

TOWN OF MADISON - PUBLIC NOTICE

The Inhabitants of the Town of Madison are hereby notified of a public meeting. The time, place and purpose of which are as follows:

**MINUTES
BOARD OF SELECTMEN
OLD POINT SCHOOL MEETING ROOM
June 26, 2017
6:30 p.m.**

- A. **Salute to the flag:** Meeting was called to order at 6:30pm
- B. **Nominations for electing Chair and Vice Chair of the Select Board:** Selectman Jack Ducharme nominated Al Veneziano as Chair seconded by Paul Fortin. Motion carries 3-0. Mr. Fortin nominated Jack Ducharme for Vice Chair, seconded by Selectman George Elias. Motion carries 3-0.
- C. **Roll Call:** Selectmen Al Veneziano, Jack Ducharme, Paul Fortin, and George Elias were present. Selectman Ron Moody was absent. Town Manager Tim Curtis, and Finance Director Tammy Carrier were also in attendance.
- D. **Consent Agenda:** Warrants Dated: #34 (6/12/17 - \$173,729.60), Payroll Register's: #22 (6/1/17 - \$11,358.43), #23 (6/8/17 - \$37,791.99), #24 (6/15/17 - \$10,248.01), #25 (6/22/17 - \$10,883.93): Motion to approve by Mr. Fortin, seconded by Mr. Ducharme. Motion carries 4-0.
- Game of Chance License Harvell Bishop Post 7865: Motion to approve a game of chance for the VFW Post 7865 by Mr. Elias, seconded by Mr. Ducharme. Motion carries 4-0.
- E. **Discuss acceptance of meeting minutes of June 5, 2017:** Motion to approve by Mr. Ducharme, seconded by Mr. Fortin. Motion carries 4-0.
- F. **Old Business** (Selectmen's Concerns from immediately preceding meeting): None
- G. **Items of Communication:** Town Manager Curtis reminded the Board that the Town Office will be closing early on Friday June 30th to close out the fiscal year. The office will close at 10:30am Friday morning and re-open Monday July 3 for business. Tuesday July 4 the Office will be closed in recognition of Independence Day.

The Town Manager is working on a Selectman meeting schedule for the rest of the calendar year and noted to the Board that there are meeting dates that fall on Columbus Day and on Christmas Day and the Board will have to make adjustments accordingly.

Town Manager Curtis and Board Chair Al Veneziano updated the board on a meeting with other area board chairs regarding working together with MSAD59, MSAD74 and MSAD13 to create shared services for administrative costs. Mr. Veneziano reported that the initial meeting went well as all the municipalities are in the same situation. Mr. Fortin asked if Athens was invited. Town Manager Curtis said that Athens is already in an agreement for shared services with Harmony and Dexter. The next meeting is scheduled for July 12, 2017.

At Town Meeting there was a question as to how much of the Town's portion of the County tax goes to the Sheriff's Department. The Town Manager shared a breakdown with the Board as to how the County taxes are distributed.

Finally, the Town Manager shared a helpful tool provided by Maine Municipal that provides a quick review of Manager Duties and Select Board Duties.

H. New Business

1. **Discuss Freedom of Access Training for Board:** Since 2008 State Law requires the all elected officials complete Freedom of Access Training by reviewing the Frequently Asked Questions provided by the State. Town Manager Curtis reviewed the information with the Board and asked that when completed each board member turn their signed copy into the Town Clerk.
2. **Review Ethics Ordinance:** According to the Town of Madison Ethics Ordinance a listing of each entity that does business with the Town Office should be reviewed by each Selectmen and disclosure should be made of any benefit that the selectman may have received from doing business with those entities. Town Manager Curtis reminded the board that the disclosure forms need to be signed and returned to the Town Clerk.
3. **Review Expenditure of Public Funds:** Town Manager Curtis reviewed the Town Ordinance covering the process for expending funds, including the process for dealing with overages in certain budget lines. As the Town fiscal year comes to a close there are no overages of the lump sums approved at Town Meeting. If there were the Selectmen would have to approve them and then have the overages ratified at the next Town Meeting.
4. **Discuss expenditure of TIF Funds (Bean Street):** Initially the Town Manager had planned to have the Bean Street Sidewalk project done in July which would have fallen in the next fiscal year. The contractor was able to get the work done in June which means the funds would be expended in this fiscal year. As a result the Selectmen would have to approve this expenditure. Motion from Mr. Fortin to approve \$9,295 from TIF for the Bean Street Sidewalk Project. Seconded by Mr. Ducharme. Motion carries 4-0.
5. **Board and Committee Appointments FY18:** The Board approved the slate of appointments to the Advisory Board, Planning Board, Recycling Committee, Ethics Board and Appeals Board. Motion to approve the slate was made by Mr. Elias, seconded by Mr. Ducharme. Motion carries 4-0. Advisory Board members for fiscal year 2017/2018 include Lynn Andrews, Dana Berry, Doug Denico, Patrick Dolan, Jeff Drew, Jeff Foss, Jim Ireland, Michelle LeBlanc, Ken Moore, Lew Ouilette, Rob Shibley, Robin Turek, Jean Veneziano, Cathy Wilson and Tim Worster.

