

Selectmen's Minutes

July 2, 2019

4:00 p.m.

The meeting was opened at 4:00 p.m. Present were the Selectmen, Tony Palminteri, Chairman, and George Donovan. Glenn Dochtermann was unable to attend. Also present was Fred Holt, Treasurer, Jimmy Allaire, Code Officer, Bob Tripp, Assessor and Joyce Wood Administrative Assistant.

No one from the public was present.

Bob Tripp, Assessor, met with the Board to discuss personal property assessments, specifically trailers for commercial businesses. He said that during the 2004 revaluation all personal property was detailed in writing and included the trailers. Since that time annual declarations were not sent in on a regular basis if at all, and any new trailers have most likely not been picked up. He explained that he has been trying to visit each business to update all personal property so that the assessment was fair. Mr. Palminteri asked for clarification on how these are assessed and taxed and Mr. Tripp gave a detailed explanation. Mr. Palminteri asked for clarification on the Board of Selectmen's authority on assessment of personal property and after discussion, Mr. Tripp said that though the Board has the authority on what to tax he would recommend that all personal property be taxed as allowed by the State. He went on to explain the programs BETE and BETER. These two programs he explained give commercial owners a way to either be exempt according to the age of a trailer or to get a reimbursement back from the State while at the same time the Town will receive tax income. This was discussed in further detail with the Board agreeing to give this further consideration and bring back to another meeting.

The minutes of the June 25, 2019 Selectmen's meeting were read. Motion was made by Mr. Palminteri to approve them as written. Mr. Donovan seconded and both voted in favor.

After review of the warrants, a motion was made by Mr. Donovan and seconded by Mr. Palminteri to approve and sign them as submitted. Both voted in favor and four sets of warrants were signed.

Steven Dochtermann, Transfer Station Supervisor, spoke with the Board about a request from the York County maintenance manager about receiving a permit to use the Alfred transfer station for smaller items that cannot be placed in their dumpster like lead acid batteries. After much discussion the Board was in agreement that these types of items can be taken to Smiths in Springvale where they would receive some income for the items. Mr. Dochtermann agreed to contact the manager and let him know.

It was reported that JSC Commercial Hauler has supplied the Town with the required insurance coverage as stipulated in the ordinance to receive a permit to use the Alfred transfer station for pickup of Alfred resident's trash and recyclables. Motion was made by Mr. Palminteri to reconsider a denial of the permit and to now authorize the permit. Mr. Donovan seconded, all voted in favor and the application and the permit was signed by the Board.

The Board signed several thank you letters to residents who donated to the "wall garden" in front of town hall who gave plants and their time in planting. Letters were sent to the Williams, the Eunsons and the Scotts. Mr. Donovan asked that a poster be placed on the wall for a time giving recognition to these residents for their help.

The Board read the notice for the Conservation Commission/Parish Paddler or the July 21<sup>st</sup> picnic at Brothers Beach.

Letters of agreement for Festival were reviewed and discussed. Motion was made by Mr. Palminteri and seconded by Mr. Donovan to approve and sign them as discussed. All voted in favor and agreements were signed for Kora Facts and Figures, Kora Highlander Band, Phoenix Elite Dance and Beal's Little Acres.

A notice from the Library Director, Gus Hedden, informing the Board that they have received a grant from the Steven King Foundation in the amount of \$4,000 to support the repairs of the Library elevator was read.

A recertification for Dorothy Guinard as a member of the Design Review Committee was approved and signed.

The Town Clerk's end of month report for June was read.

The Board approved and signed a memo to all departments, committees and town hall employees requested all reports for the 2018/2019 Annual Town Report be in by August 12, 2019.

After review of a memo to all applicants for the position of Administrative Assistant motion was made by Mr. Palminteri and seconded by Mr. Donovan to send this to each applicant after the July 9<sup>th</sup> deadline and then to set up interviews for week of July 22<sup>nd</sup>.

Mr. Palminteri stated that an article in the Maine Townsman discussed the Maine Bicentennial and in the article was an invitation for municipalities to purchase bicentennial flags. After discussion, motion was made by Mr. Donovan to purchase two flags when they become available. Mr. Palminteri seconded and all voted in favor.

At 5:00 p.m. three paving bids for the 2019 paving program were opened. The three bids were as follows:

Shaw Brothers	\$468,000
Dayton	\$422,022
All States	\$425,036

The specs for each bid were reviewed by the Selectmen, the Road Commissioner, Jon Lord and the Treasurer, Fred Holt.

Motion was made by George Donovan and seconded by Tony Palminteri to award the paving bid to Dayton Sand and Gravel. All voted in favor. Mr. Lord will contact them about the bid acceptance.

Joyce Wood presented resumes for the Administrative Assistant position that have been received thus far for preliminary review. A request was made by Mr. Palminteri to go into executive session. Motion was made by Mr. Donovan, seconded by Mr. Palminteri and voted in approval by all to do so. Tony Palminteri called the meeting into executive session at 5:30 in accordance with MRSA §405, 6. (1) Personnel Matter. The meeting was called out at 5:45 p.m. after motion by Mr. Donovan, second by Mr. Palminteri and approval by all. No decisions were needed.

The meeting was adjourned at 5:55 p.m.

Selectmen's Minutes  
July 16, 2019  
4:00 p.m.

The meeting opened at 4:00 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt and James Allaire.

Library Trustees Cherry Chretien, Thomas Stonehouse, Marti Northover and Thomas Collins met with the board at 4:00 to discuss the next step in the hiring of a new Librarian. Northover updated the board that on-line advertisements had been posted as well as in the Smart Shopper. Several resumes have been received and the Trustees have three potential applicants they would like to interview. Northover asked what the process was and who would do the official hiring. Chairman Palminteri stated that since this would be a Town employee then the select board would sign the actual hiring form. Palminteri went on to explain that the Trustees are more qualified to choose a Librarian so the select board would rely on the Trustees judgement in who should be hired and that in all likelihood the select board would hire who the Trustees recommend. Due to the current schedule of open hours at the Library it was suggested that the Library not be open on Sundays but instead open on Thursdays keeping the current open hours at 25. This could potentially aide in finding a qualified Librarian. A discussion of salary and benefits then took place. Town Personnel policy is that 32 hours per week constituted full time status thus eligible for benefits. The current Librarian works 28 hours per week but had been grandfathered to receive benefits when the policy was changed March 15, 2016 from 25 hours to 32 hours per week. The Policy clearly states that the employee not the position is grandfathered. It was agreed that the position of Librarian would not require 32 hours per week with the Library being open 25 hours per week. After discussion it was agreed that any offer of employment would include an increase in the current Librarians hourly rate of pay for 28 hours per week, but there would be no eligibility for benefits.

At 4:20, with the exception of Stonehouse, the Trustees left. At this time Paul Main, member of the public entered the meeting room.

The minutes of the July 2, 2019 Selectmen's meeting were read. Motion was made by Donovan and seconded by Dochtermann to approve them as written. All voted to approve.

Motion was made by Donovan to approve and sign the warrants as submitted. Doctermann seconded and all voted in favor and the warrants were signed.

Palminteri updated the board about a conversation he had with One Stop Event Rentals concerning the tent to be placed in the Town Hall parking lot this weekend for the Alfred Festival. Palminteri questioned if 1,000+ pound concrete blocks could be set in the parking lot and the tent be attached to them so that holes would not be needed in the newly paved lot to anchor the tent. One Stop Event was adamant that the only way the tent could be set up was for the stakes to be driven into the ground.

Next, Palminteri stated that O'Donals nursery had sent a replacement tree to replace one that had been planted last year and had died but was still under warranty on the village green. J.G. Lord Excavating and several volunteers have removed the dead tree and planted the replacement.

The MDOT Local Road Assistance Program Certification for 2020 was reviewed and signed by all.

The Tax Collectors month end report for June was reviewed.

Appointment certificates for Joseph Olzewski to the Budget Committee, Dennis Brewster to the Zoning Board of Appeals, John Ibsen, Stephen Gile and Fred Frodyma to the Planning Board were reviewed. Motion by Dochtermann, second by Donovan to re-appoint. All voted in favor and all five were signed.

The minutes of the Parsons Memorial Library July 1, 2019 meeting were reviewed.

Alfred Conservation Commission meeting of June 19, 2019 minutes were reviewed.

2<sup>nd</sup> quarter groundwater Nitrate testing results from the Alfred Water District were reviewed.

