

Kingfield Selectmen Meeting Minutes

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

Attendance

Municipal Officers: Wade Browne, Polly MacMichael, and Hunter Lander

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

Public: Savannah Merrill, Terry and Myra Coffin, Heidi Murphy, Paul White, Fred Nichols, Jared Clukey, Shanda Hargreaves, Les Jordan, Donna Miller, Alan Stewart

Via Zoom: Kathy Houston, Peggy Hanson, George and Karyn Varney, David and Emily Davol. Unknown Fire tablet and phone 831-8299

Absent: Morgan Dunham, Walter Kilbreth

Vice-Chairman Browne calls the meeting to order.

Meeting minutes from February 21, 2023, are reviewed by the board. Motion to accept meeting minutes as written by Selectman MacMichael. Seconded by Selectman Lander. All in Favor

Supervisors update is the first order of business.

Shanda Hargreaves, Treasurer says that everything is going well. She has been thinking a lot about how to save on the amount of paperwork that is necessary for the check book and has discussed with Leanna the idea of using excel for balancing. Leanna told her she could export the reports needed. So instead of 30-40 pieces of paper we would be looking at 1-2. This she will need help on but since Leanna is a master at Excel she believes it will save time and paper in the future.

Savannah Merrill, Town Clerk says everything is great. She has signed up for vital records training. Leanna has trained me on vital records, but a lot has changed recently. Vice Chairman Browne asks about the BMV program for online registrations. Savannah says Leanna has tried many times by request, email and phone call, I have also tried were just waiting on then.

Travis Targett, Wastewater Superintendent, says everything is going well, he has been busy keeping the trackless going. The generator went down but it is now back up and working. Vice Chairman Browne thanks Travis for his mechanic work. Selectman MacMichael asks what his class is for. Travis explains that he has been taking many of them for knowledge and credit hours for his license. The one he will be taking this week is about lab testing and safety procedures. Vice Chairman Browne says that there has been some recent changes at the Transfer Station and new equipment was purchased. He would like to say that he supports the old equipment being sold to the wastewater department to deal with sludge as it would only be used 2-3 times a year.

Fred Nichols, Fire Chief says he received a grant from the Forest Service in the amount of \$2,000.00 for foam replacement and a few other necessary items. He said you will see in this year's budget the increased revenue from the county to cover Salem Township. In the expenses we have placed a large cost for air packs. We need to be able to have 2 complete sets in a building and two out as that is the rule. The thought is to replace all eight and be done with it. It amounts to about \$7,500.00 per pack which comes with bottles and a mask.. This is just as important as fire hoses. We have decided to hold off on the staffing situation until we see how things go next year. Our packs are 1998 and some 2007.

They are reliable but we won't be able to use them in another year. We also need to keep in mind that the next big item is tanker replacement. Our tanker is 28 years old. Nothing is cheap about firefighting. Paul White, Animal Control Officer says he wants to remind everyone that our little back friends are waking up he has removed 3 of them recently – he has also dealt with a weasel. He wants the board to know that he has asked for an additional \$1,000.00 in pay this year.

Old Business:

Vice Chairman Browne says for old business we have the town manager transition. AA, Targett says she has reached out to a handful of town managers that she would use for mentors and received a good response back. She has also requested to be reactivated into the Maine Town, County and City Managers Association MTCMA. She also has a list of courses she would like to take, some of which would be repeats and some would be new. She also would like to plan to attend the convention and management meetings that she has not attended in the past five years. Selectman MacMichael feels there should be a transition committee that could assist in writing the job description and maybe even the labor policy. Vice Chairman Browne asks what she means by a committee. Selectman McMichael says a couple of committee members and maybe a selectperson. He says he doesn't feel we need a committee as we have MMA to assist us. They have model job descriptions. Selectman MacMichael says they are more of an outline. Vice Chairman Browne says we don't want to narrow it down too much. Selectman McMichael says she just wants to get the most out of it like contract terms and stuff. AA, Targett is instructed to get the items together and to send to the board.

New Business:

Discuss start date of Tufts Pond project. Les Jordan has requested a start time of June 5th instead of May 15th. Vice Chairman Browne reads an email from the engineers as such: "The contract allows for 60 days to reach substantial completion (essentially the road is operational) and 30 more days to reach final completion (should just be addressing punch list items). If they are allowed to start on June 5th that would mean substantial completion by August 4th and final completion by September 3rd. I know that the Town was interested in completing this as soon as possible. Is extending the start date from May 15th to June 5th acceptable to the Town? We had anticipated the road would be dry enough to work in by May 15th but it sounds like they are also trying to work around current schedule limitations." The board discusses. Selectman MacMichael says she is concerned with postponing this as the residents have waited long enough. Les Jordan says the very first item will be to deal with culverts and underdrain first before gravel is brought in and the road is very wet. Selectman Lander asked if he looked at the dates before bidding. Les says yes, he was surprised that the date was in May as he had previously discussed that the road would still be wet. Selectman Lander makes a motion to allow a start date of June 5th. Seconded by Selectman MacMichael. All in Favor.

Next item is to review and determine a list of actions for community resilience partnership. AA, Targett says she needs 5-6 tasks to send in the letter prior to Friday to begin efforts on the town's first \$50,000.00 grant. The board agrees to review further and email their list of tasks. AA, Targett will combine a list and will send off letter.

Vice Chairman Browne says he has one item to add to the agenda. The Workforce Housing Coalition is applying for a \$1.5 million grant through the Congressionally Directed Spending (CDS) program and needs the Town of Kingfield to send some letters of support to King, Collins and Golden. If the funding is received, it will likely be used to construct a 12-unit multi-family building in Kingfield which we hope will set us up to do similar projects in our other communities. Vice Chairman Browne makes a motion to sign letters presented. Seconded by Selectman MacMichael. All in Favor.

Board Review first draft of 2023-2024 budget. Vice Chairman Browne says he really appreciates the new questions and answers that was provided. Selectman MacMichael reminds AA, Targett of the request for line numbering that budget committee member Steve Yates had requested. The board will review and will be prepared for discussions at the next board meeting.

Administrative Assistant Updates/Discussion:

AA, Targett says she has some work in progress items. She has contacted DOT again about the depot street signage. She has an email into CMP on upgrading the streetlights, she submitted the request again for the BMV program and she has uploaded all of the committee meeting minutes that she received this past week. Selectman Lander asks about the Utility Committee's minutes. AA, Targett says she is awaiting those. Selectman Browne is concerned that this committee is struggling as they only meet once a month and aren't able to discuss via email. Board discusses further and it is agreed that AA, Targett will stress to them that they can use email as long as no decisions are made as these decisions need to be made before the public. Selectman MacMichael asks if Bobby had been invited to a meeting. AA, Targett says no, not since the last time as Bobby was headed to be with his mom for a length of time and she just has circled back around on this. AA, Targett will reach out to Bobby to come to an upcoming meeting.

Selectman McMichael explains to the board that minutes and agendas could be done as a blog post and would eliminate extra steps that AA, Targett is doing. One could find them in one location. People just need to subscribe to get them.

Other:

Vice Chairman Browne says in regard to the website he doesn't like the front photo as it seems to faded or old and feels we should have a vibrant one. He says he wanted to mention that winter carnival was a blast. Kim Jordan says there was 250-300 people. They did train rides until after dark.

Hearing no other items Selectman MacMichael makes a motion to suspend the selectmen's meeting to enter into a work session. Seconded by Selectman Lander.

There are no motions made following the work session.

Selectman MacMichael makes a motion to adjourn the meeting. Seconded by Vice Chairman Browne All in Favor.