asked is vacation time separate from personal days and sick leave. Don stated yes personal/sick days are separate and that there was a proposal to go to "Paid Time Off" but that has been tabled for now. The Fire Commission is waiting for the Town of Lyman to redo their personnel policy. Once the Town of Lyman policy has been finalized the Fire Commission will review and compare to the Fire Department personnel policy. The Selectmen agreed to the revision and signed.
  - c. Fire Chief annual performance review. Don provided a copy to the Selectmen Clerk in a sealed envelope for Selectmen's review.
2. RFP's
  - a. Waste Management. Angela Cushman presented a draft RFP for review to the Selectmen. Angela indicated the payment bond

requirement was removed from the RFP. The request to bid will be posted in the newspapers and on the website. The Selectmen agreed to the Portland Press Sunday edition and the Courier. Bids are due March 24<sup>th</sup>. The Selectmen agreed to a 3 year contract. The RFP is requesting bids for curbside household collection, operation of the Transfer Station, single sort recycling & transportation, single sort recycling curbside collection and universal waste disposal. Gerry Taylor asked if Bid Alternate #2 – Universal Waste could be detailed out a little more. Angela will update the RFP with more details. The Selectmen would like in addition to the newspaper ads to send an invitation to bid to some individuals. Angela to put together a potential list and send to the Selectmen for approval.

- b. Audit Services. Angela Cushman presented a draft RFP for review to the Selectmen. An invitation to bid will go out to a list of about 25 firms and will be on the website. The RFP indicates the first year is a trial year and if everything is okay after the first year the contract will go for 5 more years. Bids are due March 24<sup>th</sup>.
3. Fund Balance Policy. Angela Cushman, Treasurer, asked for input to the draft policy provided to the Selectmen at the last meeting. This policy is basically for the town's undesignated account (surplus). The town's undesignated account as of 06/30/13 was approximately \$606,000. The draft policy indicates the town should be at 25% of the current operating expenses. If this is the target amount agreed upon, the town's undesignated account should be at \$906,000. Also, the policy indicates that using surplus to offset taxes will not be a common practice and the Board of Selectmen and Treasurer will develop a plan to meet and maintain the target amount. The Selectmen agreed with the policy and will sign off next meeting.
4. Bickford Rd next steps. Put on the agenda for March 10<sup>th</sup>.

#### **NEW BUSINESS:**

1. Bill King for Sheriff. Currently, he is the chief deputy of the sheriff's office and is running for sheriff with the support of Sheriff Ouellette. Bill King's background includes the sheriff's office for the last several years, Portland Police Department and a Federal Agent. He has written numerous law enforcement related articles and currently writes a weekly column called "County Crime Corner" for the Journal Tribune. At the sheriff's office he has upgraded many policies and been involved in the budgeting process, resource allocation and personnel management. He led the efforts to end the Jamaican lottery scammers and other lottery scammers. Tom McKenney, resident, asked Bill what Dayton gets for services from the sheriff's office. Currently, the town is being patrolled by the State Police. Bill communicated that potentially that the sheriff's office could provide quality of life programs and if there are any issues that are not being addressed by the State Police than the Sheriff's office would be available. Bill welcomes residents to contact him and thanked everyone for considering him for York County Sheriff.

2. Parks & Recreation Committee. Ryan Sommer communicated that 45 kids participated in the basketball program for K-6, a sledding party was held at Harris Farm where about 300-350 people attended, they are starting a game session for K-12 at Dayton School for 1 hour on Saturdays starting March 1<sup>st</sup> for 6 weeks. The committee has raised just over \$7,020 for the playground. The shopping event raised just over \$200 for the playground. The group is looking forward to offering more programs to all citizens. Ted Poirier asked what does the group have planned to raise more money for the playground. Ryan stated that the committee was going to raise \$10,000 and have the town vote for the other \$25,000. A penny fundraiser will also be held at the Dayton School. The students will collect pennies for a month and will go towards the playground. Sue Sydnor has also offered to sell Above the Dam products during Maine Maple Weekend with proceeds going towards the playground. The group will be putting together a monthly calendar of activities which will be on the town website. Currently, programs are communicated through the town website, email and through the school. The Selectmen stated very good job to the committee.
3. DOT construction project. The DOT is planning to change the intersections of RT5/RT35/Hight Rd to a roundabout. Preliminary planning is starting and the project will probably not start for another year or two.
4. Tax Collector Reporting. Yvonne Shaw, Tax Collector, communicated that she has sent 87 reminder letters of outstanding taxes due; last year there were approximately 60 letters. The outstanding balance due as of January 2014 is \$177,097. For the month of January there was \$22,763 collected in excise tax.

**PUBLIC FORUM:**

1. Jennie Metcalf asked about trucks hauling on Hollis Rd. Scott Littlefield stated that loaded trucks must come in from RT5 and if they are empty they can go out the other end. Jennie stated that is not what is happening. Scott Littlefield said that he could call Dearborn. Nancy Harriman stated that she has seen them hauling in snow and wondering if that has salt in it and they are dumping it. Scott stated that Dearborn has a permit for dumping snow and most of snow does not have salt, they are pushing back the snow before putting salt down. Dearborn has to follow a DEP process to clean up the pit after the snow melts.

**CORRESPONDENCE:**

1. Tom McKenney asked if the Selectmen minutes could be read and approved at the beginning of the meeting. Angela Cushman, Selectmen Clerk, to provide minutes at the beginning of the Selectmen meetings for residents to review. Selectmen will approve at the meeting.

**SIGNED:**

1. 02/27/14 A/P Warrant
2. 02/27/14 P/Y Warrant
3. 02/27/14 P/Y GMFR Warrant
4. 01/27/14 & 02/10/14 Selectmen Minutes
5. Time Off Request
6. Training Requests

**OUTSTANDING ITEMS:**

1. Notary public – Yvonne Shaw
2. Stop sign inventory – Mike Souliere
3. Mirror for Buda Rd – Mike Souliere
4. Committees – Serves as a reminder that at town meeting we need to update some of the committee information such as terms and names.

**ADJOURNMENT:**

Scott Littlefield made a motion to adjourn the meeting at 19:15.

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

\_\_\_\_\_ Ted Poirier, Chair

\_\_\_\_\_ Scott Littlefield

\_\_\_\_\_ Gerry Taylor

amc