A Letter of Agreement with the Dunlap Highlanders Band for participation in the July 20, 2019 Alfred Festival was reviewed. Motion by Dochtermann, second by Donovan to approve. All voted in favor and the letter was signed.

Holt stated he had heard back from the Maine Bicentennial Commission in regards to the Town purchasing two of the commemorative flags. The Commission will give every community that contacts them one flag at no cost to be displayed but any others will need to be purchased. The Town should receive one in time to be raised at noon July 26, 2019, when the State will hold ceremonies.

Correspondence was read.

There being no further business, the meeting was adjourned at 4:40 p.m.

Selectmen's Minutes  
July 23, 2019  
4:00 p.m.

The meeting opened at 4:05 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt, Robert Tripp and James Allaire.

Assessor Robert Tripp requested the selectmen sign several letters to property owners. One "First Notice of Administrative Penalty" to an owner to update their Forest Management Plan in order to keep the property in the Tree Growth program. Three reminders to provide "Income Statements" in order to remain in the Farm and Open Space Program and three Tree Growth Application renewals. After reviewing each letter motion by Donovan, seconded by Dochtermann to approve and signed. All in favor and the letters were signed.

The minutes of the July 16, 2019 Selectmen's meeting were read. Motion was made by Dochtermann and seconded by Donovan to approve them as written. All voted to approve.

Motion was made by Donovan to approve and sign the warrants as submitted. Dochtermann seconded and all voted in favor and the warrants were signed.

Income to the Festival Committee, Parks & Recreation, Brothers Beach Committee and Fueling February was accepted and appropriated as submitted after motion by Dochtermann, second by Donovan and approved by all.

Minutes of the Planning Board meetings of April 15, May 6, May 20, May 22 and July 1 were reviewed.

The agenda for the Planning Board meeting on July 15 was reviewed.

The scheduled 4:15 meeting with Kayleen Elliott was not held as Ms. Elliott did not show.

The Lease Agreement with Tax-Exempt Leasing Corp. for the purchase of 18 Self Contained Breathing Apparatus (SCBA) was reviewed. This purchase had been approved by Town Meeting vote on June, 15, 2019. Interest rate of 3.69% with four annual installments of \$41,120.48 beginning July 22, 2020 were reviewed. Motion by Donovan, second by Dochtermann to approve. All voted in favor and the documents were signed.

The need to replace the current heating system in the Transfer Station MSW building was discussed. The current budget includes the cost to replace it and quotes had been obtained during the budget process. James Allaire will contact the companies that supplied quotes to ensure they were still valid numbers and will be brought back to next week's meeting for review.

The entrance doors to the Town Hall are not currently handicapped accessible so Allaire will get quotes to install the necessary equipment to make them so.

Palminteri updated the board about several items to include- the gates for the cemetery have been finished and returned with the double gate installed. In order to hang the single gate some additional work will need to be done on the cemetery wall. Paving is expected to be started next week on Whichers Mills Rd, Old N. Berwick Rd and Poole's Crossing Rd.

One interview has been held with an applicant for the upcoming Administrative Assistants position. Four other interviews had to be postponed due to the Administrative Assistant having to be out the rest of the week. They will be rescheduled for next week.

There being no further business, the meeting was adjourned at 4:30 p.m.

Selectmen's Minutes

July 30, 2019

4:00 p.m.

The meeting opened at 4:05 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt and Joyce Wood.

The minutes of the July 23<sup>rd</sup> Selectmen's meeting were read. Motion was made by Mr. Donovan to approve as submitted. Second was followed by Mr. Dochtermann and all voted in favor.

After review of the warrants, motion was made by Mr. Dochtermann and seconded by Mr. Donovan to approve all as submitted. All voted in favor and four warrants were signed.

An e-mail from Dennis Brewster, Alfred Health Officer, as a follow-up to a training he took was read. The offer of signs for "no smoking/no vaping" was the topic. He indicated in his current e-mail that in order for the Town to receive free signs a Town policy must be written regulating this. The Board discussed and all were in agreement that, because the State laws are specific about smoking in public spaces and there has been no issues in Alfred, they will not write a policy. Dr. Brewster will be informed.

A request from the Code Officer, Jimmy Allaire, made through Joyce Wood that the Board discuss and make a decision on the approval of hiring Civil Consultants to do the final inspection on the Colin's Meadow Lane as the check to cover the cost has been received from Patterson Companies, LLC. After discussion, motion was made by Glenn Dochtermann to approve hiring Civil Consultants, pending response from Mr. Allaire that there are no stipulations made by the Patterson Company on the inspection process. George Donovan seconded the motion and all voted in favor.

Old Business: Mr. Dochtermann reported about a problem at the Transfer Station stating that the hauler has, on more than one occasion pulled a can and has not brought it back before the next open hours causing trash or recyclables to be piled until the can was brought back. Joyce Wood reported that she has contacted the Town rep from Casella and explained the problem and was assured that this will be addressed and the Town should let her know if this occurs again.

Several reappointment certificates were reviewed. Motion was made by Mr. Dochtermann, seconded by Mr. Donovan and voted on by all to approve the appointments. The following certificates were signed:

Comprehensive Plan: Howard Dupee, Amy Titcomb and Heidi Gendreau

Historical Committee: Allison Williams

Park & Recreation: Melissa Currier

Conservation Commission: Katherine Drenski

The Maine Municipal Annual Election ballot was filled out and signed by the Board after choosing Vice President, James Gardner, Jr and three Executive Committee Members, Jon Beekman, David Cyr and Ivan McPike after motion, second and approval by all.

A letter to a property owner with property in the Farm Land Program requesting an update of the five year requirement to report income was approved by all and signed after motion by Mr. Donovan and second by Mr. Dochtermann.

It was reported that one employee has signed up so far to attend the MMA Convention in October.

A draft Selectmen's policy as submitted by Donna Pirone and recommended by Joyce Wood entitled "Transfer Station Sticker Policy" was read and discussed. Explanation was given that there are multiple case scenarios where a person may need a special pass/sticker to use the Transfer Station and so the staff and residents alike are clear on the processes the draft policy was written. Motion was made by Mr. Donovan, seconded by Mr. Dochtermann and voted by all to approve the policy as written. The policy was signed by all.

A report from Donna Pirone on the five year recycling rate comparison for the Town was read. We are currently at a 48.91 recycling rate.

Fred Holt, Treasurer, reported that he is ready to begin the town Audit process that should begin at the end of July.

Personal Property assessment was briefly discussed. It was reported that the Assessor, Bob Tripp has been looking into updating some commercial owner's accounts and this has caused some questions. All were in agreement to have him present a list of accounts and to also have a letter drafted to each of the owners explaining what this may mean to include explanation of two State programs BETR (Business Equipment Tax Reimbursement) and BETE (Business Equipment Tax Exemption) which give reimbursements or exemptions to qualified equipment. The letter will be brought to the Board for further discussion on this matter.

The question was asked if anyone has heard an update from the Brothers Beach Committee on either the clean-up of the land or the proposed new building. Mr. Holt reported that he has a donation check in his office from Deering Lumber but no one has picked it up. Mr. Dochtermann agreed to speak with them to get an update.

Mr. Holt asked where the speed trailer should be placed next. The Board agreed to contact the Road Commissioner, Jon Lord, for a recommendation.

Sue Pierce, Chairwomen of the Alfred Festival Committee shared her thoughts on this year's festival and discussed potential ideas for next year. Considering the heat, she thought the festival went well. She said that she is grateful for help from all who gave assistance. There were four sworn in members plus members of the Park and Recreation Committee, the Church, the Friends of the Library and some of Town Hall Staff. It was a lot of work for so few volunteers but she felt that the members worked well together. She indicated that getting help with the parade and the traffic was the hardest part for her. As to next year she urged to keep the festival going adding that for some of these groups it is a major fund raising event. The group discussed taking a year off or perhaps change what the festival is and simplify it with one suggestion to hold it at the Alfred Park only and for only one day. All agreed that later in the fall this will be addressed again to finalize any plans for next year and to advertise for help.

The meeting was adjourned at 5:40 p.m.



Selectmen's Minutes  
August 6, 2019  
4:00 p.m.

The meeting opened at 4:00 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt, Jimmy Allaire and Joyce Wood.

