

## Town of Sweden Selectmen's Meeting Minutes

November 14, 2017

**Attendance:** Lori Bennett, Bruce Taylor, Jenna Domer, Kim Ashley, Larry Lyle, Tim Cook, Stephen Bennett, Julia McQueen. C. Wayne Miller was absent.

Lori called for the pledge of allegiance at 6:07pm and then called the meeting to order.

Bruce made a motion to approve the Selectmen's meeting minutes of October 24, 2017. Motion was 2<sup>nd</sup> by Lori and approved 2-0.

**Visitors:** none

### **Report of officers and committees:**

**Animal Control Officer**-no report

**Administrative Assistant**- Jenna spoke of getting a battery back up for her computer in case of a storm, the information currently being conducted would be saved to her computer, the price is approximately 50.00. She also spoke of getting PDF conversion software for the new website we will eventually have so we can provide forms to the public on the site to make them fillable. The issues were tabled for another time.

Jenna spoke of getting a capture scanner for scanning all checks for immediate deposit to the bank. She has been working with Justin from Key Bank Corporate to get the price down to as little as possible or for free. The price Justin was able to give her \$301.00 for the scanner and ability to pay it in 3 installments. She and the selectmen thought it would be advantageous to talk with another bank to see if we could get the scanner for no cost to us by switching banking institutions. She will be going to Norway Savings to inquire about this. She also brought up the point that we should have online banking set up for the town. In addition, she will also be inquiring about bank service fees and why they are differing from month to month and by switching banks could we avoid these fees.

She will be taking a webinar on December 14<sup>th</sup> with Trio for End of Year training. She also stated she has been working many hours to establish new procedures and to ensure we are adhering to all States guidelines.

She also has been in contact with Chris Sanborn from Modem Wavs about installing the cloud based back up system, Carbonite. He has been very busy and has not been able to get to it. He will remotely sign in to the Town of Sweden computers and will be able to add it that way. She will follow up with him again.

She has begun to receive contribution request for the 2018 budget and will be working with Julie McQueen soon to start the budget process.

**CEO**-Report attached, Larry would like to get licensed with MUBEC. He also inquired about the envelope for the proposed new fire station.

**Clerk**: no report

**Fire Chief-** The town fire department tended to a significant house fire on Smarts Hill Road and also a motorcycle accident at the corner of Knights Hill Road and Black Mountain Road.

The trucks have passed pump tests. The town may end up with a pumper truck from The town of Harrison for zero dollars, if this is the case we may want to donate some money to them to go towards their newly purchased pumper. Tim mentioned that he would check fire extinguishers monthly to insure they are in their proper place and hoses are intact.

**Road Commissioner-** report attached, stop sign at the corner of Webber Pond Road needs to be installed. Fern Drive sign also needs installation.

Troy Morse has all winter sand in. He has purchased a new grader and a truck. We will invite him for next meeting to discuss his winter roads contract he was unavailable to attend this meeting.

**Tax Collector/Treasurer-**It was suggested by the Administrative Assistant as well as the auditor to add a second signature line to all checks along with a statement on checks to reflect "void if not cashed within 90 days". Kim will order these checks. All checks going forward will require two signatures.

Warrant was presented and signed, and checks will be distributed.

**Old Business-** Jenna reminded everyone that a letter was sent out to all selectmen, appointed and elected persons stating they have a new swedenmaine.org email address for all town business. Effective November 1<sup>st</sup>, 2017 this new address is the only address to be used for official town business.

Bruce reported John Waterbury from MMA was at the Town of Sweden on November 6, 2017 to inspect all town structures and a formal report will be sent. He mentioned that John stated the old salt shed has major, substantial structural issues and should be taken down. No one should be parking vehicles there. He also mentioned there should be an annual fire extinguisher check. Fire Chief will inspect fire extinguishers monthly.

**New Business-**Jenna stated some residents had inquired during our recent wind storm if the Town Office was a warming station. The selectmen report it is not.

There was discussion about the conversion of the new email addresses for the Tax Collector/Treasurer and the Town Clerk. We thought it would be best to include an information sheet about the conversion along with the mailing of the 2018 Annual Town Meeting, so all residents would see it.

The AA will inquire about how to contact the Federal Government about participation in the 2020 Census and will give this information to the Clerk to follow up.

Julie McQueen came to schedule a meeting with town selectmen, AA, Clerk and Tax Collector/Treasurer regarding office procedures going forward. The selectmen were unable to attend however, the others scheduled the meeting for Tuesday, November 21<sup>st</sup> at 9:00am.

Next meeting will be Tuesday, November 28, 2017 at 6:00pm.

Lori made a motion to adjourn the meeting at 7:48pm. Bruce 2<sup>nd</sup> the motion and it was approved 2-0.

Respectfully,

Jenna Domer

Administrative Assistant