

**Town of Otisfield  
Board of Selectmen Meeting Minutes  
December 20, 2017**

1. **CALL TO ORDER:** The regular meeting was called to order at 7:00 PM. Hal Ferguson – Chairman, Rick Micklon & Lenny Adler present.
2. **FLAG SALUTE:** Audience and Board members saluted the flag.
3. **ACTION ON MINUTES:**
  - A. Meeting minutes from November 15, 2017. \*Motion to accept minutes. RM/HF – Unanimous.
  - B. Meeting minutes from December 6, 2017. \*Motion to accept minutes. RM/LA - Unanimous.
4. **SPECIAL EVENTS**
  - A. RSMS “Road Surface Management System” David Hyer gave a presentation on updated software. Richard Bean Jr. in attendance for input. The Road Committee drove all the roads in town and looked for maintenance history. David Hyer entered data into program. Roads were rated by importance. The data base was developed with the help of 2 surveys, one in 2012 and one in 2014. All of the data resides in version 16 of this software. MDOT felt the sign requirements were important enough to add to the data base, but culverts are not included. \*RM they can be added later via pdf. David: Correct. This version is more complex than version 11, but it does a lot more. \*RM: The most we can do is offer our assistance to the Road Commissioner. Let him know we support him in what he chooses to do and be advocates for his budget. Richard Bean, Jr. thinks that the culvert information is a great idea and would be helpful in the future if they need to be replaced or repaired, but added it would probably take longer to do the culverts than it would to ride around the roads. We have a lot of culverts and you have to know where they are. HF: Where do we stand with Road Markers? (Town roads vs. private roads when the same road contains both). RM: We purchased them and that’s as far as it went. The granite markers are 4 x 4 and are currently at the Town Garage. HF: We need to hire someone to place them once Richard Bean, Sr. has marked the appropriate locations. All agreed. BOS thanked Richard Bean, Jr. for coming in and discussed him or his dad taking TT around to record the data if they wanted help. BOS also thanked David Hyer for putting in all the hard work and getting this up and running. AP will put this on her list of projects for this Spring.
5. **COMMITTEE REPORTS:**
  - A. Employee Handbook Committee to meet with BOS January 10<sup>th</sup> at 1:30 PM.
  - B. Pleasant Lake, Parker Pond Dam Committee: HF met with Casco BOS Holly Hancock on Friday, December 1<sup>st</sup>. Each town is requesting \$1,000 for FY19 for the gate keeper and maintenance efforts. If there is money left over it will be rolled over into a reserve account.
6. **DEPARTMENT HEADS:**
  - A. Emergency Management Director: BOS requesting Frank Blauvelt and Chief Jordan to attend the January 17<sup>th</sup> BOS meeting. AP will contact them this week to see if they are available.
7. **QUESTIONS/COMMENTS FROM THE PUBLIC.**
  - A. None.

## **8. ADMINISTRATIVE ASSISTANT ITEMS**

- A. Christmas for Kids: There were a lot of families that went unaided this year. AP requesting the town put aside \$500/year to help local families. Suggesting we take money from “Research Fees”. So far this year we have made about \$6,500.00. That money goes in to our “other revenue” bucket which is great, but that might be helpful to use for this. HF will reach out to the Social Outreach Group to see if they’d be willing to help. All agree that would be a good match for this.
- B. Oil Prices: AP will check around to see what the competitive prices are.
- C. Sexual Harassment Class and other required classes: FD will be holding a class on January 2<sup>nd</sup> @ 6 PM. It is the FD’s annual requirement, but all Town Employees should attend.

## **9. ADJUSTMENTS TO AGENDA**

- A. None.

## **10. UNFINISHED BUSINESS**

- A.

## **11. SELECTMEN’S ITEMS TO BE DISCUSSED & VOTED ON**

- A. Town Warrant: \*Motion to sign Warrant # 16 to pay the town bills. RM/LA - Unanimous.
- B. Oxford County Regional Recycling: Since they have disbanded we are awaiting a check in the amount of \$22,400.00. Discussion on using that money towards the purchase of a recycling compactor. A special Town Meeting will be needed. \*Tabled until an upcoming meeting.
- C. Performance Appraisals: To be reviewed with BOS in executive session. \*Motion to have performance appraisal for Administrative Assistant, Tuesday, January 16<sup>th</sup> @ 6:00 PM and CEO, Tuesday, January 16<sup>th</sup> @ 6:30 PM. HF/LA – Unanimous.

## **12. QUESTIONS OR COMMENTS FROM THE BOARD**

- A. Transfer Station: RM
  - 1) Structure: The first 2 days Glenn Snow and Eben Bretton spent repairing the existing canopy. Now they have 75 % of the new roof framed. When that is finished we’ll be ordering the metal roof. LA: It looks very good with what has already been done. All agree
  - 2) Electrical: HF: Field Electric started to reposition the lights at the Transfer Station and changed them so they will be energy efficient.
  - 3) Compactor: HF: We will need a special town meeting to see if the Town people agree with putting a compactor in at the transfer station through the use of any funds from OCRR. It’s currently costing approximately five times as much for hauling as it would with compacted containers (\$1,000 per haul). Concrete Pad will be needed. RM: Suggests we look into a Town that has done one most recently and what their total cost was. The voters will want to know that. All agree. HF will check with ECO about getting Atlantic out here to go over the specifics on site, prior to having a special town meeting. This will give us a good estimate of what the total costs will be.
  - 4) Employees: AP: Erik is back working part time, and others are on call when needed, so we are in good shape down there.
- B. Charter Communications: RM: Todd Limistrom, Field Engineer assigned for Otisfield is expecting to have final design the 1<sup>st</sup> week in January, boots on the ground in February and finished in May.
- C. Electronic Sign: HF: All agree the sign looks good! “White on black” seems to be the general consensus. The Town of Otisfield Sign needs to be lit up. RM: The existing roof is thin; we can make that wider which would allow us to add some lighting from above. All agree.
- D. Community Hall: HF: We have had some complaints about it being cold in the bathrooms. We need to leave the doors open after the function is over. HF would like to see the electric heaters disconnected in there. All agree to have HF contact Field Electric to disconnect them.

**13. 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 9:10 PM. HF/LA-Unanimous.

Respectfully submitted,

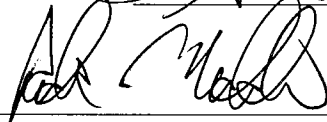
Tanya Taft, Secretary

Approved by:

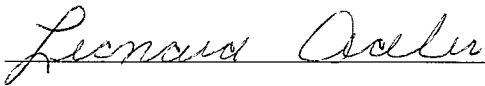
Hal Ferguson, Chairman



Rick Micklon



Lenny Adler



Approved on January 3, 2017