Mr. Palminteri reported that he was asked by an employee to speak with him. A motion was made by Tony Palminteri to go into executive session which was seconded by Mr. Donovan. All voted in favor. Mr. Palminteri called the meeting into executive session to discuss a personnel matter in accordance with MRSA Title 1 § 405 6. A (1) at 4:03 pm.

After motion by Mr. Palminteri and second by Mr. Donovan the meeting was called out of the executive session at 4:08 p.m.

Donna Buckley was asked to meet with the Board of Selectmen. She agreed and motion was made by Mr. Palminteri to go back into executive session which was seconded by Mr. Donovan and voted in approval by all. The Chairman, Tony Palminteri called the meeting into executive session to discuss a personnel matter in accordance with MRSA Title 1 § 405 6. A (1) at 4:10 p.m.

This executive session was called out at 4:32 p.m. by Mr. Palminteri after motion by Mr. Palminteri and second by Mr. Donovan. All voted in favor. All were in agreement to revisit this matter in a couple of weeks.

Jimmy Allaire, Code Officer, met with the Board. He shared three quotes for a heat pump at the transfer station. Each was reviewed and discussed. The Board asked him to get an additional quote from "All Seasons" and he agreed to do so.

Mr. Allaire then reported that residents who had made an inquiry about a year ago to purchase a piece of Town owned property have approached him again with a more detailed request of which portion of land they are interested in. The potential for a price was discussed. The Board agreed after further discussion to put this on the agenda prior to next year's Town Meeting for further discussion and decision as this question must go to Town Meeting vote.

The Selectmen reviewed an application for the Administrative Assistant position. A motion was made by Mr. Palminteri to go into executive session to discuss details of this. Second was made by Mr. Donovan and all voted in favor. At 4:44 p.m. the Chairman, Tony Palminteri called the meeting into executive session per MRSA Title 1 § 405 6. A (1) Personnel matter. The session was called out by Mr. Palminteri after motion by George Donovan and second by Glenn Dochtermann at 4:50 pm.

The Board invited Tammy Bellman in to meet with them about her application and the position of Administrative Assistant to the Board. They told her they would like to hold a second interview and she agreed to do so. Motion was made by Mr. Palminteri to call

the meeting into executive session. Mr. Donovan seconded and all voted in favor. Mr. Palminteri called the meeting into executive session at 4:55 p.m. in accordance with MRSA Title 1 § 405 6. A (1) Personnel matter. At 5:15 p.m. the meeting was called out by the Chairman after motion by Mr. Donovan and second by Mr. Dochtermann with all voting in favor. A motion was made by Tony Palminteri and seconded by George Donovan to offer the job of Administrative Assistant to Tammy Bellman. All voted in favor. Ms. Bellman accepted the position. After further discussion the Board agreed to sign a letter of engagement along with the hiring forms giving the per hour progressive pay schedule as soon as they were completed by Mrs. Wood. Ms. Bellman agreed to start the job, at the request of the Board on September 3, 2019. She thanked the Board.

After reading the minutes of the July 30, 2019 meeting, motion was made by Glenn Dochtermann to approve them as written. George Donovan seconded and all voted in favor.

Two warrants were reviewed. Mr. Donovan made a motion to approve them as submitted. Second was made by Mr. Dochtermann, all voted in approval and the warrants were signed.

Income to the Fueling February account in the amount of \$1,116.22 from Kash for Kans and to the General fund account in the amount of \$3,881 from MMA Workers Comp as a dividend check were accepted and appropriated with motion by Mr. Dochtermann second by Mr. Donovan and approval by all.

A letter to the current commercial business personal property accounts explaining the BETE and the BETR programs and inviting them to a meeting with the Board next week were approved and signed after motion by Mr. Palminteri, second by Mr. Dochtermann and approval by all.

Mr. Dochtermann asked the Board about the topic of televising Selectmen's meetings as had been brought up at a recent public meeting. It was questioned whether the space in the conference room is large enough to set up the needed equipment. All agreed to bring a previous quote to the meeting for further discussion.

Mr. Dochtermann asked about the speed trailer and when and where will it be moved. Mr. Holt said that he did check with the Road Commissioner and it will be placed on the Gore Road near the Gile/Gore intersection.

Mr. Dochtermann then reported that he did speak with Chad Perry, Chairman of the Brother's Beach Committee, and said that he picked up the donation check from the Treasurer and that he would report back as soon as the Committee Members make any final decisions on the structure at the park.

The Town Clerk's End of Month report for July was read.

Agenda for the August 5, 2019 Planning Board Meeting was read. Mr. Palminteri reported that he had requested to attend this meeting and spoke to the Board about the potential sale of marijuana as other municipalities are beginning to encourage these businesses due to the fees that the towns are able to, by legislation, charge these companies. They agreed to invite someone in to speak with them about this.

The Board reviewed a Tree Growth application. Motion was made by Mr. Dochtermann and seconded by Mr. Donovan. All voted in favor and the form was signed by the Chair, Tony Palminteri.

A reappointment certificate for Jess Greer as a member of the Design Review Committee was approved by all and signed after motion by Mr. Dochtermann and second by Mr. Donovan.

The Tax Collector's end of month report for July was reviewed including Moses program, rapid renewal, motor vehicle registration, and tax collection for a total income for the month of \$103,740.79.

A letter from the City of Sanford notifying the Selectmen that they will begin a review of mineral extraction regulations (Chapter 280 of the Sanford zoning) and invited any Alfred Officials that were interested. Joyce Wood reported that she has given copy to both the Planning Board and the Code Officer.

Various documents from the Planning Board were read and discussed to include:

June 3, 2019 Site Walk minutes, June 3, 2019 Planning Board Minutes, Two Findings of Fact, one for Map 3 lot 55 B and one for Map 3 Lot 8.

Tony Palminteri, on behalf of the Road Commissioner, shared his estimate to remove a portion of the fencing at the Alfred Park as the fencing is creating an eyesore and has maintenance problems. The cost will be \$3,000 to remove the fencing and it would be disposed of at the transfer station. After further discussion motion was made by Glenn Dochtermann, seconded by George Donovan and voted in approval by all to remove the fence as discussed for \$3,000 to come out of the roads budget.

Mr. Palminteri also reported that road grinding has begun on the Whichers Mills road as portion of the road paving program.

Correspondence was read and discussed as needed.

An e-mail from Randy Illian, as a response to a question about the yellow 25 MPH signs on Oak Street was read and briefly discussed. Mr. Illian wrote that these are "yellow" and only advisory signs for the curve and are not regulatory.

A request for training was discussed. Motion was made by Mr. Donovan with second by Mr. Dochtermann to approve the request from the Tax Collector, Michelle Lord, for a class on November 13, 2019 through the Maine BMV.

The meeting was adjourned at 5:40 p.m.

Selectmen's Minutes

August 13, 2019

4:00 p.m.

The meeting opened at 4:00 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt, Bob Tripp, Jimmy Allaire and Joyce Wood. Present from the Public was Tom Stonehouse.

Mr. Palminteri called for a moment of silence in honor of Earl Hanson. This was observed.

The minutes of the August 6, 2019 Selectmen's meeting were read. Motion was made by Glenn Dochtermann, seconded by George Donovan and voted by all to approve them as written.

After review of the warrants, motion was made by Mr. Donovan with second by Mr. Dochtermann to approve them as submitted. All voted in favor and two warrants were signed.

Mr. Stonehouse's phone rang and Mr. Palminteri asked him to shut it off. Mr. Stonehouse said "its Augusta calling" and then "They left a voice message."

Mr. Palminteri reported that the topic of Saco Road would be on another agenda as Jon Lord, Road Commissioner has been very busy.

The Members of the Board signed a hiring form for Tamara Bellman as approved at last week's meeting. It was reported that Ms. Bellman had signed the hiring forms earlier in the day. Mrs. Wood requested that she sign Ms. Bellman up for an upcoming workshop, "Labor & Employment Law". The Board was in agreement that she do so.

The Planning Board's Notice of Public Hearing was read. Jimmy Allaire CEO, explained what the Hearing was scheduled for.

A request for training for the Code Officer to attend the Spray Foam & the Building Code on September 18<sup>th</sup> was discussed. Motion was made by Mr. Palminteri, seconded by Mr. Dochtermann and approved by all.

Request for bank time was discussed. Motion was made by Mr. Palminteri and seconded by Mr. Donovan to approve the request. All voted in favor and the form was signed.

