

## Kingfield Selectmen Meeting Minutes

Monday, February 6, 2023; 6:00 PM Webster Hall 38 School Street

### Attendance

**Municipal Officers:** Morgan Dunham, Walter Kilbreth, Wade Browne, Polly MacMichael and Hunter Lander

**Municipal Staff:** Leanna Targett (Administrative Assistant); Travis Targett (Wastewater Superintendent)

**Public:** Heid Murphy, Annie Twitchell, Claudia Diller, Kim Jordan, Susan Davis, William Jeffries, Robert Lightbody

**Via Zoom:** Andrea Fenwick, Rob MacMichael, Kathy Houston, Diane Christen, Ryan Reed, Karyn Varney, Danielle Mathieu and unidentified caller (831-8299)

### Absent:

Chairman Dunham calls the meeting to order.

Meeting minutes from January 17, 2023, are reviewed. Motion to accept meeting minutes as written by Selectman Browne. Seconded by Selectman Lander. All in Favor

Board reviews financials covering July 2022 through January 2023.

**Old Business:** None

### New Business:

Chairman Dunham says the first item of business is to review the bid award recommendation form Wright Pierce. Bids were as follows: Jordan Excavation \$992,945.00 and JR Nunes at \$1,097,715.50. Selectman Kilbreth makes a motion to accept the bid award for Jordan Excavation. Seconded by Selectman Browne. Motion passes 4 to 1 abstain. AA, Targett is instructed to sign necessary paperwork.

Board reviews the first draft of a new PTO policy. Board discusses PTO starting after an employee's probation period. They also discuss if the 13 holidays recognized by municipalities should be included in PTO time. It is agreed that AA, Targett will create a policy for lesser hours for any staff employed in the future and that all others would keep the time that they have. This will be discussed more at an upcoming meeting or work session.

Board reviews the letter from auditor on recent audit. AA, Targett summarizes that this letter is good in that we always want an auditor to find at least one item to improve on. This item is our use of online purchases to describe those items purchased with the town card. The auditor would like to see it better labeled/clarified. AA, Targett says the treasurer is already working on this and the auditor should be happier next year.

The board reviewed one appointment to Budget Committee. Selectman Browne makes a motion to appoint Michael Boyce to the budget committee. Seconded by Selectman Kilbreth. All in Favor.

### Administrative Assistant Updates/Discussion:

AA, Targett provides an update on TIF Funds. Changing the Credit Enhancement Agreement (TIF)

Conversation with Jon Pottle on Thursday Feb 2, 2023, regarding re-allocations in the credit enhancement agreement and to inquire about the 'Administrative Assistant' title and future funding when it changes to "Town Manager". First, we discussed the change in title and if it was necessary to amend the CEA. Jon said he was not concerned with rewriting the CEA for only this item as he reads two other sections that would constitute funding under economic development. One is a portion of municipal assistant salary prorated to economic development in the amount of \$225,000.00 and the other is a prorated number of municipal staff and consultant salaries for economic development in the amount of \$500,000.00. Jon said that most AA's or Town Managers are involved in Economic Development and therefore it is an allowed expense. He suggested that my job description reflects that I assist with Economic Development if it doesn't already. Then we discussed the fact that some of our other allowed expense categories are close to being fully expended. For instance, the public works equipment line item. We are allowed \$300,000.00 and we have spent/allocated \$295,722.11. Depending on the changes the process could take 3-4 months or more. Another public hearing would be necessary and a vote from the municipal body - meaning approval needed at an annual or special town meeting. Cost guesstimate would be \$5,000.00 and up again depending on what needs to be changed and what we have for records. If necessary, warrant articles could be written so that they would be dependent on the changes to the credit enhancement agreement being adopted.

AA, Targett indicates that there is a Community Resilience workshop – Monday 13<sup>th</sup> at 5:30pm and anyone is invited to attend. This is the beginning of the working relationship with AVCOG to assist with grants and such. AA, Targett states that the Public Works garage doors must be replaced. One is completely broken so that the new plow trucks are being left outside. The road commissioner contacted three vendors and we are moving forward with one in the amount of \$13,212.00. This was not planned in our budget so that means the 10k we set aside for a furnace will no longer be available. The fence located between the Masons Hall and the old Sugarloafer shop has had some damage. There is \$4,576.00 in an account to fix this that was left from bicentennial funds. The company will be contacted to have this fixed. A large amount of ice and snow fell off the roof today and smashed one of the basement windows. We need to look at replacing the windows and casements in Webster Hall sooner rather than later. Selectman Browne says we also need to get the chimney area fixed again soon.

### **Other:**

Chairman Dunham asks for any other. Selectman Browne reminds everyone of the SnowWanderers breakfast February 19<sup>th</sup> and the Winter Festival Days on February 25<sup>th</sup>. Selectman MacMichael asks when the board plans to hold work sessions. The board agrees to hold a labor policy work session following the selectboard meeting on the 21<sup>st</sup>. Selectman MacMichael is concerned with Leanna being the administrator of the Kingfield Community Forum. Claudia Diller and Susan Davis feel there is censorship going on and it is a conflict of interest. Following discussion Leanna states that she is not willing to shut the forum down or give up the administration of it as it is not a town of Kingfield government page. Chairman Dunham thanks Travis for doing the bridge again. Sue Davis shows the board the plans from Mainland of the area across the river and indicates that the cost is \$20,000.00. She says this will need to be put out to bid. She then states that with her planning board hat on she wanted the board to know that the planning board has doubled up on meetings and have been working

on a concept known as contract zoning which if accepted would allow for the employee housing to be built in Kingfield, on the lot that has been secured next to the Dollar General store.

Selectman Lander makes a motion to enter Executive Session pursuant to 1 M.R.S.A. 405(6)C Discuss labor or personnel matters – Code Enforcement/Plumbing position. Seconded by Selectman MacMichael.

Following executive session, a motion is made by Selectman MacMichael to offer the jobs discussed to Robert Lightbody. Seconded by Selectman Kilbreth. All in Favor.

Selectman Kilbreth makes a motion to adjourn the meeting. Seconded by Selectman MacMichael. All in Favor.

\*The minutes provided above are a summary. A voice recording is on record at the Kingfield Town Office and is available upon request. Minutes by Leanna Targett.