

## Kingfield Selectmen Meeting Minutes

Monday February 1<sup>st</sup>, 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), Bruce White (Road Commissioner), Erica Bracy (Town Clerk)

### Absent:

**Public:** Dee Menear, Greg Powers and Raylene Tolman

Meeting called to order at 6:00pm Warrants reviewed and signed.

Meeting minutes from January 18<sup>th</sup>, 2016 reviewed. Motion to accept meeting minutes as written by Selectman Browne. Seconded by Selectman Meldrum. All in Favor.

Financials for the month of January are reviewed. Selectman Hatfield asks for details on "other revenue" listed in the fire department budget. AA, Targett explains it is revenue received from implementing the Fire Department billing ordinance. Selectmen Browne asks what the increase is for in waste water heating. AA, Targett says she is not certain but will look into it further. Selectman Dill states that he is concerned with the Public Works budget as it is more than ½ expended already. AA, Targett says it is similar to past years that the bigger costs are spent in the winter - for instance salt, sand and tar.

### Old Business:

Board reviews remaining job descriptions. AA, Targett states that she will have each staff member review the one that pertains to them and will return to the board with all of them at once.

### New Business:

Chairman Moody recognizes Bruce White for a department update. Bruce says he has been working on completing road surveys for the roads in town. He provides paperwork to the board to show them what he is looking for on each section of road. He also states that he is looking into a culvert grant that may be able to help with Tufts Pond Road. Selectman Browne asks if he could do some of the work to Tufts Pond for instance ditching and culverts. Bruce says yes.

Chairman Moody then recognizes Erica Bracy for a department update. Erica states that there is not much to report. Everything is running smoothly. Chairman Moody asks about liens. Erica states that they have been done and it is the same repeat residents. She has called everyone she has a phone number on file to remember to register their dogs. She says it has been work as normal.

Chairman Moody states that the board has an e-mail from Rodney with his response to grant funds. Basically he is saying if a link can be made between the proposed Tufts Road improvements and business development, redevelopment and job creation or retention you might have a chance

for a Northern Border or CDBG grant award. It is too late to consider and plan for a 2016 EDP grant application, so our only option is if we start planning now and start working on a 2017 CDBG EDP application which will include contacting and working with the affected businesses. Because of the amount of leg work and research involved the consultant cost would be \$3,800.00 to \$4,400.00. Planning and preparation for 2017 CDBG Public Infrastructure road application with consultant costs not exceeding \$2,200.00 which does not include the cost of undertaking an income survey. Chairman Moody summarizes that there are no grant funds available at this time for us to apply to.

Chairman Moody states that there is a new S.M.A.R.T. program for staff for the board to review. She is familiar with it as they use the same program with camp Kiev. AA, Targett explains that it is a first draft for the board to review however she felt it was the best way to implement goals for personal performance which is what Selectman Hatfield suggested which in turn should make it easier during evaluations.

AA, Targett states that she has created a first draft of TIF grant program for the board to review and discuss at the next meeting it includes a policy, grant application, scoring sheet and file recap form.

The board reviews a letter from the town's code enforcement officer regarding downtown Kingfield. Chairman Moody says the board appreciates Tom Marcottes effort for writing this up and keeping them informed as to the permits that may be required next to the Carrabasset River if any changes were to happen on Mill Street.

**Other:**

Chairman Moody requests that AA, Targett forward the contact information for the new ACO to the board.

Selectman Hatfield asks how someone can be informed about meetings ahead of time in particular to see what is on an agenda. AA, Targett explains that she puts agendas on line every Friday which is right before the Monday meeting. These are draft agendas as there are additions late in the day Friday or on Mondays. AA, Targett says for an updated agenda she can contact me or stop by the office.

Selectman Meldrum makes a motion to enter into Executive Session pursuant to 1 M.R.S.A. 405(6) A - to define the details of a Waste Water position. Seconded by Selectman Browne. All in favor.

Motion made by Selectman Dill to advertise the Waste Water Superintendent job as previously posted. Seconded by Selectman Browne. All in Favor.

Board also agrees to change upcoming selectmen's meeting date to February 22<sup>nd</sup> as the 15<sup>th</sup> is a holiday. There is no further business to discuss. Motion to adjourn by Selectman Meldrum. Seconded by Selectman Browne. All in Favor.