

## Kingfield Selectmen Meeting Minutes

Monday September 18<sup>th</sup>, 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, Jeff Maget, BettyAnn Listowich and Annie Twitchell

**Via Zoom:** Heidi Murphy and William Gilmore

**Absent:**

Chairman Browne calls the meeting to order.

Board reviews meeting minutes from September 5, 2023. Selectman Jordan makes a motion to accept as written. Selectman Lander seconds motion. All in favor.

### Public Hearing for the new General Assistance Ordinance Maximums.

Motion by Selectman Lander to recess Selectmen's meeting to open a public hearing for General Assistance. Second by Selectman Jordan. All in favor.

Chairman Browne says that they have before them Appendices (A-C) for the period of **Oct. 1, 2023 to September 30, 2024** with Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4). Chairman Browne explains that there are income guidelines to follow.

Franklin County income limits if approved will be 1 person \$781.00; 2 persons \$834.00; 3 persons \$1,033.00; 4 persons \$1,383.00; 5 persons \$1,695.00. Chairman asks for any public comment.

Selectman Jordan asks for further explanation. TM Targett explains that if one person came into to ask for assistance with such things as electric, heat, rent, food than the criteria states the most income they can make to be eligible is \$781.00 unless it is an emergency situation. They must provide proof of income and receipts as to what their money has gone to the past thirty days. The most the town can assist with is the \$781.00.

The town is reimbursed ½ of what is spent for Kingfield Residents and 100% for Freeman and Salem. Selectman Jordan asks if it is a one-time thing. TM, Targett says no, not always however there can be stipulations put into place for re-repeat applications such as seeking work in 3 places each week, going to DHHS etc.

Hearing no additional public comment Chairman Browne deems the public hearing closed and the Selectmen's meeting is reopened.

Selectmen Lander makes a motion to approve and sign the new GA Appendices 2023-2024 as provided. Seconded by Selectman Jordan. All in favor.

### Old Business:

Chairman Browne notes that Terry Gunslinger is not in attendance to discuss insurance for staff and requests that TM Targett follow-up.

Chairman Browne recognizes Betty-Ann Listowich to discuss a flower mixture for the area between Rolling Fatties and the cemetery. Betty Ann says she has measured the area to be approximately 4,000 sq feet. She says the options are endless. Betty Ann says for annuals after 2-5 years you would end up reseeding, so she does not recommend this for that area. She suggests Rudbeckia (brown eyed Susan); Chrysanthemum (ox eye daisy); Lupine and you could add the Daucus (queen Anne's lace) as mentioned. We can add others as well. Board discusses a blue or purple colored flower instead of the lupine. Betty Ann says it is very important not to weed whack until late October so that the flowers have time to seed and spread in that area. Board agrees that they wish to move forward with this project following Betty-Ann's new cost estimate to TM Targett.

The next item of business is to Review and finalize Town Manager job description. TM Targett explains how she took Selectman Dunham's draft and the notes that Polly MacMichael had written and had compiled them into one document. Chairman Browne says we can always add to the description later on as needed. Upon review Selectman Jordan makes a motion to accept the job description as presented. Seconded by Selectman Lander. All in Favor. Sue Davis asks where the job description will be posted if it will be on the town website. Selectman Jordan says it is not necessary to be posted there as no other job descriptions are online at this time. Selectman Lander agrees.

### **New Business:**

Chairman Browne notes that Jim Boyce with SnoWanderers would not be in attendance.

### **Town Manager Updates/Discussion:**

TM Targett says she wishes to discuss staffing for October 10-13. Both she and Shanda have won the moose lottery this year and plan to be away from the office. She has reached out to former clerk FaithAnn, and she is willing to fill in for that week. Tm Targett says her only suggestion would be to keep the altered hours for that week so that Faith has time to drop her child at daycare.

TM Targett presents the board with a Zoom Meeting Guide which is drafted from the last board meeting discussion. TM Targett explains that the important item is admittance to a meeting will terminate once the chairman of the board starts the meeting. There will be no exceptions for entry after a meeting has started. Board reviews and Selectman Jordan suggests that a description of where to find the zoom meeting should be added. The board also briefly discusses the posting of zoom meetings. TM Targett agrees that this will be done 2 hours prior to a meeting and not 24 hours.

TM Targett says another item she did not have listed is for the board to consider a draft selectmen's manual or set of procedures that she has been drafting. She could use some help on a paragraph if this was considered by the board. Chairman Browne suggest that it be called Selectman Protocol and not a policy. The board will review the first draft and will discuss more in upcoming meetings.

### **Selectmen Discussion:**

Selectman Jordan asks for clarification on the Shiloh Pond gate/lock. She asks if the selectboard voted for the gate and lock. Chairman Browne explains that a gate has always been there by the previous owners. Selectman Dunham says she believes it had to do with the bridge. Annie Twitchell says when the town acquired the land there were a lot of stipulations that were further developed by a management plan. Part does include no overnight camping or fires. Annie says it may be best to ask for the chair to come to the meeting and for Brent West. Kathy Houston says when this was purchased by grant funds the mission was to protect waters. It is a wilderness pond that we were told to keep traditional uses such as hunting and fishing. We were given a mission to protect the pond. There are no motorized trails allowed. There are currently 14 canoes their for public use. The gate is to keep vehicles from driving in as there is limited parking beyond the gate and there is no real trail. Selectman Jordan asks about those that might be in a wheelchair. Kathy explains that this area is not wheelchair accessible, and the trails are not really trails but grown in twitch roads.

### **Public Comment/Other:**

Sue Davis wants to remind everyone of the Planning Board Public Hearing for housing project submitted by Western Maine Housing under Contract Zoning tomorrow night Tuesday September 19<sup>th</sup>. Sue Davis asks that the board attend this meeting in support as they have already given \$5,000.00 to this initiative.

Selectman Dunham 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 Agent and Executive Session pursuant to 1 M.R.S.A. § 405(6)(F) Discussion of Confidential records for Simmons Fund Request. Seconded by Selectman Lander. All in Favor.

Selectman Jordan makes a motion to fund the request in full. Seconded by Selectman Dunham. Motion passes 3 to 1 abstain.

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