

**POLAND BOARD OF SELECTMEN  
MINUTES OF MEETING  
JUNE 4, 2013**

*ORIGINAL*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

**MINUTES OF PREVIOUS MEETINGS**

Selectman Kimball moved to approve the meeting minutes of May 14, 2013 as presented. Selectman Walker seconded the motion. Discussion: "Recorded by" should say Rosemary Roy not Nikki M. Pratt.

Vote: 5-yes 0-no

**BIDS**

Municipal Complex Painting Request for Proposal – The RFP was advertised in the Sun Journal and sent out to eleven area painters. The Town only received one proposal back from Rodrigue & Son Painting, Inc. Discussion ensued by the Board relating to what work should be included on which buildings to stay within the allotted money that was set aside in the Municipal Facilities Reserve for painting. It was noted that the Selectmen will allow Town Manager Rosemary Roy and Facilities Manager Scott Segal to make the decision with the contractor regarding the priority of painting. Selectman Tetenman moved to award Rodrigue & Son Painting, Inc. the municipal complex painting bid in an amount not to exceed \$12,000. Selectman Gallagher seconded the motion. Discussion: None

Vote: 5-yes 0-no

Municipal Complex Building – For Sale by Bid – No bids were received on this project. Selectman Kimball moved to send it back out to bid with no minimum bid and to expand the area where the bid is advertised. Selectman Tetenman seconded the motion. Discussion: None

Vote: 5-yes 0-no

Municipal Complex Design Plan – Bid Results – Seven bids were submitted to the Town. All bids were within the estimated amount that was put before the voters. The Selectmen would like more time to review the bid information in detail. Selectman Gallagher moved to table awarding the Municipal Complex Design Plan bid until June 11, 2013. Selectman Walker seconded the motion. Discussion: None

Vote: 5-yes 0-no

**RECOGNITION OF VISITORS** (A list of visitors who attended the meeting are attached to these minutes.)

**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.

- Fuel and Electricity information had been submitted to several companies for contract bid prices.

Financial Reports – Selectman Tetenman moved to accept the financial reports as presented. Selectman Gallagher seconded the motion. Discussion: Selectman Tetenman would like to know

where the \$300,000 for the school balance is shown in the reports. Town Manager Rosemary Roy will look into it and get back to the Board with an answer.

Vote: 5-yes 0-no

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

DEP – Approval of CLUC & Zoning Map Amendments

Virtual Town Hall – Subscriber Lists/AOL

Ricker Library – Operation Procedures

Ricker Library Trustee Meeting Minutes

PCS Undesignated Fund Balance Letter

### **OLD BUSINESS**

Dangerous Buildings – Order of Demolition – Selectman Kimball moved to have the Board sign the demolition order for the premises located at 348 Mechanic Falls Road in Poland, Maine described as Lot 49, Tax map 12 pursuant to 17 MRSA section 2851-2859. Selectman Tetenman seconded the motion. Discussion: None

Vote: 5-yes 0-no

Shoreland Zoning Violation – Dan Murphy – Code Enforcement Officer Nicholas Adams was present and stated that to date the property owners have not taken the steps outlined in the plan of action letter to correct shoreland zoning violations on their property. The Boards asked that a reminder letter be sent to the property owner from the CEO reminding them of the approaching June 30<sup>th</sup> deadline for compliance. If compliance has not taken place by July 1, 2013, when the CEO makes a property inspection, the Board will discuss what further action may be necessary at their first meeting in July.

911 Transfer Letter – Selectman Kimball moved that the Town of Poland continue PSAP services with the county until June 30<sup>th</sup>, 2013. Selectman Gallagher seconded the motion. Discussion: None

Vote: 5-yes 0-no

Selectman Tetenman moved to have the Board sign a letter to the Public Utilities Director stating that Poland will be switching PSAP services from the Androscoggin County Sheriff's Department to Lewiston-Auburn 9-1-1 Emergency Communication System effective on or before July 1, 2013. Selectman Walker seconded the motion. Discussion: None

Vote: 5-yes 0-no

### **NEW BUSINESS**

Ricker Library Board of Trustees Management Policy – First Read – Selectman Tetenman noted that he had a discussion with the chairman of the library trustees regarding a few duplications that he found and it will be brought before the trustees at their next meeting. The Board will have a second read in July.

Town Manager Performance Review/Policy Acceptance – Selectman Tetenman moved to adopt the Town Manager Performance Review Policy as presented. Selectman Walker seconded the motion. Discussion: None

Vote: 5-yes 0-no

Charter Revisions & Elimination of Open Town Meeting – Provided for the Board was a memo highlighting the process the Board would need to follow to amend the charter. The Board will need to make a decision on the matter no later than August 6<sup>th</sup>. Consensus of the Board was to have a timeline prepared and available at their next meeting for a possible charter commission.

MMA Nomination for Vice President & Executive Members – Consensus of the Board was to table the vote until the next meeting.

Annual Municipal Appointments – First Review for Action on June 21<sup>st</sup> – The Board was given a copy of the annual appointments/renewals that will be coming up. Town Manager Rosemary Roy pointed out the importance of having a full Comprehensive Planning Committee. There are many changes that need to be made and she suggests the Board look at amending the Governance Policy which states the Comprehensive Planning Committee needs seven members. She would like to see it amended to five members.

**PAYABLES** - Selectman Gallagher moved to approve the bills payable in the amount of \$518,526.16  
Selectman Walker seconded the motion. Discussion: None  
Vote: 4-yes 0-no (Selectman Tetenman was not present at the time of vote)

**ANY OTHER BUSINESS**


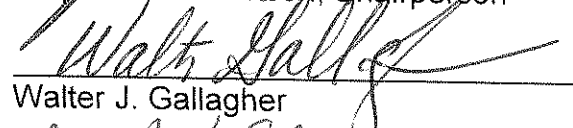

MDOT is working on Harris Hill Road and Empire Road. Town Manager Rosemary Roy will notify the Board and will also place on the website the timeline for the construction that is going on.


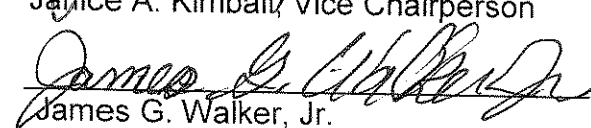
Selectman Robinson noted to the Board that he and Selectman Tetenman attended the Oxford Dam committee meeting. Their regular committee meetings will be held the last Tuesday of the month. They announced at the meeting that an interactive website for residents will be made available soon.

**ADJOURN** - Selectman Tetenman moved to adjourn. Selectman Walker seconded the motion.  
Discussion: None  
Vote: 5-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: 6 / 4 / 13

~~Board of Selectmen~~

☐ Planning Board

☐ Other \_\_\_\_\_[illegible]