BOARD OF SELECTMEN
TOWN OF DOVER-FOXCROFT
MONDAY, JUNE 18, 2018 ~ 6:30 PM
DOVER-FOXCROFT MUNICIPAL BUILDING
MEETING ROOM
MINUTES

I. OPEN MEETING
   A. Opening Ceremonies
   Vice Chairman Freeman Cyr opened the meeting at 6:30 PM and led the Pledge of Allegiance.

   B. Roll Call

II. CONSENT AGENDA
   Treasurer Warrants
   1. Wastewater Warrant #68
   2. Administrative Warrant #69
   3. Trust Fund Warrant #70
   4. Payroll Warrant #71, #72

   Resolution #005-061818
   MOTION: Taylor, seconded: Conroy, and voted unanimously (6-0) to approve the Consent Agenda. Motion passed.

III. APPROVAL OF MINUTES
   Board of Selectmen Meeting and Public Hearing - May 30, 2018
   Resolution #006-061818
   MOTION: Thomas, seconded: Conroy, and voted unanimously (6-0) to approve the minutes of the Board of Selectmen meeting and Public Hearing of May 30, 2018. Motion passed.

IV. QUITCLAIM DEEDS

V. BOARD OF ASSESSORS/MUNICIPAL OFFICERS
   Wastewater Abatement – 91 Lincoln Street
   Town Manager, Jack Clukey, said that a water leak at 91 Lincoln Street was verified by the wastewater department and that the, water not received by the collection system.

   Resolution #007-061818
   MOTION: D’Agostino, seconded: Conroy, and voted unanimously (6-0) to approve the wastewater abatement request submitted by Mark Chadbourne at 91 Lincoln Street. Motion passed.
VI. OPEN SESSION
A. Public Hearings – USDA Grant Application – Piscataquis Regional Food Center
This public hearing was opened at 6:45 PM. Erin Callaway, Director of the Piscataquis Regional Food Center (PRFC) located at 76 North Street was present to discuss the USDA Rural Development Community Facilities Grant Application. Ms. Callaway said that the Center is applying for a USDA Grant in the amount of $50,000.00. She said the Center’s mission is to help end food insecurity and support agricultural growth in Dover-Foxcroft, other towns in Piscataquis County, and the Town of Dexter, and that the grant funds would give the Center the ability to purchase equipment critical for the ability to provide and operate climate controlled food storage, energy efficient heating and insulation, and allow for light food processing. She said that the Center needs $110,000.00 to procure the necessary equipment and that this grant, if successful, will cover half the costs with funds already secured from private foundations covering the required match. Ms. Callaway answered questions from the public regarding when the Center could begin serving the public and the timeline of the grant application. Ms. Callaway said that she expects that the Center could begin providing services in late summer/early fall and that the grant application would be submitted this week and that after acceptance, an answer would be expected in early August. The possibility of a farmers market located at the property in the future was discussed. A future informational meeting for the public was also discussed. Erin Callaway said that she would be glad to give a public presentation once the Center is open and an open house will be planned once it is complete. The hearing was closed at 6:50 PM.

B. Open Session – Public
Catherine Schuster of Shaw Road said that she has been in contact with the town office regarding rocks that are in the ditches and shoulders on the roadside on Shaw Road. She said that the rocks are damaging to lawn mowers and snow blowers. She asked the Selectmen if the town could remove the rocks. The Town Manager said that he thought the problem had been addressed and he would bring the issue to the attention of the public works department. Public Works Foreman, Geoff Chambers was present and said that a paving company did shoulder work on Shaw Road and didn’t rake after the work was complete, but that he would have the public works department remove the rocks from the ditches. He said he has not received similar complaints on Shaw Road or other roads.

John Pingrey voiced his concerns regarding rats at a tax acquired property on 220 East Main Street. The Town Manager said that he was aware of Mr. Pingrey’s concerns and has contacted an exterminator that will do an assessment this week and will move forward in addressing the issue.

Vice Chairman Freeman Cyr said that the assessing committee discussed this issue at a committee meeting. The Board discussed the process of how the issue will be addressed. Selectman D’Agostino asked if the exterminator will post signs if they are using harmful agents. The Town Manager said that the exterminator is licensed and would follow regulations on the application and treatment at the property.

C. Open Session – Board of Selectmen
Selectman D’Agostino said she has safety concerns about merchandise displayed on the sidewalk at Dover True Value. She said it is difficult for people to move along the sidewalk and asked if she should address the issue with the Code Enforcement Officer.

Vice Chairman Freeman Cyr said that if the town is going to review the standards for sidewalk safety, it would be best to be sure other businesses are abiding by the standards.
Town Manager Clukey said that the standard for accessible sidewalk width is 36 inches. He said that in an effort to be consistent and straightforward, the issue should be brought before the protection committee.

Vice Chairman Freeman Cyr complimented the trees downtown. The Board discussed getting new plantings in the coming year through Project Canopy.