Mrs. Wood reported that Ron Pepin reported to her that Commercial Paving will be making some changes. They, within two years' time will be moving to Auburn and they will stop taking glass at some point but will inform the Town before they do. His weigh-in process has now changed as he must weigh in at the Casella station which is down the road from Commercial Paving, go back and dump his load and then go back and weigh his truck so the weight of glass can be determined. After discussion, the Board agree to research on other places that may take glass. Several companies were given as suggested contacts.

A letter from the Estes Lake Association President, Tom Fiore, with concerns of the use of the Goodwins Mills Bridge and surrounding areas. In the letter he states that "both sides of the bridge in Sanford and Alfred have become a safety hazard and a public nuisance". A sign has just recently been posted No Trespassing on private property on the Sanford side." This was discussed in detail. Points were made that the town does not own any adjoining land to the bridge, perhaps the bridge could be posted with a sign. Another comment was made that this area and the bridge have been used for fishing and swimming for a long time. After much discussion, all agreed that Fred Holt will speak with property owner in Alfred to discuss the concern and bring back to another meeting.

After explanation of a 2018 tax abatement, motion was made by Tony Palminteri seconded by George Donovan and voted by all to approve the abatement as submitted. The form was signed by the Board.

Mr. Dochtermann asked about the old dump site on Jordan Springs Road and the mowing of the top. It was reported that the Road Commissioner makes sure that this is mowed annually.

Mr. Dochtermann said that the Fire Department did a great job cleaning up downed trees during the rain storm this past weekend. Also commended for his good work was Ethan Lord who responded as well.

The Assessor, Bob Tripp, met with the Board to review the upcoming session with commercial property owners concerning personal property and the Business Equipment Tax Exemption (BETE) and the Business Equipment Tax Reimbursement (BETR) programs. Mr. Palminteri explained that in 2004 a revalue was done and this was the last time, in some cases, a true value was given and assessed for personal property. Since that time the contracted assessors, if the annual declaration was not turned in, added a % increase to the original listing. He went on to say that Mr. Tripp is trying to update these accounts so that a fair assessment can be done while at the same time making the commercial property owners aware of the BETE and BETR programs. Bob Tripp agreed with this statement. The group then discussed the timeframe for this to be done with the current tax commitment proposed to be processed next week. All agreed to work on this over the next few months to educate the properties owners on the programs discussed and to keep the assessment as current for this year's assessment.

At 4:40 p.m. the meeting was recessed.

The meeting was reconvened at 4:57 p.m. At 5:00 p.m. a Representative from H.A. Mapes, Leah Bourque and two representatives from New England Steele, Joanne and Jason Payeur met with the Board and the Assessor to discuss personal property declaration and the BETE and BETR programs. Mr. Palminteri opened this session with the same statements made prior about the 2004 revaluation and the process of assessing personal property with or without the annual declarations. He said that the commercial property owners were invited tonight to discuss the two programs that, with little work, can be a benefit to both the owners and the Town if used. He added that the Assessor is willing to assist with the paperwork and educating the tax payer about these two programs. It was noted by Mr. Tripp that both of the companies represented have complied and have turned in their annual tax declarations on their property.

Bob Tripp then explained the two programs.

BETR: This program covers older, prior to 2007 and back to 1995, equipment. A declaration is filled out by the property owner as of April first of each year. The value is determined and tax is sent out. The following year the property owner fills out a BETR form and sends it to the State for reimbursement of the tax paid. In most cases it will be 100% reimbursed according to the age of the equipment. August first is time this form may be turned in for signature by the Selectmen and along with proof of payment of the tax the form is then sent to the State.

BETE: This program, he said, needs a declaration form on all personal property but a separate BETE form for newer equipment, back to 2007, must be filled out by May first of the tax year. This form goes to the Assessor and is entered into the account information but will be marked as BETE and will not show as taxable, therefore no tax on this equipment will be assessed, but will show up on the total commitment figures for the Town. The State then will reimburse the Town 50% of this value. So this

means a benefit to the property owner as they pay no tax and a benefit to the Town as they get the reimbursement.

Many questions were asked by those present and discussed by all to include:

Town's Objective?? The objective is to have a fair assessment and to make it so that all personal property tax payers know about these two programs as they benefit both the Town and the taxpayer.

How often do we fill out these forms? Must be done every year – may have new equipment to add or to take off and also so that the depreciation of the equipment can be considered.

Are you informing all of the Commercial accounts? Yes and already have.

At 5:30 Library Trustees, Dominique Zulueta, Marty Northover, Tom Stonehouse and Cherie Chretien introduce Isabel Turk as the applicant they are recommending to fill the position of Library Director. Introductions were made around the table and the Board asked Ms. Turk a few questions and discussions followed. A motion was made by Tony Palminteri and seconded by George Donovan to hire Isabel Turk to the position as recommended. All voted in favor and the letter of engagement and the hiring form were presented. Mary Northover stated that Ms. Turk has not accepted the position as yet so the hiring form was not signed by the Board. All agreed that as soon as a decision is made by the applicant the Board can move forward.

The meeting was adjourned at 6:00 p.m.

Selectmen's Minutes  
August 20, 2019  
4:00 p.m.

The meeting opened at 4:00 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt, Bob Tripp, Jimmy Allaire and Joyce Wood. Present from the Public was Tom Stonehouse.

The minutes of August 13, 2019 were read. Motion was made by Glenn Dochtermann and seconded by George Donovan to approve as written. All voted in favor.

Public Comment: Tom Stonehouse said "Let's have a good meeting and try to stay on topic." Mr. Palminteri explained "you are supposed to comment on agenda items only."

Mr. Palminteri reported that Fred Holt, Bob Tripp and Joyce Wood have been meeting on the tax calculation and are ready to present figures.

Fred Holt led the discussion by going over the tax rate calculator by line item giving comparisons with last year's figures. He reviewed the valuation of Real Estate and Personal Property. The BETE values are higher this year, he said, which gives the town a higher reimbursement amount than last year. Because we are at 98% certified rate so the homestead and other exemption amounts are down but more residents have applied for homestead this year. He went through the assessment figures stating that all went up including the municipal appropriation. He added that Town Meeting approved an LD #1 increase in June and felt that they understood that this would affect the tax rate. Three options were presented to the Board for a tax rate of 16.35, 16.40 or 16.45 per thousand of assessment. Tony Palminteri asked about the overlay and asked if it has been the goal of the Town to stay to at least \$100,000 or over. Mr. Holt replied that "yes" it is. It was noted that the tax rate of 15.90 did not increase last year and Mr. Palminteri said that if we choose the middle ground, 16.40 then we would go up by 1.5 % increase in both of the last two years. Mr. Donovan asked what the overlay was last year and it was reported that the amount was \$97,754.33. It was reported that, with the 16.40 tax rate, the overlay would be \$103,795.32. After further discussion, motion was made by Glenn Dochtermann and seconded by Mr. Donovan to set the tax rate at 16.40 per thousand of assessed value. All voted in favor. It was reported that a Selectmen's meeting has been posted for tomorrow, August 21, 2019 at 4:30 pm. to sign the commitment paperwork. All agreed to attend.

Chris Carpenter, Fire/Rescue Chief, met with the Board to discuss the Forestry One truck but asked if he might introduce the two live-in students as they were able to get out of their classes early and this is a good opportunity for the Board to meet them. The Board agreed and he introduced Michael Corbett and Jackson Schramm. Hiring forms were presented and after further discussion, motion was made by George Donovan to hire both as presented. Glenn Dochtermann seconded, all voted in favor and the forms were signed.

Chief Carpenter then spoke about the 1972 International truck and reported that he would like to sell it to the Fire Association for \$1.00. This truck has been around for a long time and has sentimental value to the association. They could use it in parades, for fund raisers or other various events. He said that it would be totally separate from the town as the association is. It would be stored at Mr. Lord's house and any costs associated with the truck after it is sold would be the sole responsibility of the Association. Mr. Palminteri raised the question "what is the Association?" The Chief said that it is a group, much like the Friends of the Library who hold their own accounts and they give support to the Fire/Rescue by doing fund raisers. They provide items that are not in the Town budget for Fire/Rescue such as helping out a fire fighter who may be off duty for medical reasons. They are a totally separate entity. The Chief said that they would be given a "tail-light" warranty or "as is". This was discussed further and Tony Palminteri said that he would like some time to consider this request. The Board Members agreed and they told the Chief they would get back to him.

