**Kingfield Selectmen Meeting Minutes**

Tuesday September 5th, 2023; 6:00 PM Webster Hall 38 School Street

**Attendance**

**Municipal Officers:** Wade Browne, Morgan Dunham, Hunter Lander and Kim Jordan

**Municipal Staff:** Leanna Targett (Town Manager). Travis Targett (Wastewater Superintendent)

**Public:** Sue Davis, Henry Williams, Terry Coffin, Valarie Cheimis, Gary Cheimis, Jeff Maget, Aaron Hansen, Annie Twitchell, Sara Bickford, Robin Konieczko and Brent Surowiec

**Via Zoom:** Heidi Murphy

**Absent:**

Chairman Browne calls the meeting to order.

Board reviews meeting minutes from August 21st, 2023. Selectman Lander makes a motion to accept as written. Selectman Dunham seconds motion. All in favor.

Selectman Lander makes a motion to open aPublic Hearing for 2023 Economic Development Grant request. Selectman Dunham seconds motion. All in favor.

Chairman Browne reads the following announcement: The Town of Kingfield will hold a Public Hearing on **September 5, 2023, at 6:00, at Webster Hall located at 38 School Street** **in Kingfield** to discuss an application being submitted to the State of Maine CDBG program for a 2023 **Economic Development Program (EDP) Grant.** The purpose of the request is to **purchase the necessary equipment to reopen the barn/tavern at Mountain Village Farm Bed and Breakfast**. Public comments will be solicited at this Hearing and will be submitted as part of the application’s required documentation.

Chairman Browne asks for any public comment.

Gary Cheimis provides the board with plans for the project to include adding bathrooms for the event barn and space for making them two separate functions, one which will include BYOB licensing and the other will be for the cidery. Gary says that the idea is to continue development for a distillery. Everything will be fully licensed and will be divided from the B&B with the driveway. They are looking for $30,000.00 to fully furnish the bar area and $30,000.00 to get the kitchen up and going.

TM Targett explains that the total project cost is $160,000.00 of which they have requested $60,000.00 in grant funds to re-open the bar/tavern. The grant would be for equipment purchases as the construction would be a match to the grant. They are planning on two full-time and possibly 1 part-time employee.

Robin Konieczko asks if the town is responsible if people don’t spend the funds correctly. TM Targett explains that the process is such that invoices are submitted to the state for approval. Once approved, funds are sent from the state to pay approved invoices. Robin asks what happens if they don’t stick around are we responsible for the grant funds. TM Targett explains that the Cheimis will need to sign a five-year contract and that the entire program has tightened up a lot and has implemented more restrictions.

Hearing no further comment, Selectman Dunham makes a motion to end the public hearing and re-open the selectboard meeting. Seconded by Selectmen Lander. All in Favor.

**Old Business:**

Chairman Browne states that the first item of old business is the discussion of milling on Riverside Street and milling of West Kingfield Road. Selectman Jordan explains that she had done some research on this today after she talked with Engineer Bob Lightbody in Jordans. She explained her concern was that there were just a few areas of damage. Selectman Jordan says she believes additional cold patch is needed to make the road passable until construction next spring. She spoke with Les and how he thought the roads would be for plowing this winter and he did not recommend it. She also spoke with Brian Collins, and he said he would much rather plow a tar road. Selectmen Jordan said I am concerned with spending $130,000.00 and we are no further ahead in the game. Following further discussion, the board agrees that the roads will be easier to plow the way that they are and to save money for the construction. The board states that they do not wish to move forward with milling either road. The board states that both roads needed to receive additional cold patch. TM Targett is tasked with finding a company that would offer crack-sealing services in the future.

**New Business:**

Next item of discussion is to discuss the Franklin County Hazard Mitigation Plan for Kingfield. Sara Bickford explains that it is a document that is updated every five years. It is an aid to document problem areas to reduce any long-term risk to human life, property, and infrastructure from hazards and natural disasters. Following further discussion Selectman Jordan makes a motion to sign as presented. Seconded by Selectman Lander. All in Favor.

