

NOTICE

JOINT SELECT BOARD MEETING

Monday, April 13, 2015

7:00 PM – Town Office Conference Room

AGENDA

1. Call to Order
2. Approve Minutes of Previous Meeting: January 12, 2015
3. Old Business
 - A. Budget Process Review
 - B. Other Business
4. New Business
 - A. Elect 2015 Joint Chair from Chapman
 - B. Town Manager Appointments
 - C. Loader Trade Offer
 - D. Annual Report Process
 - E. Authorization to Acquire Federal Surplus Property
 - F. Other Business
5. Manager's Report
 - A. Letter from Dorothy Beaton
 - B. MSAD1 Budget Workshops
 - C. Other Business
6. Set Next Meeting Date: TBD
7. Adjourn

MINUTES
JOINT SELECT BOARD MEETING
Town Office Conference Room
April 13, 2015

PRESENT: Mapleton - Dave Dunlavey, Grant Clark, Barry Buck. Castle Hill - Chair Herman Condon, Gerald McGlinn, Rowell McHatten. Chapman - Patricia Sutherland, Isaac Braley, Milford Maynard, Tim Scott, Chuck Beaulieu.

ABSENT: Mapleton - Scott Smith, Shawn Doyen; Castle Hill - Robert Vigue, Maylen Kenney

STAFF PRESENT: Town Manager Jon Frederick

PUBLIC PRESENT: None

CALL TO ORDER: 7:00 PM by Chair Condon

MINUTES OF PREVIOUS MEETING: *Motion by Dunlavey to accept the minutes of January 12, 2015. Second by McHatten. Motion passed 11-0.*

OLD BUSINESS:

- A. *Budget Review Process:* Frederick requested to know if the board had any issues with the budget process. The board expressed contentment with the process.
- B. *Other Business:* None.

NEW BUSINESS:

- A. *Elect 2015 Joint Chair from Chapman:* Condon opened the floor for nominations. Maynard nominated Sutherland as chair. Second by Buck. No further nominations were offered.
Sutherland was unanimously elected as Joint Select Board Chair and resumed the meeting.

Condon thanked the Joint Board for their assistance throughout the past year. Sutherland thanked the Chapman board for their nomination.

- B. *Town Manager Appointments:* Frederick presented the board appointments for Public Access Officer, General Assistance Administrator, Tax Collector and Town Manager. All appointments are for one year with the exception of Town Manager. The Manager's contract is a three year rolling contract that would expire June 11, 2015. The Town Manager appointment is written to expire June 11, 2018, thereby extending the contract three years, if the board was so inclined.

Motion by Condon to approve the Town Manager appointments as presented. Second by Buck. Motion passed 11-0. The board signed the appointments.

- C. *Loader Trade Offer:* Frederick reviewed the memo discussed at the individual board meetings the previous week regarding a trade offer for the loader. He stated the beneficial part of the offer was its impact on the Highway Equipment Replacement Schedule and the settling effect it has on future contributions. Frederick recommended shopping trade options with other dealers to determine if a better option could be obtained, then returning to the board with that information. Discussion followed.

Dunlavey stated he felt the trade offer would benefit the towns by avoiding potential maintenance costs over the next seven years and the savings in the replacement schedule.

Maynard stated the previous loader was purchased in 2000 and precipitated by a salesman. He expressed concern with allowing a salesman to dictate our replacement terms. He asked the Road Commissioner's thoughts on replacing the loader. Frederick replied that Pelletier is concerned approaching the 10,000 hour mark and with the future maintenance issues with the loader. Discussion continued.

Motion by Buck to direct staff to explore options for loader trade in and purchase. Second by Maynard. Motion passed 11-0.

- D. *Annual Report:* Frederick reviewed the memo regarding the annual report process discussed at the previous individual meetings. He stated staff was exploring options to eliminate waste and open more time in the report development process. He mentioned the concerns for Chapman and distribution to the east side of town. Discussion followed.

Sutherland discussed the concerns with report distribution in East Chapman. Maynard followed by stating that Chapman would want the report delivered to all homes and would be willing to pay for that as an individual budget item. Discussion continued.

Frederick recommended exploring utilizing the postal service for home delivery, offer fundraising opportunities to the Boy Scouts with cemetery cleanup and eliminate the printing of warrants for addition with the report.

Motion by Dunlavey to direct staff to explore utilizing the postal service for home delivery of the annual report. Second by Clark. Motion passed 11-0.

- E. *Authorization to Acquire Federal Surplus Property:* Frederick informed the board Chief Wark had entered the queue to acquire Department of Defense surplus

property utilizing the Caribou Fire Department. Caribou is one of two distribution points for free surplus property. The only costs are associated with shipping the equipment. Wark is attempting to obtain a pickup truck, thereby eliminating the \$35,000 expenditure in the equipment replacement schedule. Frederick requested authorization from the board to obtain donated surplus property.

Motion by Dunlavey to authorize the acquisition of federal surplus property. Second by Scott. Motion passed 11-0.

F. *Other Business:* None.

MANAGER'S REPORT:

- A. *Letter from Dorothy Beaton:* Frederick presented the board the response letter from Dorothy Beaton following receipt of the annual report in memory of Dunc Beaton. He also presented a letter from Governor LePage regarding his budget.
- B. *MSAD1 Budget Workshops:* Frederick stated the first budget workshop is April 29th and encouraged board members to attend. Chapman has a public hearing that evening and will be unable to attend. Scott stated his recommendation to the Chapman board of having representation at each school board meeting to establish a presence and express our concern with the tax distribution. With the new school administration he felt it would be an opportune time to exert our influence. Discussion followed.

C. *Other Business:* None.

SET NEXT MEETING DATE: TBD following staff gathering loader information.

ADJOURN: Meeting adjourned at 7:55 pm by Chair Sutherland.

Respectfully Submitted,



Jon R. Frederick, Town Manager

Approved May 11, 2015