

Kingfield Selectmen Meeting Minutes

Monday January 18th, 2016; 6:00 PM Webster Hall 38 School Street

Attendance

Municipal Officers: Heather Moody, John Dill, Brian Hatfield, Wade Browne, Raymond Meldrum

Municipal Staff: Leanna Targett (Administrative Assistant)

Absent:

Public: John Goldfrank, Dee Menear and David Guernsey

Meeting called to order at 6:00pm

Warrants reviewed and signed.

Meeting minutes from January 4th, 2016 reviewed. Motion to accept meeting minutes as written by Selectman Browne. Seconded by Selectman Meldrum. All in Favor.

Old Business:

Board then reviews paperwork provided by AA, Targett regarding matching funds on grants. She provides a few options to consider: 1. No, do not require any. 2. Yes – for both micro and façade (keep consistent) match of ___?___ 3. Yes for Façade only match of ___?___ . AA, Targett explains that the town could apply for up to \$150,000.00 per year. The \$150,000.00 is the total amount for both micro enterprise and façade grants together. Chairman Moody suggests if we do a match at all it should be a low match because she feels that most people that would benefit from the façade grant don't actually have the money to do it. She doesn't feel we should do any for the micro enterprise because we should keep it as we have been doing it. Selectman Dill suggests a match for owners to take ownership in the cost. AA, Targett explains that the façade grants are for properties in the slum and blight designated area or the code enforcement officer would need to do a spot blight designation. After further discussion and weighing the options Selectman Browne makes a motion that Façade Grants must have a 5% match from owners. Seconded by Selectman Meldrum. All in Favor.

Board reviews job descriptions. Chairman Moody suggests annual training requirements for all employees. It is agreed that there will be training requirements for each employee each year of at least 8 hours. Selectman Browne suggests that each department head attend a selectmen meeting. It is also agreed that there will be a clause stating that the ACO/Code Enforcement/Fire Chief/Cleaning Person/Assessor will meet with the board as requested which may be quarterly or annually. All other department heads will meet with the board quarterly. Chairman Moody suggests that each current employee review the job descriptions as well.

Selectman Browne makes a motion to have a new policy written for the Administrative Assistant to follow that will include language that completed staff evaluations will be reviewed and approved by the board. Seconded by Selectman Meldrum. All in favor. AA, Targett will create a draft of such policy and present to the board at a future date.

New Business:

Road Reconstruction chair David Guernsey is recognized. He provides a draft letter he would like the board to approve to be sent to DOT. He explains to the board that during the enhanced scoping DOT had issues with crossing over the road and then back in another 500 to 600 feet. The Road Reconstruction committee is proposing moving the sidewalk along the cemetery up to Danny Pinkham's house be moved to the river side of the street. David says we believe we are at the point where we will have to make some substantive decisions going forward. David says we have been unable to get the owners of Mill Street properties to agree on anything, so we are just going ahead with what we proposed in the Cooperative Agreement. The Tombeau property (Annie's) will present a real challenge. David says "my thought is to get MDOT, the owners, and the town to sit down around the table and come to a design". Selectman Hatfield makes a motion to support the draft letter presented by Mr. Guernsey to move the sidewalk to the other side if possible. Seconded by Selectman Dill. All in Favor.

Chairman Moody reads audit letter to the board which suggest that the board and management continue to review financials monthly.

Board reviews and signs a personal property abatement for 2014-2015 taxes.

AA, Targett notifies board that she had received a freedom of access request from a law firm in New York. They are requesting all documents we have on Nestle Waters. She had been informed that they sent the same letter to any town in Maine that had any connections to Nestle and one was also sent to DEP. She has responded to the firm and has provided them with her best guesstimate as to the costs which was \$4,900.00 for research, copies and postage. She has not heard back from the law firm as of yet but would keep the board informed.

Selectman Dill makes a motion to appoint Richard Hawkes to the planning board as suggested by Chairman Clay Tranten. Seconded by Selectman Browne. All in favor.

Board reviews 2016 quarter one sewer billing in the amount of \$18,285. Selectman Browne makes a motion to accept as presented. Seconded by Selectman Dill. All in Favor.

Public Comment/Other:

Chairman Moody states that AA, Targett has provided the board with a list of upcoming meetings and schedule for department heads to attend. Work in progress includes Tufts Pond Engineering; Speed Survey – Spring 2016; Road Surveys and a Waste Water Hook-up Ordinance.

Selectman Browne makes a motion to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(C) Acquisition of real property or economic development. Seconded by Selectman Hatfield. All in favor. No motions are made following executive session.

There is no further business to discuss. Motion to adjourn by Selectman Dill. Seconded by Selectman Meldrum. All in Favor.