

# SELECTMEN MEETING MINUTES

**April 7, 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:** Theresa Greeley, Lissa Bittermann – ecomaine, Jennie Metcalf, Pine Tree Waste – Archie St. Hillaire, Stu Axelrod & Nate Chapman, Kenny Hunter – CIA Salvage, Theresa Greeley, Thomas Hooper

*Selectmen Ted Poirier declared the meeting open at 18:15.  
Agenda approved by Selectmen.*

**EXECUTIVE SESSION:**

**No executive session.**

**APPOINTMENTS:**

**No appointments.**

**OLD BUSINESS:**

1. Audit Bid Packages. The Selectmen awarded the audit services to Smith & Associates.
2. Solid Waste Bid Packages. The Selectmen stated due to the town's interest in pursuing curbside recycling the board has decided to reject all bids and extend the current contract with Pine Tree at current prices and adding on the curbside recycling for a one year trial. CIA asked how much it is going to cost the town for the extension and the curbside recycling compared to CIA Waste. The recycling bins at the Town Hall will be removed which will eliminate the haul charge. Scott Littlefield responded that when you factor in curbside trash & recycling, tipping fees and transfer station with projections CIA Waste came in at \$168,000 and Pine Tree came in at \$163,000. Pine Tree will also be offering recycling to any business that currently has a waste dumpster. The Selectmen want to try the curbside recycling for year. Pine Tree will help with educating the residents.
3. Notary Public. Yvonne Shaw, Tax Collector, provided information on developing a policy on notary public. The Selectmen agreed that the requirement to be a Notary Public should be listed in the current job description for the Tax Collector and Town Clerk. **Gerry Taylor made a motion change the job description to add the requirement of being a notary public for both the tax collector and**

**town clerk within 90 days of employment; 2<sup>nd</sup> Scott Littlefield. Passed 3/0.**  
Yvonne will write up a policy for the Selectmen to review.

#### **NEW BUSINESS:**

1. Acceptance of credit cards. Angela Cushman and Yvonne Shaw presented information on accepting credit cards at the town office. Yvonne provided information comparing two different options: TRIO & MuniPay. After discussion the Selectmen agreed to go with MuniPay as there are no fees to the town. The resident when paying with pay the user fee. **Scott Littlefield made a motion to accept the MuniPay program to accept credit & debit cards at the window; 2<sup>nd</sup> Gerry Taylor. Passed 3/0.**
2. Dog module for TRIO. Angela Cushman, Treasurer, communicated that the TRIO dog module is \$625 plus training \$250. The following years would be \$125 for annual maintenance & support. Currently, the staff uses an excel spreadsheet to presented information regarding the purchase of the TRIO dog module. **Scott Littlefield made a motion to purchase the dog module & training \$875; 2<sup>nd</sup> Gerry Taylor. Passed 2/1.**
3. Tax Collector reporting. Yvonne Shaw communicated that the balance due for real estate and personal property is \$116,337. As of March 31<sup>st</sup> there are 60 accounts with an outstanding balance. On April 14<sup>th</sup> she will be mailing out the 30 day notices. The resident will have 30 days to pay otherwise a lien will be placed on the account. Yvonne Shaw would like to look into researching the cost of filing a small claims or a collection agency. The Selectmen agreed to allow Yvonne to research the small claims process.

#### **PUBLIC FORUM:**

Jennie Metcalf asked the Selectmen permission to have an Earth Day cleanup. The Selectmen feel it should not be a Town or Parks & Recreation Committee sponsored activity due to liability concerns. Jennie asked if the town is willing to send out an email encouraging residents to clean up.

#### **CORRESPONDENCE:**

1. Dana Lajoie for York County Sheriff – offer to come in
2. Angus King's staff will be in Dayton – April 9<sup>th</sup> 10-11
3. State Police activity reporting – schedule for upcoming meeting
4. Request for hearing impaired signs
5. Arundel Fire Rescue to GMFR.

**SIGNED:**

1. 04/10/14 A/P Warrant
2. 04/10/14 P/Y Warrant
3. 04/10/14 P/Y GMFR Warrant
4. 03/24/14 Selectmen Minutes

**OUTSTANDING ITEMS:**

**ADJOURNMENT:**

Scott Littlefield made a motion to adjourn the meeting at 19:45.

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

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

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

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

amc