D. Adjustments to the Agenda
Added: New Business A. Police Officer Appointment – Brittney Gillis

VII. COMMITTEE REPORTS
Public Works, 060418 – Town Manager, Jack Clukey reported that the committee discussed the paving bids and the grader lease purchase.

Solid Waste/Promotion & Development, 061118 – Town Manager, Jack Clukey reported that the committee reviewed the solid waste fee schedule and received an update from Solid Waste Director, Joe Sands.

VIII. UNFINISHED BUSINESS
 IX. NEW BUSINESS
A. Police Officer Appointment – Brittney Gillis
Resolution #008-061818
MOTION: D’Agostino, seconded: Conroy, and voted unanimously (6-0) to appoint Brittney Gillis as Police Officer for the Town of Dover-Foxcroft with a term to expire June 30, 2018. Motion passed.

Police Chief Ryan Reardon introduced Brittney Gillis as the newly hired police officer for the department. Chief Reardon said Ms. Gillis has her A.S. Degree in Criminal Justice and is currently employed by Piscataquis County as a correctional officer.

Brittney Gillis said that she is excited to begin her employment with the town as a police officer and was administered the oath of office by the town clerk.

B. Paving Bids
Town Manager, Jack Clukey said that the paving bids were received on Wednesday, June 13th. The Board reviewed the following bids and discussed the upcoming paving work:

Welman Paving Inc. $403,610
B & B Paving Inc. $412,044
Hopkins Landscaping LLC $412,240
Pike Industries $433,875
Lane Construction Corp. $510,931

Resolution #009-061818
MOTION: Conroy, seconded: Thomas, and voted unanimously (6-0) to accept the bid from Welman Paving Inc. in the amount of $403,610.00 for 2018 paving work. Motion passed.
C. Grader Lease Purchase  
The Town Manager said that he has been discussing a grader lease purchase with Geoff Chambers, Public Works Foreman who was present to discuss the proposed lease purchase. The Town Manager and Geoff Chambers recently discussed the proposal with the public works committee. The Town Manager said that the current grader has 6000 hours on it and has experienced significant downtime since the town has had it. He also said that the town has relied heavily on the warranties in terms of keeping the grader in service. It was also noted that Volvo no longer makes or sells new graders. The Town Manager said that Geoff Chambers has been impressed with the services provided by Beauregard Equipment and that the public works committee recommends that we trade our Volvo grader in towards a new case grader from Beauregard Equipment sized the same and financed through a lease-purchase contract. It was discussed that delivery time for a new 2019 factory ordered grader would be 120 days during which time there would still be a need for a grader. Geoff Chambers said that there is an almost identical, new 2018 model located in Ohio that would eliminate the 120 day delivery wait time if the Board chose to purchase it instead of the 2019 factory order model.

Resolution #010-061818  
MOTION: Conroy, seconded: Thomas, and voted unanimously (6-0) to approve the grader lease purchase with Beauregard Equipment for a new 2018 case grader.

Resolution #011-061818  
MOTION: Grammont, seconded: Conroy, and voted unanimously (6-0) to amend the previous model to include, “and to pursue financing not to exceed $41,265.00.” Motion passed.

Vote on original motion as amended: unanimous. (6-0). Motion passed.

D. Solid Waste Fees  
The Town Manager said that the solid waste committee reviewed the fee schedule and recommends that the fee for MSW and demolition debris delivered in compactor trucks/box trucks increase from $55 per load to $75 per load. He said that the committee recommends this change to be effective August 1, 2018.

Resolution #012-061818  
MOTION: D’Agostino, seconded: Taylor, and voted unanimously (6-0) to increase the costs of MSW and Demolition Debris delivered in compactor trucks/box trucks from $55 per load to $75 per load and to amend the Solid Waste Fee Schedule accordingly effective August 1, 2018. Motion passed.

E. Sewer Abatement Policy  
The Town Manager said that the procedure on sewer abatements which would allow for the installation of outside meters for the purpose of crediting water usage deemed not to have discharged to the town’s collection system has been formalized into a policy that includes the installation of a meter to be supplied by the town and purchased by the property owner that will allow for meter readings in order for a consumer to be credited for water that is not discharged to the collection system such as water used for gardening, washing, swimming pools, broken pipes, and other circumstances. The Board reviewed and discussed the proposed policy.
Resolution #013-061818
MOTION: D’Agostino, seconded: Conroy, and voted unanimously (6-0) to adopt the proposed Town of Dover-Foxcroft Sewer Abatement Policy. Motion passed.

F. LRAP Certification 2018-2019
Resolution #014-061818
MOTION: Taylor, seconded: D’Agostino, and voted unanimously (6-0) to authorize Town Manager, Jack Clukey, to sign the Local Roads Assistance Certification for 2018-2019. Motion passed.

G. Road Name Request
The Board received a road name request including a sketch for the road that intersects with Gray Hill Road to be named Rosebud Lane. This request has been submitted by Jack Thomas and Connie Barrett.