Jon Lord, Road Commissioner, met with the Board briefly to report that he will be working on a small washout on the Gore Road tomorrow as well as beginning the town-wide mowing. He reported that the paving by Keywood Manor is almost complete. If there is some asphalt left he plans to have it put down on Mouse Lane at the Ida Jim Road/Helenfield Drive area. He then reported on a piece of equipment he has purchased which will make mowing easier.

After review of the warrant, it was moved by Mr. Donovan and seconded by Mr. Palminteri to approve as submitted. All voted in favor the warrant was signed.

There was no income.

After review of a BETE application, motion was made by Mr. Dochtermann, seconded by Mr. Donovan and voted by all to approve as submitted. The application was signed by the Chair, Tony Palminteri.

An appointment certificate for Julie Gerrish as a member to the Zoning Board of Appeals was approved by all and signed after motion by Mr. Donovan and second by Mr. Dochtermann.

The Planning Board agenda for August 19<sup>th</sup> was read.

The Board read a notice from the RSU #57 asking if the Board had any interest in buses that no longer meet State requirements for transporting students. This was discussed and Mr. Donovan agreed that he will speak with the Fire/Rescue Chief about this.

Correspondence was reviewed.

Mrs. Wood asked about the Selectmen's annual report article adding that she has done some bullet points on the past fiscal year. All agreed that Tony Palminteri, who offered, would write the report for the Boards approval.



Jimmy Allaire, CEO, reported that both Roger Berube and Mike Gallow, Developers of separate sub-divisions may be seeking to get on the Special Town Meeting when Colin's Meadow Lane is put to vote. Pheasant Run and Haybrook Drive would be the two roads and both developers have picked up the specs to meet the requirements. When asked when the Town Meeting will be, Mr. Allaire said that Civil Engineers is just beginning their inspection of Colin's Meadow so he is not sure at this point. Mr. Palminteri asked him to find out how many new miles of road this would mean for the Town and Mr. Allaire agreed to find out.

There was no public comment and the meeting was adjourned at 4:37 p.m.

Selectmen's Minutes  
August 21, 2019  
4:30 p.m.

The meeting opened at 4:30 p.m. Present were Selectmen Tony Palminteri, George Donovan and Glenn Dochtermann. Also present were Fred Holt and Joyce Wood.

No public was present.

The 2019 Tax Commitment forms were presented and explained. The commitment is based on a tax rate of 16.40 as set at August 20, 2019 selectmen's meeting. After further discussion, a motion was made by Glenn Dochtermann and seconded by George Donovan to approve the Commitment as presented. All voted in favor and the following documents were signed by the Board:

Assessors Certification of Assessment, Municipal Tax Assessment Warrant to Michelle Lord, Tax Collector, Certificate of Assessment to be Returned to Municipal Treasurer and the Certificate of Commitment , also to Michelle Lord, Tax Collector.

After review of a warrant submitted by the Treasurer, motion was made by Mr. Donovan, seconded by Mr. Dochtermann and voted by all to approve the warrant. The Board then signed the warrant.

Motion was made by Glenn Dochtermann to call the meeting into executive session to ask about an update on a previous (two weeks ago) executive session meeting. George Donovan seconded and all voted in favor. Mr. Palminteri, Chairman, called the meeting at 4:40 per MRSA Title 1 § 405 6. (1) Personnel Matter. The meeting was called out after motion by Mr. Donovan, second by Mr. Dochtermann and approval by all. No decisions were needed.

The meeting was adjourned at 4:45 p.m.

Selectmen's Minutes

August 27, 2019

4:00 p.m.

The meeting opened at 4:00 p.m. Present were Selectmen George Donovan and Glenn Dochtermann. Tony Palminteri was unable to attend. Also present were Fred Holt, Jim Allaire and Joyce Wood.

Present from the public was Tom Stonehouse.

Mr. Donovan asked for Public Comment: Mr. Stonehouse said "I hope we have a great meeting".

After review of the reading a minor correction of the August 6<sup>th</sup> minutes and the minutes from August 20<sup>th</sup> and August 21<sup>st</sup> meeting, motion was made by Glenn Dochtermann to approve all as written. George Donovan seconded and all voted in favor.

Warrants were reviewed. Motion was made by Mr. Dochtermann, seconded by Mr. Donovan and approved by all. Two sets of warrants were then signed.

Income to the Festival Committee account was accepted and appropriated as submitted after motion by Mr. Dochtermann, second by Mr. Donovan and approval by all.

Jim Allaire, Code Officer, shared another quote for a Heat Pump for the transfer station with the Board. The most recent quote was the least expensive of the four. Mr. Allaire explained that all quotes were for good quality units. All quoted for heads both upstairs and downstairs so basically all are for the same work. He reviewed the details stating that some are quoted for higher BTU in the two separate areas and this would make a difference in the amount of the quote. When asked for a recommendation, he said that because the quotes are relatively close he would recommend reviewing the details of each to help determine which one to choose. It was noted that one of the quotes was from the same company that installed the air conditioning unit at the town hall. Another company, reported Mr. Allaire, also does oil burner service. This was discussed further and all were in agreement that Mr. Allaire do a little more research and to bring back to next week's meeting.

Mr. Allaire then shared a quote from Waken Lawn Care stating that a resident had given this to him to present to the Board. The quote is for the two town hall gardens, twice monthly July through October, the town square trees, the library garden, twice monthly May through October and the circle at the library parking lot. A price of \$2,525.00 was quoted for mulching, light weeding, weeding and edging as required at each site. After discussion the Board agreed to take this under consideration.

The hiring form for the new Library director, Isabel Turk, was presented. Mrs. Wood reported that she had an e-mail from the President of the Trustees which stated that her start date will be September 25<sup>th</sup>. Motion was made by Mr. Dochtermann to approve and sign her hiring form to start on September 26<sup>th</sup>. Mr. Donovan seconded and all voted in favor the form was signed.

Donna Buckley, Town Clerk, met with the Board to inform them of a new law that is to be signed and will be effective on September 19, 2019. The law, she said is for public cemeteries. She said that she looked up the deed for the Parish Cemetery that the town of Alfred now owns. This law will apply to that cemetery. The law, LD 1484, requires that

if anyone wanted to place cremains in a public cemetery that they must fill out an authorization form and receive approval from, in this case, the Selectmen. The approved form must then be sent to the State Registrar of Vital Statistics. She shared a sample of the form that will be used for this purpose. This is the same if one wishes to remove any cremains from said cemetery. She said that the Town Clerk's Office administers this service as the form is considered a vital record. George Donovan made a motion that the Selectmen will adhere to this new law as explained. Glenn Dochtermann seconded and all voted in favor.

Joyce Wood reported hearing from Randy Illian from the Department of Transportation. He asked her, in an e-mail, if the Selectmen have given any consideration to supporting a DOT "concept plan" for the intersection of Gore Road/Route 202 which was discussed in January at a joint meeting. She said she also spoke with Dennis Emidy of DOT who indicated that a letter of support from the Selectmen would give the project a better chance of being chosen. This project is on the DOT list for a future project, at no cost to the Town, if chosen. After discussion, the Board agreed to bring this back to next week's meeting.

After review of the revised Library Director Job description, motion was made by Mr. Donovan, as this revision was recommended by the Trustees through an e-mail, to approve the job description as written. Mr. Dochtermann seconded the motion and all voted in favor.

The Conservation Commission minutes of their July 17<sup>th</sup> and August 21<sup>st</sup> meetings were read.

A letter to a resident with invoice to pay for a private road sign, "Hunters Way" was approved and signed after motion by Mr. Dochtermann and second by Mr. Donovan.

A tax abatement was explained by Mrs. Wood. Motion was made by Mr. Dochtermann and seconded by Mr. Donovan to approve and sign the abatement as explained. All voted in favor and the form was signed.

Correspondence was read and discussed as necessary.

Fred Holt reported that the tax bills were mailed out today.

Joyce Wood reminded the Board that Tammy Bellman will start next Tuesday to work with her to take over her position.

Public Comment: Mr. Stonehouse said "incredibly short meeting."

The meeting was adjourned a 4:34 pm.

Selectmen's Minutes

September 3, 2019

3:30 p.m.