TM Targett informs the board that she has five individuals that would like to be on the Appeals Board and plans to appoint these individuals unless the board has any rejection.

Board reviews supplementals which are a few accounts that were not billed. They also review some abatements for accounts billed in error. Selectman Jordan makes a motion to accept as presented. Seconded by Selectman Lander. All in Favor.

**Town Manager Updates/Discussion:**

TM, Targett says she would like to begin selection of a comp plan committee. The plan typically takes a year or two to update, the first step to updating the plan will be to request updated data from the State to be included in the revised plan. The State prepares these data packages as requested bi-annually. They reached out to AVCOG on Friday, so Kingfield has been added to the list. The data should be released in November. One town recently updated their comp plan and completed most of it internally, so they only contracted with AVCOG for around $15K. Other towns that require a lot of work reach the $60K-$70K range, so it all depends upon the extent of the needs and the depth of the plan. Selectman Dunham asks how many members there will be. TM Targett says that the recommendation is that it consist of 9 to 11 members. Following discussion TM Targett is tasked with looking for members which would include one person from the previous comp committee.

Another board item is with the VEC. She has word that two individuals have resigned, and Caludia Diller has shown interest in the position recently vacated by Todd Towle so she will be appointed unless there is objection by the board. There is also a request from the VEC committee to change the number of board members back to 7 again instead of 9. Selectman Dunham makes a motion to change to seven members. Seconded by Chairman Browne. All in Favor.

TM Targett says that the office is short a staff member and would like the board to consider a temporary change in hours as it is a difficult workload for two individuals. She suggests lobby hours of 9am to 3:00pm. The board agrees to this temporary change.

TM Targett says with the loss of a staff member many of her items remain a work in progress such as staff insurance, wildflowers, picnic area, grants, comp plan, TIF redistribution planning. She will inform the board when there are updates.

**Selectmen Discussion:**

Chairman Browne notes that the Planning Board Public Hearing for housing project submitted by Western Maine Housing under Contract Zoning – Tuesday September 19th. Planning Board to bring findings to board on October 2nd. Selectman Jordan states that the 19th is when the public should attend to get questions answered. Sue Davis says that she does not believe it will be to the board on the second of October as the planning board needs to review prior to bringing it to the board.

Selectman Lander asks about the utility committee and wonders why the board had received nothing on billing, instead they seem to be concerned with grants and changing the system. Hunter asks that Bobby provide the board with a game plan – to ask him about billings.

Chairman Browne asks about the insurance representative. TM Targett says she has sat down with him and has a better understanding. She has some notes she was willing to provide to the board and would invite Terry to an upcoming meeting.

Chairman Browne says another item to discuss are the zoom meetings and how we want to handle them, he suggests that maybe put more restrictions on them. After discussion it is agreed that individuals will not be allowed into a meeting once a meeting has been started by the chair. No one will be allowed in that is not known to the host.

**Public Comment/Other:**

Robin Konieczko asks about the picnic area listed under the TM updates. TM Targett explains that the board has agreed to move forward with permitting to fix the area destroyed by the May 1st storm and to put the granite steps in place. Robin asks why the picnic tables were not put out and why it has not been mowed. Selectman Jordan says the mowing is not completed as we did not want to make that area inviting due to the potential liability from the washout. Selectman Jordan says she is also concerned with the liability of parking in that area and really does not want to make it any more inviting as she is concerned with traffic in that area and the possibility of kids not paying attention.

Selectman Lander makes a motion to enter into Executive Session Pursuant to 1 M.R.S.A. § 405(6)(A) Discussion or consideration of employment for Assessor and Code Officer/Plumbing Inspector. Executive Session pursuant to 1 M.R.S.A. § 405(6)(F) Discussion of Confidential records for Simmons Fund Request. Seconded by Selectman Dunham. All in Favor.

There is no recommendation made for the Simmons Fund request.

TM Targett is to move forward with hiring the code officer/plumber and to call references for the two individuals interested in tax assessing.

Selectman Dunham makes a motion to adjourn the meeting. Seconded by Selectman Lander. All in Favor.

\*The minutes provided above are a summary. Minutes by Leanna Targett.