

MINUTES OF SELECTMEN'S MEETING
Hope Board of Selectmen & Assessors'
Tuesday, September 25, 2018
6:30 PM
Hope Town Office

Board Members Present:

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

Others Present:

- Samantha Mank, Clarence Keller, and Michael Mank

Call to Order:

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

Public Comment:

- None

Minutes:

- Dick made a motion to accept the 9/11/2018 minutes as amended. It was seconded by Sarah.

Motion passed 4-0-1 (*Mike*)

Administrator's Report:

- The new Town Office signs have been installed.
- The NEMHS ambulance run reports for July & August have been provided.
- Mary will be away on vacation until October 24th. Chelsea will be handling her duties while she is away.
- The Town Attorney, Bill Kelly, has been away until tomorrow. He will schedule a time when we can meet with him in the near future.
- MCSW received \$1,316,645.94 from the final payout from MRC. Jim has deposited it and awaiting instructions for disbursement by the Board of Director's. (Meeting is tomorrow evening) According to the FY 2019 Town Assessment that Jim is basing his budget on, Hope's share is 9.81% which equals \$129,162.97.
- MMA has sent out an official memo informing the towns of the hazards of allowing individuals to get sand for private use. MMA is not urging towns to stop the practice.
- The Investment Policy is still getting worked on. There are some minor but potentially very important items that still need to be addressed before I submit it for your review. It has been strongly suggested that we specify the different investing ratios for the different types of town funds/accounts the Hope will be investing.
- There are 1,107 outstanding 2019 real estate tax accounts totaling \$2,421,666.07.
- There are 29 outstanding 2018 real estate tax accounts totaling \$60,831.06 that were lienied today. Automatic foreclosure is in January 2020 if accounts remain unpaid.
- There are 12 outstanding 2017 real estate tax accounts totaling \$29,166.55 with liens

that will automatically foreclose in January 2019 if the accounts remain delinquent.

New Business:

- EMA Director, Michael Mank – Deputy EMA Director: Michael requested to have a deputy EMA Director appointed. He pointed out that the current EMA Ordinance already gives the Board of Selectmen the authority to appoint a deputy. In addition, Michael had a job description for the deputy director. The Selectmen asked if Michael had someone in mind for the position. He said that he would like to recommend Clarence Keller as he has 30 years of experience and would be able to assist and be quite helpful during the learning curve. Dick made a motion to approve the job description and to create the position of Deputy EMA Position and to appoint Clarence Keller as the Deputy EMA Director for the Town of Hope. It was seconded by Wendy.

Motion passed 5-0

- Fire Chief, Clarence Keller
 - Shape Award: Clarence showed the Selectmen a letter and a plaque that was presented to the Hope Fire Department. The Hope Fire Department has received the highest honors for promoting and consistently improving conditions for safety and health of employees. This award also means that the Town will not need to have an extensive Department of Labor inspection, as standards have already been met.
 - NIMS/ICS Training Policy Amendment: Clarence presented the Selectmen with a chart that shows proposed updates to the National Incident Management System (NIMS) and Incident Command System (ICS) training policy. The changes include adding the Public Information Officer and the Road Commissioner as part of the “incident command team”. Dick made a motion to adopt the proposed updates to the Hope NIMS/ICS policy. It was seconded by Sarah.

Motion passed 5-0

- General Assistance Ordinance Maximum Levels of Assistance Adoption: Sarah made a motion to adopt the State recommended maximum levels of General Assistance. It was seconded by Dick.
- Purchasing Policy Amendments: The Town Administrator provided proposed amendments to the Town’s Purchasing Policy. The changes included adding a section for definitions as well as how bids are received. The Selectmen reviewed the proposed amended policy. Mike made a motion to adopt the changes to the Town’s Purchasing Policy. It was seconded by Sarah.

Motion passed 5-0

Old Business:

- Cemetery Software Update: The Town Administrator informed the Selectmen that she had had a meeting with the Town’s sexton regarding the cemetery lot deeds. The Town purchased software approx. 2 years ago and residents have been inquiring about their deeds. The Sexton has become solely responsible for her business and will

be out of town for a period of time. She is finding it difficult to find time to enter the required data into the software. The Town staff now have access to the software and have some documents regarding the cemetery lots. We will try to get a couple of volunteers to assist with data entry so that individuals can receive their deeds.

Suspend as Selectmen/Call to Order as Board of Assessors’:

- Sarah made a motion to suspend as the Board of Selectmen and to convene as the Board of Assessors’ at 7:59PM. It was seconded by Mike.

Motion passed 5-0

- Farmland Income Verification Letter: The Assessors reviewed the letter drafted by the Assessor’s Agent, Vern Ziegler regarding reporting income that has been gain through the land that is getting reduced real estate taxes because the land in in a farmland designation. There was a lot of discussion regarding the required documentation to verify the income. After some research, the Assessor’ determined to have the letter sent to those residents who have farmland designated property. Furthermore, the Board of Assessors’ are considering sending a letter to the upcoming newly elected legislature regarding requiring supporting documentation for income verification.
- Adjourn as Assessors’/Reconvene as Board of Selectmen:
 - Dick made a motion to adjourn as the Board of Assessors’ and to reconvene as the Board of Selectmen at 8:28PM. It was seconded by Sarah.

Motion passed 5-0

Other Business:

- Forest Service Request to use Private Property: The Department of Forestry is asking for permission to put a small weather station on Town owned property. The likely location will be at the Hope Corner Fire Station. The Selectmen would like the Town Administrator to find out who will bear the liability responsibility. If the Town will be held harmless in the case of injury and damage, the Selectmen authorize the Town Administrator to sign the agreement if the Town is free from all liability.
- Signage at South Hope Fire Station: Brian asked Clarence about putting some signage on the side of the South Hope Fire Station that would function much like the sign in front of the Town Office that displays pertinent information about happenings in the Town. Clarence indicated he didn’t have any objections with especially since it is a Town owned building.

Review and Sign Warrants:

- The Selectmen reviewed the warrants. Mike made a motion to approve and sign warrant #'s 19, 20, 21, and 21. It was seconded by Sarah.

Motion passed 5-0

Adjournment:

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

Motion passed 5-0