**Executive Session** –Tony Palminteri, Glenn Dochtermann and George Donovan were present with town counsel Leah Rachin, Joyce Wood, Fred Holt and Tamara Bellman in attendance. Tony Palminteri, Chairman, opened the executive session at 3:30 pm. The Board of Selectmen then held an executive session, pursuant to 1M.R.S. 405(6)(E), to consult with the town attorney regarding the board's legal rights and duties with respect to procedural requirements relating to a personnel matter. Tony Palminteri made the motion to close the executive session at 4:10 pm. George Donovan seconded the motion. No further discussion or action needed. Vote 3 - 0 executive session closed.

A five minute break was taken before the start of the Regular Board of Selectmen's meeting commenced.

Selectmen's Minutes  
September 3, 2019  
4:00 p.m.

A five minute break was taken after the 3:30 p.m. executive session meeting with town council. The meeting started at 4:17 p.m.

Present were Tony Palminteri, George Donovan, Glenn Dochtermann, Fred Holt, Jimmy Allaire, Tammy Bellman and Joyce Wood.

In attendance from the public was Luana Crawford, Kacie Conaboy and Tom Stonehouse. With a late arrival of James Marchese.

The minutes of the August 27, 2019 Selectmen's meeting were read. Motion was made by Glenn Dochtermann with second by George Donovan to approve as written. All voted in favor.

After review of the warrant, motion was made by George Donovan to approve them as submitted. Glenn Dochtermann seconded and all voted in favor.

The Board discussed the Route 202/Gore Road intersection and the potential letter of support from the Town of Alfred to the Department of Transportation. The concept plan that was shared by the DOT in January at a joint meeting with State Police, York County Sheriff's, residents, the Selectmen and others was reviewed and discussed. It was noted that this site has come up for discussion many times over the years. The DOT is now turning this concept in for a project to be considered and they are asking for a letter of support from the Selectmen to complete the application and to give this project a better chance of acceptance. They said that a public hearing will be held before any work is started and only if the project was chosen; also stated was no costs are to be incurred by the Town of Alfred if this project is chosen. Much discussion followed. Mr. Palminteri said that after review in the past of another plan it looked as though the project would wipe out up to a half of the Sylvester's property and he could not support that but this plan does not do that. He said that he could support a letter on the current concept plan and with the understanding that the public would have input and there are no costs to the town. Mr. Palminteri added that the Road Commissioner, Jon Lord, has said that he can support this plan as well. Mr. Donovan said that he felt we needed to sign the letter of support as requested so that the application will not be dropped and he said that he can support this as the public will have the opportunity to have input before start of the project. Motion was then made by Mr. Palminteri with second by Mr. Donovan to sign the letter of support as written. All voted in favor and the letter was signed.

Jim Allaire, Code Officer, shared a letter from Civil Consultants giving the report on the engineer study of the Colin's Meadow Lane. The report indicated that the road does meet town specs but with the exceptions noted on the Civil Consultants report to include the following:

- Culverts need to be cleaned as appropriate;
- Street signs need to be modified to reflect the proper designations;
- Confirmation that the homeowners association is to maintain stormwater facilities as stated in Appendix E of the Stormwater Management plan. Mr. Allaire added

that each one of the deeds of the owners in the subdivision need be amended to state this; and

- The Town obtain easements to the ponds.

The residents who were present were asked by Mr. Palminteri if they had anything to add or any questions as they were both residents of the subdivision. Kacie Conaboy asked how soon before the road could be brought before the town. Mr. Allaire said that deeds will have to be changed and the culvert cleaned and then it would take up to a month before a Special Town meeting can be set up.

After review of a Tree Growth application, motion was made by Mr. Donovan, seconded by Mr. Dochtermann to approve and sign the application as completed. Two voted in favor and Mr. Palminteri abstained as the applicant is a relative.

A hiring form for Robison Hedden as temporary library director was approved by all and signed after motion by Mr. Donovan and second by Mr. Dochtermann.

Correspondence was reviewed and included the monthly safety and health audit for the library and a resignation letter from Fred Frodyma as a member of both the Planning Board and the Conservation Commission.

A letter, accepting Mr. Frodyma's resignation and thanking him for his service was then signed after motion by Mr. Donovan second by Mr. Dochtermann and approval by all.

Mr. Allaire said that he received an e-mail from a resident at Keywood Manor in which a request was made for speed signs to be placed on the newly paved roads in this area. All agreed to speak with the Road Commissioner, Jon Lord.

Fred Holt reported that the speed sign has been moved to Kennebunk Road.

An e-mail from Chief Carpenter requesting a decision from the Board on the sale of Forestry 98 (1) to the Association was discussed. Mr. Donovan explained why he felt this is good for both the Town as it will no longer be a liability and the association as this group will make good use of the truck. Motion was then made by Mr. Donovan, seconded by Mr. Dochtermann and approved by all to sell the truck for \$1.00 to the association as requested by the Chief.

There was no public comment.

At 5:00 p.m. The Chair, Tony Palminteri opened the Public Hearing stating that the hearing was on the renewal application of a liqueur license for the Oak Street Bistro. A minor discussion was held with Mr. James Marchese, owner of the establishment, who was present. Mr. Palminteri noted that there was no public to ask for any comments and the hearing was closed. A motion was then made by Mr. Palminteri to approve and sign the application to go to the State as presented. Mr. Donovan seconded, all voted in favor and the application was signed.

Tony Palminteri made a motion to close the meeting and second was made by George Donovan. No discussion followed and a vote of 3 to 0 was taken to close the meeting. The meeting was closed at 5:09 p.m.

Selectmen's Minutes  
September 10, 2019  
4:00 p.m.

Present: Tony Palminteri, Chair, Glenn Dochtermann

Absent: George Donovan

Others Present: Fred Holt, Jimmy Allaire, Bob Tripp, Joyce Wood, and Tammy Bellman

In attendance from the public was Luana Crawford. With the late arrival of Mark Patterson.

Tony Palminteri called the meeting to order at 4pm.

James Allaire, CEO requested that the Board wait to see if Mark Patterson showed up regarding Colin's Meadow information.

### **Public Comment**

No public comment made.

### **Minutes**

The minutes of the September 3, 2019 Executive Session and September 3, 2019 Selectmen's meeting were read. Motion was made by Glenn Dochtermann with second by Tony Palminteri to approve as written. All voted in favor.

### **Warrants**

After review of the warrant, motion was made by Tony Palminteri to approve them as submitted. Glenn Dochtermann seconded and all voted in favor to approve and sign the three warrants.

### **Acceptance & Appropriations of Funds**

Income was accepted and appropriated after the motion from Tony Palminteri seconded by Glenn Dochtermann to the following funds Fueling for February \$733.12, Brother's Beach donation \$20.00, and Government Operation prepaid postage reimbursement \$117.00. The documents were then signed.

### **Old Business**

Fred Holt, Treasurer noted that the service truck will be delivered on Wednesday, September 11, 2019. The lettering and lighting will be completed shortly.

### **New Business**



Tony read the Town Clerk's end of month report for August. It was noted that there were more deaths than there were births this month.

Charter Communications Quarterly Fee report was read by Tony. A question was brought up about not having a contract.

Daughters of the American Revolution Invitation – The invitation was address to the Board of Selectmen Chair and Tony thought this would be a good idea to sign and have posted at the Town Hall. Joyce will be picking up a nice frame to put it in and hang on the wall.

Robert Tripp, Assessor explained the tax abatements before the Board. Two are for missed owner changes and one is for a size correction to a property. Tony Palminteri made the motion to approve and sign the tax abatements. Glenn Dochtermann seconded all voted in favor.

There were two tax supplements presented for the corrections on the tax abatements. Tony Palminteri made the motion to approve and sign the tax supplements. Glenn Dochtermann seconded all voted in favor.

James Allaire reviewed the heat pump proposals and quotes before the Board. He noted that Jeremy Desrochers could also be utilized for oil burner servicing. This discussion was put on hold as Mark Patterson joined the meeting.

Colin's Meadow Road acceptance was then discussed. Jim will contact the town attorney with the following information so that she will be able to put together a formal letter for submission to PATCO per the prior Board of Selectmen's meeting of September 3, 2019:

The Town of Alfred proposes the following conditions to be approved by Patco Construction, aka The Patterson Companies, LLC and the Colin's Meadow Subdivision Home Owners Association (HOA).

