

**Town of Otisfield
Board of Selectmen Meeting Minutes
Town Office Annex
September 19, 2018**

1. **CALL TO ORDER:** The regular meeting was called to order at 7:00 PM. Hal Ferguson – Chairman, Rick Micklon & Lenny Adler present.

FLAG SALUTE: Audience and Board members saluted the flag.

2. **ACTION ON MINUTES:**

- A. Meeting minutes from August 15, 2018. *Motion to accept minutes. RM/LA – Unanimous.

3. **SPECIAL EVENTS**

- A. General Assistance Appendices Hearing: *Motion to open the public hearing at 7:04 P.M. for the 2018-2019 General Assistance Ordinance Appendices A-D. HF/RM – Unanimous. AP: This is for the new maximums for food/heating/housing/personal care and electric for the period of October 1, 2018 through September 30, 2019. Most have remained the same or had a small increase, but the food maximum has gone down a small amount. The Town pays for this and the State refunds the Town 50% of what was paid out. BOS reviewed the appendices for the current year. *Motion to accept the 2018-2019 General Assistance Ordinance Appendices A-D. LA/RM – Unanimous. *Motion to close the public hearing at 7:09 P.M. HF/LA – Unanimous.

4. **BOARD & COMMITTEE REPORTS:**

- A. None.

5. **DEPARTMENT HEADS:**

- A. Dan Peaco, Town Sexton: South Otisfield Cemetery: Had a visit from Michelle Allen today at the South Otisfield Cemetery. She would like to donate (3) hydrangea trees if the town would accept them. They can be planted in the Spring. BOS agreed that they would be happy to accept them, if Michelle did the planting based upon Dan Peaco's placement.

6. **QUESTIONS/COMMENTS FROM THE PUBLIC.**

- A. Tanya Taft: Requesting a "dead-end" sign at the end of Kilby-Edwards Road. GPS units are bringing people down the road and in the winter they are getting stuck. All agree a sign can be ordered. AP will order sign.

7. **ADMINISTRATIVE ASSISTANT ITEMS**

- A. AP: Schedule to meet Amy Chipman from RBC Wealth Mgt for annual meeting. A meeting will be scheduled for Wednesday, October 24th @ 6:00 PM at Rosies.
- B. AP: Eco-Maine is having an open house. If anyone is interested it's September 29th.
- C. AP: Textile Recycling is here and they are suggesting collection boxes. *BOS all agree that it is not anything they are interested in at this time.
- D. AP: Equipment rental: There was a rented machinery accident w/ the roller on Bow Street. The Town employee driving was not hurt, just shaken up. He was backing up and his seat didn't lock, causing him to go into the ditch. Operator was very lucky he didn't get hurt. Minor damage/ scratches. MMA said typically you are supposed to let them know whenever we rent equipment. AP will be following up.

2) Job Descriptions: A job description is needed for the Deputy CEO. Currently this position is being filled in by Rick Micklon. A job description is necessary for anyone filling in. This position should also be appointed annually.

3) MMA legal advice: It's been questioned by someone in town who works for another town that a BOS might not be eligible to fill this position. RM requesting AP call MMA to find out if there is a statute they are not aware of. Town originally got word from MMA legal, during Tom Nurmi's appointment by the BOS (Mark Cyr, Hal F, and Tom N.) that while not illegal or an incompatible position, it's not recommended unless necessary. RM agrees that he'll do what the other BOS wish.

*Tabled until next meeting.

12. EXECUTIVE SESSION:

A. Motion to enter into executive session pursuant to MSRSA §405(6)(A) to discuss personnel issues.

*Motion to close executive session by ___ 2nd ___, All Y-N. Discussion:

***No Executive Session held this meeting.**

13. **ADJOURNMENT**. *Motion to adjourn at 8:15 PM. RM/LA-Unanimous.

Respectfully submitted,

Tanya Taft, Secretary

Approved by:

Hal Ferguson, Chairman 

Rick Micklon 

Lenny Adler 

Approved on October 3, 2018