

Town of Sweden Selectmen's Meeting Minutes

December 26, 2017

Attendance: Kim Ashley, Lori Bennett, Tim Cook, Jenna Domer, C. Wayne Miller and Bruce Taylor

Wayne called for the pledge of allegiance at 6:02pm and then called the meeting to order.

Wayne made a motion to approve the meeting minutes from 11/28/2017 and the emergency meeting minutes from 12/14/2017, Bruce 2nd and approved 3-0.

Visitors:

Troy Morse was present to sign the Winter roads contract, after review of the contract he noted that he did not have a 7-yard truck as stated in the contract however, he did have a 14-yard truck. The change was made on the town's contract as well as Troy's and initialed by the selectmen and Troy and the contract was signed by both parties.

Bruce informed Troy that there was a resident complaint from Ron Sislane, that his mailbox was pushed over by the plow wing blade on 12/16/2017. Troy said he will contact the resident for repair. Troy also stated there are two roads that are very tough to plow, Perry Hill a water hole 1 ½ feet deep and he can't plow over it, it was suggested to add some crushed gravel to Perry Hill Road. The road surface on Ridlonville extension by the mailboxes is rough too.

Doug Porter was present to address the selectmen regarding the request of \$8,250.00 for the Historical Society for updates to the schoolhouse. He presented a sketch of the proposed work as well as an outline of the scope of work to be done. The donation from the town along with a donation from the church will make the building functionable. He states he will know the total amount of the project after 3 quotes have been submitted from the contractors. He will be presenting a letter from the Board of the Historical Society that indicates they are behind the repair and will have \$5,000.00 for the repair. They will also be conducting fundraising as well.

Ron Kiesman was present to suggest the Browns and the Kimballs, long time residents of Sweden, be recognized in the Town Report for 2017. He also stated he likes to see pictures of Sweden in the Town Report as well. Doug Porter stated that they could write about them in the January Historical Society Newsletter.

Report of officers and committees:

Animal Control Officer: submitted a bill for 1 kennel inspection. Selectmen signed oath paperwork, so payments could be issued for her work done.

Administrative Assistant: Jenna reported that the EOY process would be complete on 12/29/2017. She attended a webinar with TRIO about the process. She informed the selectmen she has been unable to contact Chris Sanborne from Modem Wavs regarding the Carbonite (back up program) installation. She has placed many calls and e-mails to him with no response. The selectmen started the voting process for the Town Warrant 2018.

She stated that all signed signature cards and forms are in place to formally open the new checking account with Norway Savings Bank. Wayne made a motion to open the checking account with an opening balance of \$25.00, motion was 2nd by Lori and approved 3-0.

The town needs an Attorney to utilize for legal needs. Lori made a motion to utilize Bergen & Parkinson LLC as our town Attorney, the motion was 2nd by Bruce and approved 3-0.

A policy has been drafted for the Treasurer's disbursement of warrants for employee wages and benefits in accordance with the Maine labor laws for employees to be paid at least every 16 days. Lori made a motion to adopt the policy effective December 26, 2017, motion was 2nd by Bruce and approved 3-0.

A policy has been drafted for the Treasurer's disbursement warrants for state fees. Lori made a motion to adopt the policy effective December 26, 2017, motion was 2nd by Wayne and approved 3-0.

The Sweden office procedures policy was tabled until the new bank scanner and online banking are set up with NSB and to review the operational process.

CEO: no report

Clerk: Alberta left an email for the selectmen considering a generator for the town office. It appears that the well pump that powers both the town office and the church is powered by the town office. During the bad wind storm, the church was unable to get water for 5 days because the town office did not have power to the well pump. If the church should be a shelter for times in need, they would not have water unless the town office purchased a generator. Wayne was going to check with McIver to get costs on a generator.

Fire Chief: The fire truck Tim was hoping would be given to the town is going up for bid. He attended an accident of an overturned oil truck. The spillage was less than 5 gallons. He turned in the SVFD proposed budget for 2018.

Road Commissioner: Webber Pond Road still no stop sign as well as Fern Drive sign. Wayne expressed concerns of an accident with no stop sign. Lori Bennett said that she and Kyle would see if they could get the signs in the ground through the snow.

Treasurer/Tax Collector: Kim Ashley stated that the new check for NSB checking account could take 2 weeks to arrive. The checks have been ordered with 2 signature lines. All checks going forward will require 2 signatures, Kim Ashley, Treasurer, Jenna Domer, Administrative Assistant or Lori Bennett, selectperson are the signers on the checking account. Lori made a motion to have 2 signatures on all Accounts Payable and Payroll checks, motion 2nd by Wayne and approved 3-0.

Lori made a motion to sign the warrant for 12/26/2017, the motion was 2nd by Wayne and approved 3-0.

Old Business: The town received the report from MMA regarding the insurance visit with John Waterbury. The report stated that the Old Salt Shed should be repaired or replaced. The cross-beams showed significant stress, and the right outer wall is tilted. John Waterbury from MMA did not have a benign opinion about it. The stove, hood and vents at the Town Meeting House need to be repaired, replaced and cleaned. Jenna was going to call to see if she could get estimates on the job. The kitchen floor at the Meeting House has soft spots that need replacing. Bruce indicated he will get estimates

from Nate York and Brice for the repair of the floor as well as the Old Salt Shed. Tim Cook stated he will perform monthly inspections of the fire extinguishers and will make sure they are all in place. Damage to the sand and salt shed will be fixed by Troy Morse.

Bruce Taylor moved that the board go into Executive Session per 1. M.R.S.A. Sec. 405 (6) (A) to discuss personnel matters, the motion was 2nd by Lori and approved 3-0. The session began at 7:58pm and the selectmen came out of Executive Session at 8:10pm.

New Business:

Jenna will contact RHR Smith to establish a date for the audit of the financial records of 2017.

Kim Ashley will invoice Fryeburg per our annual agreement to plow Smarts Hill Road.

Communications and correspondence were addressed appropriately.

Next meeting will be Tuesday, January 9, 2018 at 6:00pm.

Lori made a motion to adjourn the meeting at 9:06pm, the motion was 2nd by Wayne and approved 3-0.

Respectfully,

Jenna Domer
Administrative Assistant