

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
East Madison Fire Station
Monday July 11, 2016
6:30 p.m.

- A. Salute to the flag: Meeting was called to order at 6:30pm
- B. Roll Call: All Selectmen were present (Al Veneziano, Jack Ducharme, Paul Fortin, Mike Edgerly & Ron Moody)
- C. Consent Agenda: Warrants Dated: #36 (6/27/16 - \$463,711.71); # 39 (6/30/16 - \$2,867.37); Payroll Registers #25 (6/23/16 - \$ 10,938.89) #26 (6/30/16 - \$10,633.00): Motion from Mr. Edgerly to approve, seconded by Mr. Fortin. Motion carries 5-0.
- D. Discuss acceptance of meeting minutes of June 27, 2016: Motion by Mr. Ducharme to approve, seconded by Mr. Edgerly. Motion carries 5-0.
- E. Old business (Selectmen's Concerns from immediately preceding meeting): None
- F. Items of Communication: Town Manager Curtis thanked the East Madison Fire Department for their hospitality and mentioned that this weekend there will be several events going on at the East Madison Historical Building and the East Madison Grange.

Town Manager Tim Curtis mentioned that Animal Control Officer Dave Huff has resigned for health reasons. The Sheriff's Office is handling animal cases at the moment and is in the process of appointing a new ACO.

KVCOG needs two representatives for their board of directors. Town Manager Curtis will serve as the regular board member with Selectman Ducharme serving as the secondary member.

Town Manager Curtis is one of three Town Managers running for 2 seats on the MMA Legislative Committee. Jackman's Town Manager and Solon's First Selectmen are also running. The Board signed the ballot for Town Manager Curtis

Preparations are underway for Madison Anson Days (August 25-28), the Anson Town Office will be hosting a number of events on Friday the 26th.

Town Manager Curtis attended the Lake Association Meeting this past Saturday. The association works to maintain water quality and make Madison an attractive place to live and visit. Mark Doty is the new Association President taking over for Gene Chiapetta.

Town Manager Curtis updated the board on conversations with Sheriff Lancaster and Anson Town Manager Tammy Murray regarding fundraising on the Madison/Anson Bridge. The Sheriff was not in favor of more than twice a year and Tammy Murray suggested creating a form that required a non-profit to get the Sheriff's signature before such an event.

The Sheriff's Office has provided the new contract for policing services. The Town Manager directed the Board's attention to pages 6 & 7 which outline the reimbursement for training costs if a deputy takes another job within the County.

Current Checkbook Balance is just under \$1.1M

G. New Business

1. Department Head Reports (Highway, Fire, Police, & Recreation): Road Commissioner Glen Mantor reported that work is underway on Old County Road and Blackwell Hill Road to replace culverts in preparation for paving. At the last meeting the Board approved \$11,750 for sidewalk repairs. The Road Commissioner reported that there was a miscalculation of distance from North St. to Skowhegan Savings and that would take an additional \$1,700, and some water damage has eroded the sidewalk on Main Street near the corner of Pine Street which would cost an additional \$1,500. Town Manager Curtis mentioned that he had suggestions for funding that he would recommend under New Business #9. Selectman Ducharme mentioned that he was concerned about the condition of River Road near ML Lloyd's gravel pit. The highway crew has been working to widen the road there when they have time between other projects. Town Manager Curtis said that River Road is on the capital improvement plan for next year. Mr. Ducharme is concerned that there only may be enough room for one lane of traffic by next spring.

Town Manager Curtis shared an update from the Fire Department, noting the firefighters did commendable work organizing a life flight landing for a recent 4-wheeler accident. Chris LeBlanc was in the audience and also commended Chief French and the entire crew for their efforts.

The Board had reviewed the June report from the Sheriff's Office, there were no questions or concerns.

Chris LeBlanc gave a brief recreation update. 50 kids are participating in summer recreation this month with Anson which has up to 75 participating. Chris mentioned that just a few years ago there were less than 50 kids participating between both towns.

2. Review update to Emergency Management Plan: Marc Leslie went over some of the highlights of the EMP. This document will keep the Town compliant with the State and Federal governments. Town Manager Curtis thanked Marc for his efforts and said there were a few small edits to be made before the document would come to the Board for final approval. The Board had no questions or comments regarding the plan. The Town Manager reported briefly on a training that he, Marc and Fire Chief Donny French attended regarding emergency management training for Wyman Dam.
3. Review future board meeting dates: Town Manager Curtis reviewed proposed Selectmen meeting dates through April 2017, noting the possible date of August 15, 2016 to set the tax commitment. The Board discussed meeting on holidays when the Town Office is closed such as October 10 (Columbus Day) and December 26 (Day after Christmas). The Board approved the schedule to include meeting on Columbus Day and to keep Dec 26 on the schedule but reserved the option of skipping that meeting if possible.
4. Review Code of Ethics: The Town Manager had suggested an annual review of the Code of Ethics which covers the elected and appointed boards in Town. He touched on definitions of Immediate Family, and Town Employee, and potential conflicts of interest. The policy had been enacted in 1992 and included language about disclosure statements that should be signed by Selectmen each year regarding business interests that they may have with business that have received more than \$1,000 in work from the Town. To the best of the Town Clerk's knowledge this type of disclosure form has not been used in many years. None of the current Selectmen recall signing such a form. As such, the Board instructed the Town Manager to create a form for the board to sign to be in compliance with the Town Ethics Code. Mr. Moody wanted to make sure that this policy is reviewed with board members and initialed.

The Code also calls for a board of Ethics which is currently made up of 5 members and 2 alternates.