On the Planning Board Mary Tomlinson and Mark Doty were appointed as full board members. Chris LeBlanc was appointed as an associate member of the Planning Board.

Cheryl West was appointed to the Appeals Board. Curtiss Kanagy and Charles Potratz was appointed to the Board of Ethics and Charles Potratz was appointed to the MSW & Recycling Committee.

The following positions were appointed to one year terms: Robert Dunphy as Code Enforcement Officer, Local Plumbing Inspector, and Addressing Officer. Don French was appointed as Fire Chief. Marc Leslie was appointed as Emergency Management Director. Glen Mantor was appointed as Tree Warden. Tim Curtis was appointed as Tax Collector. Jim Elias was appointed as Overseer of the Pines. RHR Smith & Associates was renewed as auditors of the Town finances.

Selectman Elias asked if the Sexton needs to be appointed. The Town Manager said he and the Town Clerk had reviewed the past records and ordinances that have to do with Cemeteries and there is no requirement to appoint, but rather hiring and confirmation of willingness to do the work on a regular basis. Selectman Ducharme asked if these appointments work for the Town Manager or serve independently. Town Manager Curtis said the Manager has oversight.

The Town Manager noted that the Town needs to have annual approval of policies that allow for distribution of tax payments to the oldest amount on record, and to allow the Treasurer to have a disbursement warrant for wages and benefits. Motion from Mr. Ducharme to approve the Section 906

Policy regarding applying payment of taxes to the oldest amount on record first, seconded by Mr. Fortin. Motion carries 4-0.

Motion from Mr. Ducharme to approve the Treasurer's Disbursement Warrant, seconded by Mr. Fortin. Motion carries 4-0.

6. **Discuss Staff Pay Increases:** The budget amounts approved at Town Meeting on June 12, 2017 included funding for pay increases. The Town Manager recommends a 2% increase across the board and an increase for Head Librarian to \$17.85 per hour. Motion by Mr. Fortin to approve a 2% increase for all non-union employees, with the exception of the Head Librarian who will receive an increase from \$16.69 per hour to \$17.85. Seconded by Mr. Ducharme. All union employees will receive a 2% increase according to the collective bargaining agreement. Motion carries 4-0.
7. **Discuss Property Tax Policy regarding small balances owed:** Based on a recommendation at a recent tax collection training, the Town Manager presented a policy for Board approval that would allow for small amounts of interest to be zeroed out by the Treasurer. For example if a tax payment comes in a few days late and some interest accrues, that amount could be carried all the way to the 30 Day Lien Notices. This policy would allow for zeroing out amounts less than \$1.50. Motion from Mr. Ducharme to approve the policy regarding small amounts of uncollected property tax interest, seconded by Mr. Elias. Motion carries 4-0.
8. **Discuss County Sheriff's Policing Budget Refund:** Sheriff Lancaster has reported to the Town Manager that he anticipates returning to the Town approximately \$80,000 from the amount paid to the County for policing services. The Sheriff proposed holding back enough funding to make the next police cruiser purchase, and return to the Town the remaining funds (approximately \$50,000). Town Manager Curtis said this proposal is worth considering because it would free up approximately \$28,000 that the Town has allocated to another cruiser and that money could be carried forward for other projects or returned to the General Fund.

The consensus of the Board was to accept the Sheriff's proposal but they expressed concern about the perception that the Sheriff's Department was buying new cruisers every year. The Town Manager said that the Sheriff assured him that by making this cruiser purchase the fleet would be up to par to continue with every other year purchases.

9. **Discuss Dangerous Building (497 Main St):** Town Manager Curtis brought the Board up to date on the status of 497 Main Street where the building has been burned out for years and the garage collapsed this past winter. The property went into foreclosure in May of 2017 and currently the property is in a 90 day redemption period. After that period ends in mid-August then Ditech Mortgage will be the owner.

The Town Manager recommends utilizing the state law that allows for action to be taken by the Board to declare buildings dangerous and dictate terms to remediate the issue. The Town of Norridgewock recently took action in this regard. There are four properties in Town that the Town Manager believes would qualify as dangerous buildings. It was the consensus of the Board that a hearing should be held in August for these properties to take action.

Mr. Fortin asked about properties that the Town has acquired through tax foreclosure such as 5 Locust Street that need to be cleaned up. Town Manager Curtis said the property owner has paid some of his back taxes but not all and he has been working, albeit slowly, to clean the property. It was the consensus of the board to look into taking action on that property. The Town Manager would come back to the Board with recommendations.

Mr. Elias asked about the town's property maintenance ordinance. Mr. Curtis said that applies to trash, unregistered vehicles and debris, but not necessarily to the length of grass or farm animals. The board

asked the Town Manager to reconsider creating or amending ordinances that would address farm animals within the village area of Madison.

I. **Selectman Concerns:** None

J. **Citizen Concerns:** None

K. **Executive Session to discuss economic development pursuant to 1MRSA 405(6)(c):** Motion by Mr. Ducharme to enter executive session, seconded by Mr. Fortin. Motion carries 4-0. The board entered executive session at 7:33pm.

The Board came out of executive session at 8:00pm

L. **Adjournment:** Meeting adjourned at 8:01pm