Resolution #015-061818
MOTION: Taylor, seconded: Thomas, and voted unanimously (6-0) to approve the road name request for Rosebud Lane. Motion passed.

H. Orders of Municipal Officers
1. Payments applied to oldest taxes due/Payments Applied to Outstanding Taxes 2018-2019
Resolution #016-061818
MOTION: Taylor, seconded: Conroy, and voted unanimously (6-0) that In Accordance with MRSA Title 36, Subsection 905, the Board of Selectmen authorizes the Town Treasurer to withhold money due to a taxpayer from the Town if that taxpayer owes past due taxes. This money to be applied toward the oldest taxes due plus lien cost and interest. The Treasurer will give a copy of the receipt to the taxpayer. And;

Upon request of the Tax Collector and Treasurer of said Town, hereby authorize and direct said Tax Collector and Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, Section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer. Motion passed.

2. Representation in the Prosecution and Settlement of Land Use Law Violations 2018-2019
Resolution #017-061818
MOTION: D’Agostino, seconded: Conroy, and voted unanimously (6-0) to Authorize Connie Sands, CEO, to represent Dover-Foxcroft in the prosecution and settlement of land use law violations pursuant to 38 M.R.S.A. Section 441, 30 A.M.R.S.A. Section 4452, and 30 A.M.R.S.A. Section 3221. Motion passed.

3. Interest Rate on Past Due Taxes and Sewer Charges 2018-2019
Resolution #018-061818
MOTION: D’Agostino, seconded: Taylor, and voted unanimously (6-0) to set the interest rate on past due taxes and sewer charges at 8% annually. Motion passed.
4. Interest Rate on Abated Taxes 2018-2019  
Resolution #019-061818  
MOTION: Thomas, seconded: Taylor, and voted unanimously (6-0) to set the interest rate on abated taxes at 4% annually. Motion passed.

5. Prepayment of Taxes 2018-2019  
Resolution #020-061818  
MOTION: Grammont, seconded: Taylor, and voted unanimously (6-0) to authorize the tax collector or treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. 506. Motion passed.

6. Sewer Assessment Due Dates 2018-2019  
Resolution #021-061818  
MOTION: Grammont, seconded: Taylor, and voted unanimously (6-0) to establish the sewer assessment due dates for January 31, 2019 for quarters ending June 30, 2018 and September 30, 2018 and establish June 28, 2019 for quarters ending December 31, 2018 and March 31, 2019. Motion passed.

7. Sewer Rate Schedule 2018-2019  
Resolution #022-061818  
MOTION: Taylor, seconded: Conroy, and voted unanimously (6-0) to set the sewer rate schedule for FY 18-19 as follows: Base rate - $89.65 for 0 cf – 1200 cf; $9.37 per 100 cf in excess of 1200 cf. Motion passed.

I. Town Manager’s Report  
Town Manager, Jack Clukey, gave the following report:

The MDOT culvert replacement project is scheduled to begin in mid-July and some projects are planned at Kiwanis Park this summer. He said that fencing will be added to the backstop to contain foul balls. He also said that Kiwanis will replace the roof on the gazebo and install a pole for another light and security cameras.

Enclosed in Correspondence is the tabulation sheet from the election on Tuesday. He said there were approximately 800 voters.

Reminder of the summer meeting schedule dates: Monday, July 23rd, and Monday, August 27th.

X. CORRESPONDENCE  
-Election Results  
-RSU No. 68 District Budget Meeting Minutes and Regular Meeting Minutes 052918

XI. CLOSING REMARKS (Open Session if necessary and time permitting.)  
Nancy Matulis said she gave the Town Manager a poster advertising Disability Pride Day to take place on July 20th in Augusta. She said she hopes to hold a similar event in rural Maine next year.
Selectman Thomas said that Kiwanis and the American Legion contributed to a youth civics organization.

Selectman Thomas talked about vandalism at the basketball court and gazebo. He said that there hasn’t been much of a nuisance to him, but would like to see the sign that the court closes at sundown put back in place. Vice Chairman Freeman Cyr said that the basketball court is a good place for police on patrol to visit and talk to local youth.

The Town Manager said that the LED street light project is moving forward and hopes that people have seen the demos. He said that when the Board meets in July, they will have an investment grade audit which will lead to the next step of a lease/purchase agreement.

Selectman Taylor talked about recent a break and theft at the fairgrounds. He said that if there are further issues, a fence will be installed along with security cameras and it would be unfortunate that the fairgrounds would no longer be a public access area.

Selectman D’Agostino asked if there was any recent news about the sale of Robinson’s property on East Main Street. The Town Manager said he had no news, but would update the Board if he receives any information about the sale or new use of the property.

XII. EXECUTIVE SESSION

XIII. ADJOURN
Resolution #023-061818
MOTION: Taylor, seconded: Conroy, and voted unanimously (6-0) to adjourn at 8:10 PM. Motion passed.