5. Review Demo quotes (51 John Street): The board reviewed three bids for demo at 51 John Street. Motion by Mr. Edgerly to award the work to Diggin Riggan for the bid of \$4,500, seconded by Mr. Ducharme. Town Manager confirmed that it was the consensus of the board to move forward with demolition, and noted that the Town would be paying the tipping fees in this bid. Motion carries 5-0.
6. Discuss Nomination for Recycling Committee (Betty Vining): Motion by Mr. Moody to appoint Betty Vining to the Municipal Solid Waste & Recycling Committee, seconded by Mr. Ducharme. Town Manager Curtis mentioned that this appointment now fills all 7 seats on the committee. Motion carries 5-0.
7. Discuss 30 Day lien notices (request permission to write off interest less than \$10): The Town Manager noted that 30 Day notices for unpaid 2015 taxes went out Friday July 8, 2016. He asked the Board for permission to waive any unpaid interest up to \$10 to allow for approximately 10 accounts to be zeroed out instead of going through the expense of sending certified mailers at a cost of \$6.47. Selectmen Moody made a motion to that affect, seconded by Mr. Edgerly. Mr. Fortin confirmed that this was not a policy but just a one-time request. Selectman Ducharme was concerned that this would set a precedent and said the Town should enforce collection of interest on all accounts. Town Manager Curtis said the interest fees range from \$.18 to \$8.70. Motion carries 4-1 with Selectman Ducharme voting against the motion.

Town Manager Curtis brought account #3035 to the Board's attention saying that a tax of \$27.30 was erroneously charged to an account that had been deleted as the property was merged with abutting property prior to April 1, 2015. Motion from Mr. Moody to waive \$27.30 in principal and \$.65 in interest for a total of \$27.95 from former account #3035, seconded by Mr. Fortin. Motion carries 5-0.

8. Discuss proposed personal property tax write off(s): The Town Manager has been researching past due personal property accounts and recommended write offs for two businesses that were no longer in business. Motion by Selectman Fortin to waive the principal of \$225.15 and interest of \$42.07 for account #399, seconded by Mr. Edgerly. Motion carries 4-1 with Mr. Ducharme opposed.

Motion by Mr. Edgerly to waive the principle of \$47.57 and interest of \$8.86 for account \$354, seconded by Mr. Fortin. Selectmen Ducharme asked if these business owners had been contacted and if they had flatly refused to pay the taxes. Town Manager Curtis said he has only been in contact by mail to account #354 and has had not phone or personal contact with them. The property is for sale and the owners no longer live in the area. Motion carries 4-1 with Mr. Ducharme opposed.

The Town Manager brought to the Board account #445 which the owner of record says he never filed any personal property items with the Town. The Town has had a figure of \$5,000 for "Equipment & Machinery" with no itemized list. Each business has to submit changes each year for personal property and the Town Manager reported that there were no forms on file at the Town Office pertaining that #445. Town Manager Curtis and Assessing Agent Shirley Bartlett visited the business today and determined that there is personal property that should be recorded going forward and confirmed that this property had been purchased within the last year.

Motion from Selectman Moody to waive \$367.20 in principal and \$48.50 for account #445, seconded by Mr. Ducharme. Mr. Fortin asked if there were any other accounts that did not have itemized lists, the Town Manager said he was aware of a few and he and Shirley would review them. Motion carries 5-0.

9. Discuss TIF account balance: Town Manager Curtis reviewed spending of TIF in 2015/16 and the proposed spending for 2016/17. Due to the large amounts committed to road paving the balance in the TIF account will be nearly spent by the end of fiscal year 2017 leaving a projected balance of under \$10,000. Mr. Ducharme confirmed that estimated TIF income to the Town is approximately \$450,000 and he thought that was lower than figures he had seen in the past. The Town Manager mentioned confusion associated with the original TIF Documents from 2008 with Backyard Farms that projected figures as high as \$800,000 to \$1M per year in income to the Town. Those projections were based on

factors such as investment in additional greenhouses and project such as co-generation facilities which to date have not materialized. Mr. Ducharme was concerned that there were projects approved which would not be able to be funded. The Town Manager noted that the project list was not a commitment but rather a guide to be approved by the Town and the State DECD.

Regarding the funding for sidewalk projects that the Road Commissioner had mentioned in his report (New Business #1), the Town Manager recommended funding that from the Highway Budget and carrying forward monies for special projects that may come up in the current fiscal year. The consensus of the Board and the Road Commissioner was to move forward in that direction and get the sidewalk repairs done sooner than later.

- H. Selectmen's Concerns: Mr. Moody asked if there had been any word on a potential sale of Madison Paper. The Town Manager said he had been in touch with the CEO of MPI and they are still working on a timeline to sell the entire property. That timeline will most likely come to a close at the end of the summer when UPM would probably start looking at selling the property for scrap.

Selectman Veneziano mentioned that he had spoken with the Town Manager and the Town Clerk about utilizing 'voting cards' at Town Meetings in the future. These cards would be raised in voting and would be more visible to the moderator. These cards would also be issued to voting residents which would prevent non-residents from raising their hand to vote on Town matters. The consensus of the Board was to move forward with this idea for next year's Town Meeting. Mr. Veneziano also mentioned that he would not be in attendance at the July 25 meeting.

- I. Citizen's Concerns: Chris LeBlanc asked if Madison Paper would be required to list all their personal property. Town Manager Curtis said that assessor's agent Bartlett is currently working on that list which is quite exhaustive.
- J. Adjournment. Meeting adjourned at 7:43pm