Patco Construction, the developer of Colin's Meadow Subdivision, the HOA, and the Home Owners agree to the following conditions prior to the Town acceptance of Colin's Meadow Lane:

1. All the Conditions outlined by the Observations/Comments noted in the Site Review - Colin's Meadow, Alfred, Maine report conducted by Civil Constants dated, 23 August 2019, attached.
2. The Town of Alfred will be given deeded right-of ways to the sedimentation ponds. In the event the HOA fails to maintain the ponds in accordance with Exhibit E of the Stormwater Management Plan, the Town of Alfred will be allowed to conduct repair of neglected maintenance on the ponds. The Town of Alfred will have the right to bill and receive payment from the HOA for associated costs within 30 days of invoice.
3. The HOA accepts all liability for injury to life and/or limb injured as a result of the storm water device deficiencies.
4. The open space will not be offered for acceptance to the Town of Alfred at any future date. Property taxes for the open space will be split among the property owners within Colin's Meadow Subdivision.

5. The Town of Alfred accepts no responsibility for the private home owners' foundation drainage infrastructure.
6. The HOA will pay all associated fees as relates to replacement of street signs.
7. The Patco sign and structure at the intersection of what is Burns Lane and Kennebunk Road, as of this date, will be removed before acceptance of Colin's Lane. See photo attached.
8. The dead tree in the row of trees intended to screen Colin's Meadow Lane from tax map 003 / lot 022-1 must be replaced and guaranteed for two years. See photo attached.
9. The Town of Alfred is not accepting any part of what is currently Burn's Lane or of what will be left of Burn's Lane after acceptance of Colin's Meadow Lane.
10. The Developer and HOA agrees to pay all the Town Attorney's fees associated in reviewing and preparing these conditions and all recording fees.
11. The HOA agrees to clear/clean the driveway and/or pipe inlets/outlets be as appropriate.

Responses from Mark Patterson, PATCO, regarding the sign size – he will make sure the sign is only 32 square feet; the culverts will be cleaned prior to the road being considered for acceptance; the street signs will be ordered and installed by the Town of Alfred with PATCO reimbursing the town; Bob will look into the open space property value being spread among the 19 lots of Colin's Meadow; Jim will check with the Attorney to see if the deed for the right-of-way can be accomplished with one deed and have the President of the Home Owners' Association sign the deed, notification to the property owners will be made by the Home Owners' Association.

Mark inquired about the timeframe for the Special Town Meeting. Both Joyce and Tony noted that it could take place within 30-45 days once the complete packet of information for the road acceptance had been provided to the Board. PATCO will reimburse the Town for the advertising.

Tony Palminteri made the motion for James Allaire to send documents to the town attorney for her review and approval. Glenn Dochtermann second and all voted in favor.

The discussion continued regarding the heat pump at the transfer station. After a brief discussion on the size and quote amounts Jim Allaire recommended that the town consider True Comfort Heating and Cooling, LLC to install a heat pump at the transfer station. Glenn Dochtermann also noted that this company could also service the oil burner, so it would be a good option. Tony Palminteri made the motion to go with True Comfort Heating and Cooling, LLC. Glenn Dochtermann seconded the motion and all voted in favor. Jim will notify the True Comfort Heating & Cooling folks.

## **Correspondence**

The Board was made aware of the York County Sheriff's Department Mid-year Review – it is available if they would like to read it.

Senator Susan Deschambault's Legislative letter was provided to the each member of the Board.

## **Any Other Business**

Jim Allaire informed the Board that the Library lights can be fixed by a new light fixture. Jim was asked to contact Greg Normand on Wednesday.

A discussion was held regarding the snow removal on the roof of the Library and the walk ways of the town hall. Fred will speak with Steven Dochtermann regarding adding these jobs to his duties.

Fred will speak with Jon Lord regarding the cost to add the Colin's Meadow Lane to the town contract for plowing this year.

There was a discussion on whether or not to charge an applicant for the recent liquor license public hearing notice. After the discussion the Board determined that because there are so few public hearings of this nature that it would not be appropriate to charge any applicants. No action taken.

Joyce Wood will speak with MDOT regarding making Saco Road a one way traveled way.

## **Public comment**

None received.

## **Pending Issues**

None.

## **Adjournment**

Tony Palminteri made a motion to adjourn the meeting at 4:52pm and second was made by Glenn Dochtermann. All voted in favor. The meeting was closed at 4:52 p.m.

## Selectmen's Minutes

September 17, 2019

4:00 p.m.

Present: George Donovan, Acting-Chair, Glenn Dochtermann, Tony Palminteri, arrived at 4:50pm

Absent:

Others Present: Chris Carpenter, Fred Holt, Jimmy Allaire, Bob Tripp, Joyce Wood, and Tammy Bellman

No one was in attendance from the public.

George Donovan called the meeting to order at 4pm.

### **Public Comment**

No public comment made.

### **Minutes**

The minutes of the September 10, 2019 Selectmen's meeting were read. Motion was made by Glenn Dochtermann with second by George Donovan to approve. All voted in favor.

### **Warrants**

After review of the warrant, motion was made by Glenn Dochtermann to approve them as submitted. George Donovan seconded and all voted in favor to approve. The warrant was signed.

### **Acceptance & Appropriations of Funds**

Income was accepted and appropriated after the motion from George Donovan seconded by Glenn Dochtermann to the following funds Solid Waste Account \$9.48, Museum Account \$20.00. The documents were then signed.

### **New Business**

**2019 Tax Abatement (s) X 3** – Bob Tripp explained the abatements before the Board. Glenn Dochtermann made the motion to approve the abatements. George Donovan seconded the motion. All voted in favor. The abatements were signed. Bob noted that the Municipal Valuation Report would be available next week.

### **Old Business**

**Gorham Lease Agreement** - Fred requested that they come back to the lease agreement as Tony's name was on it as the Chair.

**Selectmen's Town Report for July 1, 2018 through June 30, 2019** – Glenn wanted to review the report and make a decision at next week's meeting. George said that was a good idea.

Joyce Wood noted that Tammy attended her first training today in Portland on HR Law.

## **New Business**

**Check authorization – add Tammy** – Fred requested that they Board add Tammy as a check signer for the \$5,000.00 plus checks. George Donovan made the motion to add Tamara S. Bellman as a check signer. Glenn Dochtermann seconded. All voted in favor.

**Tax Collector End of Month Report – August, 2019** – George read the Tax Collector's end of month report.

**New Employee – Cody Wilkins – Firefighter** – Glenn Dochtermann made the motion to hire Cody Wilkins to the Fire Department as a firefighter. George Donovan seconded the motion. All voted in favor. Chris Carpenter offered that Melanie was assisting with getting the personnel files caught up and in accordance with the regs.

**Fire Department Bottle Air Compressor Sale to Limington Fire Department** – After reading the email from Chris Carpenter, George Donovan made the motion to sell the air compressor to the Limington Fire Department for \$500.00. Glenn Dochtermann seconded the motion. All voted in favor. Chris will prepare the sale invoice.

**Public Hearing Notice for General Assistance – adoption of State changes** – George read the Public Hearing notice.

**Donna Buckley** presented information on the new voting booths and machines that she was provided at her networking class last week. Four people at a time can vote at one set of booths and a handicapped location is also available – you can order the set-up you want. The traffic flow would be improved. We are being allowed to try this set-up at the election in November free of charge – no cost for shipping either way. We can then either buy it or ship it back and order at a later date. George Donovan made the motion to try them out in November and if we like can purchase it out of the Selectmen's Discretionary Fund. Glenn Dochtermann seconded. All voted in favor. A visual was provided on the tabulator machine coming out. Donna noted that the current machines will be expiring this year. There has been no information provided on the current machines – if they will be useable or will need to be replaced. No information available from the State as to if the municipality will need to purchase or they will come from the State. November 5, 2019 is this year's election date. A current listing of new LD's was passed out to the Board – these have an effective date as of September 19, 2019. Donna passed out the new Legislative Legal Document (LD) listing that becomes effective on Thursday, September 19, 2019. Freedom of Access Act (FOAA) now requires that appointed town employees/officials need to have the FOAA training not just the elected officials.

George Donovan made the motion to adjourn the meeting for 5 minutes to go and see the new service truck that had just been acquired. Glenn seconded the motion meeting adjourned 4:40pm.

George Donovan reconvened the meeting at 4:45pm.

George requested to be reminded about the October 30, 2019 SMPDC training in Sanford. Tammy told the Board that she will remind them when new information comes in on the training.

**Planning Board Agenda September 16, 2019** – George noted the receipt of the agenda.

**Planning Board minutes June 17, 2019, July 15, 2019, August 5, 2019** – George reviewed the minutes from the Planning Board.

