

POLAND BOARD OF SELECTMEN
MINUTES OF MEETING
MAY 7, 2013

ORIGINAL

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Stephen Robinson called the meeting to order at 7:00 PM with Selectmen Janice Kimball, Walter Gallagher and James Walker, Jr. present. The Town Manager was also present.

EXECUTIVE SESSION – Selectman Kimball moved that the Board of Selectmen enter into executive session with Code Enforcement Officer Nicholas Adams and Town Manager Rosemary Roy pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, §405 Executive Sessions, § 6 (H) to discuss the prosecution of an enforcement matter pending or for consideration in District Court at 6:30 PM. Selectmen Gallagher seconded the motion. Discussion: None
Vote: 4-yes 0-no

PUBLIC HEARINGS

Fee Schedule – Selectman Gallagher moved to open the public hearing for the Fee Schedule at 7:04 PM. Selectman Walker seconded the motion. Discussion: None
Vote: 4-yes 0-no

Selectman Gallagher moved to close the public hearing at 7:07 PM. Selectman Kimball seconded the motion. Discussion: None
Vote: 4-yes 0-no

Selectman Gallagher moved to adopt the fee schedule as presented effective May 7, 2013. Selectman Kimball seconded the motion. Discussion: None
Vote: 4-yes 0-no

MEETING NOTES OF PREVIOUS MEETINGS

Selectman Gallagher moved to approve the meeting minutes of April 16, 2013 as presented. Selectman Walker seconded the motion. Discussion: Selectman Kimball believed the wording on the mileage motion was incorrect. Selectman Gallagher moved to withdraw the motion to approve the meeting minutes of April 16, 2013. Selectman Walker seconded the motion. Discussion: None
Vote: 4-yes 0-no

Selectman Gallagher moved to table the minutes until the next selectmen's meeting. Selectman Walker seconded the motion. Discussion: None
Vote: 4-yes 0-no

LICENSES/APPLICATIONS

Mass Gathering License – McMorrow Auction Company - McMorrow Auction Company will be conducting an auction on May 16th & 17th at 688 Empire Road, East Poland, Maine. Selectman Kimball moved to approve the mass gathering application. Selectman Gallagher seconded the motion. Discussion: none
Vote: 4-yes 0-no

RECOGNITION OF VISITORS (A list of visitors who attended the meeting are attached to these minutes.) Fred ~~Walter~~, a resident of Poland for 26 years, expressed that most voters feel the business portion of the annual town meeting should be replaced with a referendum vote. Mr. ~~Walter~~ stated that other towns around Poland have changed from the annual town meeting to a referendum town meeting and it has worked well. ~~Mr. Walter~~ would like to know what the process for changing

the Annual Town Meeting process would be. Chairman Robinson stated the process is outlined in the Charter which specifies that a petition must be done.

REPORTS AND COMMUNICATIONS

Town Manager's Report – In addition to a written report, the manager provided a verbal summary of activities that took place subsequent to submitting her report.

- **Meeting and Holiday Closing** - Selectman Gallagher moved to allow the Town Office and Rec Office to close early on May 23rd at 1:00 PM and June 13th at 2:00 PM and to allow employees to use personnel time to take July 5th off. Selectman Walker seconded the motion.
Discussion: None
Vote: 4-yes 0-no

Financial Reports – The Board would like to suggest to John Cleveland that he submit quarterly bills to the Town for his services. Selectman Kimball moved to accept the financial reports as presented. Selectman Walker seconded the motion. Discussion: None
Vote: 4-yes 0-no

Financial Request: Ricker Memorial Library Quarterly Disbursement Request – Selectman Gallagher moves to approve the request by Ricker Memorial Library for a disbursement in the amount of \$6,120.00. Selectman Kimball seconded the motion. Discussion: None
Vote: 4-yes 0-no

Communications - The following materials were included in the meeting packets:

G.W. Properties, LLC – Property Sale
Permitting Process Correspondence
Ricker Library – Trustee Minutes
New England Forestry Foundry Correspondence
Firefighter 1 & 2 Memo

OLD BUSINESS

Oxford/Robinson Dam Committee – Mike Chammings, Oxford Town Manager was present at the meeting to discuss the need for two Selectmen representatives on the Robinson Dam Commission. The next meeting is May 28th at the Oxford Town Office.

