

**MINUTES OF SELECTMEN'S MEETING**  
**Hope Board of Selectmen**  
**Hope Board of Assessors**  
**Tuesday, October 10, 2017**  
**6:30 PM**  
**Hope Town Office**

**Board Members Present:**

- Brian Powers Jr., Dick Crabtree, Wendy Pelletier, and Sarah Ann Smith

**Others Present:**

- Samantha Mank, Vern Ziegler, and Stephen Pease

**Call to Order:**

- The meeting was called to order at 6:31 PM by Brian.

**Public Comment:**

- None

**Minutes:**

- Sarah made a motion to accept the 9/26/17 minutes as written. It was seconded by Dick.  
**Motion passed 4-0**

**Suspend as Selectmen/Convene as Assessors:**

- Dick made a motion to suspend as Selectmen and to convene as the Board of Assessor's at 6:33 PM. It was seconded by Wendy.  
**Motion passed 4-0**
- Vern Ziegler, the Assessors' Agent, presented the tax abatement material to the Assessor's. He explained that there is a 2-step process to meeting to burden of proof in order to be granted an abatement. The resident spoke on his own behalf and stated that he is willing to pay his fair share of taxes but he doesn't want to be over charged either. There was quite a bit of discussion. Vern recommended denying the abatement request because the resident did not meet the 2<sup>nd</sup> part of the burden of proof. This abatement request may have brought another issue to light regarding the assessments of mobile homes in the Town of Hope. This matter is going to be investigated and perhaps the formula may be changed prior to the next tax year. The Town Administrator will periodically update the resident as things are happening. The application was not withdrawn. The Assessor's did not act on it. The law states that if no action is taken within 60 days that it will automatically be deemed as denied. The resident, the Board of Assessor's, and the Assessors' Agent were satisfied with the outcome.
- At 7:34 PM, Wendy made a motion to adjourn as the Board of Assessor's and to reconvene as the Board of Selectmen. It was seconded by Sarah.  
**Motion passed 4-0**

**Administrator's Report:**

- The Town Attorney and Town Administrator will have a phone conference on Friday in preparation for the executive session meeting with the Selectmen regarding the Hobbs Pond Dam.

- The Town Attorney has reviewed the letter requesting that the Town not be considered as an option when disposing of the Union Chemical Property. He made a few edits. The final copy is ready for the Selectmen's signatures.
- The Town Attorney is still reviewing the affidavit for the original deed to the DEP Commissioner.
- There are currently 1,044 2018 real estate accounts totaling \$1,613,646.91. This is down 51 accounts since September 26<sup>th</sup>.
- There are 27 outstanding 2017 real estate accounts totaling \$55,739.29 with liens that will automatically foreclose in January 2019 if the accounts remain delinquent. This is down 1 account since September 26<sup>th</sup>.
- There are 12 outstanding 2016 real estate tax accounts totaling \$22,893.28 with liens that will automatically foreclose in January 2018 if the accounts remain delinquent. This is down 0 accounts since September 26<sup>th</sup>.

**Old Business:**

- None

**Old Business:**

- Town Policy Review: There was some discussion about how to let the public know what the Town policies are. The Town Administrator suggested putting the adopted policies on the website. All of the Selectmen agreed.

**Current Policy:**

*Administrative Policy, **Town Office Hours***

*The Town Office is open for the transaction of business 8:30 A.M. to 6:00 P.M., Tuesday and 7:30 A.M. to 4:30 P.M., Wednesday and Friday. Additionally, the Assessors' Agent, Code Enforcement Officer, and/or Local Plumbing Inspector may conduct Town business specific to their areas of responsibility on Monday and Thursday at hours each sets. The Town recognizes five holidays in its Personnel Policy. Should any of these occur on Tuesday, Wednesday or Friday, the Town Office will be closed for that day. The Town Office may close for emergency purposes by the decision of the Town Administrator with the concurrence of the Chairman, Board of Selectmen. The Board of Selectmen determines Town Office hours and may adjust these from time to time.*

*Adopted by Board of Selectmen February 14, 2006*

**Proposed Revised Policy:**

**Town of Hope  
Town Office Hours Policy**

The Hope Town office is open for the transaction of business from 7:30 AM until 4:30 PM on Tuesday, Wednesday, and Friday. On Thursday, the Town Office is open for the transaction of business from 12:00 PM until 6:00 PM. In addition, the Code Enforcement Officer/Plumbing Inspector and the Assessors' Agent may conduct Town business specific to their areas of responsibilities on Monday and Thursday morning. The Town Office will be closed on State recognized holidays.

The Town Office may close for emergency or safety purposes at the discretion of the Town Administrator in concurrence with the Board of Selectmen.

The Board of Selectmen determine the Town Office hours and may adjust or change them from time to time.

*Adopted by the Board of Selectmen October \_\_\_\_, 2017*

After some discussion, Dick proposed to make a couple of changes. After ... their areas of responsibilities on Monday and Thursday morning *by appointment* was added. After the Town Office will be closed on State recognized holidays *and the day after Thanksgiving* was added. Dick made a motion to adopt the Policy Town Office Hours as amended. It was seconded by Sarah.

**Motion passed 4-0**

- Executive Session: Sarah made a motion to enter Executive Session pursuant to 1 M.R.S. §405 (6) (A) – Town Administrator’s 12-month evaluation. It was seconded by Dick.

**Motion passed 4-0**

- Dick made a motion to exit Executive Session at 8:34 PM. It was seconded by Sarah. **Motion passed 4-0**

**Other Business:**

- None

**Review & Sign Warrants #'s:**

- The Selectmen reviewed the warrants. Dick made a motion to approve and sign warrants # 24, 25, and 26. It was seconded by Sarah.

**Motion passed 4-0**

**Adjournment:**

- Wendy made a motion to adjourn at 8:40 PM. It was seconded by Dick.

**Motion passed 4-0**