**Planning Board Finding of Fact August 19, 2019** – George asked Jim Allaire for clarification on the Findings of Fact for Melanie and Jim Frechette. They will be offering sewing classes to the younger students. If the need arises an evening class for adults will be added.

## **Correspondence**

**Maine Department of Transportation email** – Joyce explained that the new state law on wage rates email would probably not affect Alfred as we use contractors that hire their own employees for the roads being repaired, etc. A copy of the email will be sent to Jon Lord.

## **Old Business**

**Gorham Lease Agreement** – Fred explained that the lease agreement for the new 2019 F250 Fire Service Truck has Tony's name on it for the signatures. Fred explained the truck and accessory starting payments and the total at the last payment with an option to buy for \$1.00. Glenn Dochtermann made the motion to have the lease agreement signed by the Chair, Tony Palminteri. George Donovan seconded the motion. All voted in favor. Document was signed.

## **New Business**

**Copier Lease Agreement for the Library** – Fred shared that the new copier was delivered to the Library. A-Copi will be the company that we will be leasing from (same company that the town hall uses). The lease is for 48 months at \$87 per month. George Donovan made the motion to sign the lease agreement for the Library at \$87.00 per month with a \$1.00 buyout at the end of the lease. Glenn seconded the motion. All voted in favor. The lease was signed.

## **Any Other Business**

### **Public comment**

None received.

### **Pending Issues**

None.

## **Adjournment**

Glenn Dochtermann made a motion to adjourn the meeting at 5:00pm and second was made by Tony Palminteri. All voted in favor. The meeting was closed at 5:00p.m.

## Selectmen's Minutes

September 24, 2019

4:00 p.m.

Present: Tony Palminteri, Glenn Dochtermann

Absent: George Donovan

Others Present: Fred Holt, Arlene Carroll, Donna Simmons, Donna Pirone, Jimmy Allaire, Bob Tripp, Joyce Wood, Bob Liberty, Tom Stonehouse and Tammy Bellman

**PUBLIC HEARING** – Tony Palminteri opened the Public Hearing for Title 22 MRSA §4305 adopting changes to the Appendices A-F and Appendice H to the General Assistance Ordinance at 4pm. Donna Pirone, General Assistance Director explained that annually the Town has to review and adopt the maximum changes in the income levels that the State has recommended. There were only changes made to overall income, food and housing. Appendice H has not been increased in at least 10 years. This Appendice assists with cremations and burials. The cremation amount has gone up \$240 and the burial amount has gone up \$350. No public comment was received. Tony Palminteri closed the public hearing at 4:04pm. Glenn Dochterman seconded the motion. All voted in favor.

Tony opened the regular Board of Selectmen's meeting at 4:05pm.

Tony Palminteri made the motion to adopt Appendices A-F and Appendice H of the General Assistance Ordinance. Glenn Dochtermann seconded the motion. All voted in favor. The Ordinance form was signed.

**Fueling February** income guideline changes – Arlene Carroll and Donna Pirone provided and overview of the Fueling February program. The increase is \$250 per person on the overall income guidelines. We are hoping to increase the number of individuals to will qualify for this program. The first delivery is 150 gallons and then the next delivery no sooner than 6 weeks is also 150 gallons. Donna noted that the applicants she has processed have not come close to the maximum income allowance for one month nor the three month allowance. Tony Palminteri made the motion to approve the maximum guideline amount as noted. Glenn Dochtermann seconded and all voted in favor. The document was signed.

**Robert Tripp** – Supplemental Tax bill, exemptions and Municipal Valuation Return (MVR) – Bob explained the supplemental tax bill that is for the removal of the farmland exemption for the Gile property. Tony Palminteri made the motion to sign the Supplemental Tax Bill. Glenn Dochtermann seconded and all voted in favor. The document was signed. Tony Palminteri made the motion to sign the exemptions. Glenn Dochtermann seconded and all voted in favor. The documents were signed. The MVR will be reviewed at the next Board of Selectmen's meeting.

**Jon Lord** – we will wait for Jon to arrive.

**Public Comment** - None received to this point.

**Minutes**

The minutes of the September 17, 2019 Selectmen's meeting were read. Motion was made by Glenn Dochtermann to accept as presented. Tony Palminteri seconded the motion. All voted in favor.

## **Warrants**

After review of the two warrants, motion was made by Glenn Dochtermann to approve and sign them as submitted. Tony Palminteri seconded the motion and all voted in favor to approve and sign. The warrants were signed.

## **Acceptance & Appropriations of Funds**

Income was accepted and appropriated after the motion from Tony Palminteri and second by Glenn Dochtermann. There was a \$130 donation to the Park and Rec Department. The appropriation was then signed.

## **Old Business**

**Voting Station Booth** revised invoice - Glenn Dochtermann made the motion to sign the revised invoice to try the new voting style booths. Tony Palminteri seconded the motion. All voted in favor. Tony signed the invoice.

**Selectmen's Town Report for July 1, 2018 through June 30, 2019** – Tony Palminteri made the motion to put the write up in the Town Report as written. Glenn Dochtermann seconded the motion. All voted in favor.

## **New Business**

**Public Hearing Notice for Zoning Board of Appeals** – Jimmy Allaire explained that the ZBA has a case coming on October 8 with a site walk at 5pm and the Public Hearing is at 6:30pm. The town attorney will be present. Jim was able to provide any further information.

**State Recycler License Zoning Renewal – Roland's Motor Sales** – Jim has provided a letter in support of the recycling license renewal. Glenn Dochtermann made the motion to approve the Recycler License Zoning Renewal. Tony Palminteri seconded the motion. All voted in favor. Renewal document signed.

**Jimmy Allaire - Building Permit for upstairs room construction** – Jimmy provided an overview of the reason behind the building permit and the building permit will be signed off by Patti McKenna, CEO from Lyman and Alfred's Deputy CEO. Patti will be the inspector as Jimmy will be the contractor on this project. Tony Palminteri made the motion to sign the Building Permit Application. Glenn Dochtermann seconded the motion. All voted in favor. Tony signed the building permit application.

**Alfred Conservation Commission – September Minutes and trail review** – Tony reviewed the minutes of the Alfred Conservation Commission.

## **Correspondence**

**Email from Matt Hill, P.E. re: Bernier Road/Hay Brook Bridge** – We will wait for Jon Lord to arrive before we address the email.

**Workshop Agenda for October 30, 2019 – SMPDC** – The Board reviewed the SMPDC Workshop Agenda for the October 30, 2019 workshop. Jimmy requested that the Select Board do an email blast to the Planning board and Zoning Board of Appeals that they attend this workshop. It is free and the information being reviewed is pertinent to the town. Glenn



Dochtermann showed interest in attending the workshop. Tony asked that on behalf of the Board that Joyce/Tammy send out an email to the two boards noted here.

### **Any Other Business**

Glenn Dochtermann attended the open house at the new York County EMS building. Mike Cote told him that he would be stopping by to visit Alfred.

Eric Grove has done some spraying on the invasive species. He will be sending an email with further information.

### **Public comment**

None received.

### **Pending Issues**

**New Library Director** – starts on Wednesday, September 25, 2019.

Michelle Lord will be attending the MMA Conference next week.

Tony Palminteri adjourned the meeting until Jon Lord arrived. Glenn Dochtermann seconded, the meeting was adjourned.

Tony Palminteri called the meeting to order at 4:42pm.

**Jon Lord – Roads Up-date** –Jon provided an overview on the roads. They are still being patched and still doing brush cutting. Jon commented on the email from Matt Hill that he does have to obtain a weight limit sign once the weight can be confirmed from the latest Maine DOT report on the bridge. So the MDOT report is key. Keywood Manor speed signs have been put in place. The stripping has not yet been completed and the ditch work is waiting for the contractor's equipment to be repaired.

Tony requested that Jon and Fred meet with Seth McCoy to determine the additional snow plowing cost if the town accepts Colin's Meadow Lane.

The Rubb Company has been requested to inspect the salt barn as there are areas that have become loose from the foundation

The transfer station will have the new heating system installed the second Friday in October as reported by Jimmy Allaire.

### **Adjournment**

Tony Palminteri made a motion to adjourn the meeting at 5:00pm and second was made by Glenn Dochtermann. All voted in favor. The meeting was closed at 5:00p.m.