Proposed Ambulance Service Agreement with Mechanic Falls – Fire Rescue Chief Mark Bosse informed the Board that Mechanic Falls averages 200 EMS calls per year but that they could not specify those that were between the hours of 6 AM and 6 PM. Chief Bosse estimates that the yearly revenue that this agreement could bring in would be around \$15,000. The final document will be prepared and sent to John Hawley, Mechanic Falls Town Manager, for his review. The two Towns will discuss the agreement at the joint May 14th meeting in Mechanic Falls.

Poland Community School Undesignated Fund Request – Rick Benoit, PCS Principal and MaryElla Jones, RSU 16 Chairman was present at the meeting. Conversation about the best use of the funds ensued. It was noted that most of the work that is being requested should be done during the summer months when school is out and there are no kids in the building. The consensus of the Board was to table the topic for discussion at a later meeting.

Town Center Property Bid/Sale of House – The Board felt that \$65,000 is too high for a minimum bid. The consensus of the Board was to adjust the minimum bid to \$25,000. Selectman Gallagher moved to approve the Town Center Property Bid as presented changing the minimum bid to \$25,000. Discussion: None

Vote: 4-yes 0-no

Municipal Complex – RFP Design Plan Draft – The Board would like the RFP return date to be June 3rd and the date of completion to be August 31st. The pre-submission meeting will be held on May 23rd. Selectman Kimball moved to approve the Municipal Complex Design Plan RFP as proposed with the changed dates. Selectman Gallagher seconded the motion. Discussion: None

Vote: 4-yes 0-no

RSU Referendum Poll Hours – Selectman Gallagher moved to have the polls open from 8 AM to 8 PM for the RSU 16 Referendum Budget Election. Selectman Walker seconded the motion. Discussion: None

Vote: 4-yes 0-no

Liaison Positions – Tabled until next meeting.

NEW BUSINESS

Municipal Complex Painting – RFP draft – The Board would like to change the commencement date to within 45 days of being awarded the bid and the completion date to be September 15th. The Board would also like to have bids separately for each building and an all-inclusive bid. Selectman Kimball moved to approve the Municipal Complex Painting RFP as presented with the changes as noted to the dates. Selectman Gallagher seconded the motion. Discussion: None

Vote: 4-yes 0-no

Proposed Gate on Tripp Lake – The Board noted that the camp is not denying access to the property just controlling the access by erecting a gate. Chief Mark Bosse stated that a gate would be fine as long as the fire department is allowed access to a lock box containing the key to the gate in case of an emergency. Town Manager Rosemary Roy has been asked by the Board to check with MMA on the legality of the gate being on town property vs. private property. The Board would also like her to check on the deed for the land to see who actually owns the land they are proposing the gate to be set on.

Tablets for BOS – The Board would like more investigation into how the tablets would work for those without wireless internet at home. They would also like to make sure any tablets are equipped to handle reading and preparing all Microsoft documents. The Board would like Executive Assistant Nikki Pratt to look into what other towns are using and also what is available out there to meet the Town's needs.

Skid Unit CIP – Selectman Kimball moved to award the Skid Unit CIP to Harrison Shrader Enterprises in the amount of \$16,875.00. Selectman Gallagher seconded the motion. Discussion: None

Vote: 4-yes 0-no

PAYABLES - Selectman Gallagher moved to approve the bills payable in the amount of \$588,687.64. Selectman Walker seconded the motion. Discussion: None

Vote: 4-yes 0-no

ANY OTHER BUSINESS


None

ADJOURN - Selectman Gallagher moved to adjourn. Selectman Walker seconded the motion. Discussion: None


Vote: 4-yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectmen


Stephen E. Robinson, Chairperson


Walter J. Gallagher


Stanley L. Tetenman


Janice A. Kimball, Vice Chairperson


James G. Walker, Jr.

MEETING SIGN-IN SHEET

Meeting Date: 5 / 7 / 13



Board of Selectmen

☐ Planning Board

☐ Other _____[illegible]