

- PUBLIC MEETING -
Hope Board of Selectmen
Meeting at 6:30 p.m.
Tuesday, August 11, 2020
Hope Town Office
-AGENDA-

Call to Order:

-

Public Comment:

-

Minutes:

- June 12, 2020:
- June 16, 2020:
- June 23, 2020:
- June 30, 2020:
- July 9, 2020:
- July 14, 2020:
- July 28, 2020:

Town Administrator Report:

New Business:

- Annual Agreement and Discussion w/ ACO – Heidi Blood:
- Establish/Re-Establish Roads Advisory Committee:
- Select Board Vs. Board of Selectmen:
- MMA Legislative Policy Committee Election:

Board of Assessors:

- Suspend as Selectmen and Convene as Board of Assessors:
- Farmland Withdrawal Penalty - Map 7 Lot 31 (Rick & Cindy Catalano):
- Adjourn as Assessors and Re-Convene as Board of Selectmen:

Old Business:

- Update Discussion Regarding Broadband Internet:
- Update Discussion Regarding Brown Tail Moths:
- Proposal for Town Digital Communications Policy (Part 2):

Other Business:

- Executive Session Pursuant to 1 M.R.S. §405 (6)(A)

Warrants:

-

Adjournment:

-

MINUTES OF SPECIAL SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, June 12, 2020
5:00 PM
Hope Town Office/Zoom

Board Members Present:

- Brian Powers Jr., Sarah Ann Smith, Wendy Pelletier, Thom Ingraham, and Bruce Haffner

Others Present:

- Samantha Mank, Alexenia Payor, Dick Crabtree, Bill Pearse Jr., and Amy Powers

Call to Order:

- The meeting was called to order at 5:05 PM by Brian.

Public Comment:

- None

New Business:

- Final Vote on the FY 2020-2021 Municipal Budget:
 - Administration Cost Center (\$272,316):
 - Town Administration: Sarah made a motion the approve the Town Administration line for \$160,717. It was seconded by Thom. Brian stated that he will only be voting in the affirmative for two pay increases in this budget, the first is for Beth Gindel, the Town's Sexton, for all of the work that she has done for the cemeteries. Brian went on to say the he applauds Beth for that. The second is Clarence Keller, the Fire Chief. Brian recalled that an agreement was made with him last year in which he would receive one half of his salary raise last year and the other half this year which would get his salary up to \$5,000. Brian wanted everyone to know that there was nothing personal about his decision he is just concerned with the future economy and everyone should be happy that they even have jobs let alone get a raise.

Sarah said that she still thinks the Town Administrator should still have a salary increase to bring it up to a fair wage for the position and making our Town Administrator wait because of the current economy.

Thom stated that he did some research and knows that the Town Administrator would still be under paid by at least another fifty cents an hour with this budget, but we just can't do that much now.

Brian brought this topic to a vote.

Motion passed 4-1 (Brian)

- General Administration: Bruce made a motion to approve the General Administration line for \$59,139. It was seconded by Sarah.
Motion passed 5-0
 - Municipal Building: Thom made a motion to approve the Municipal Building line for \$13,550. It was seconded by Bruce.
Motion passed 5-0
 - Professional Services: Sarah made a motion to approve Professional Services line for \$38,160. It was seconded by Thom.
Motion passed 5-0
 - General Assistance: Bruce made a motion to approve the General Assistance line for \$750. It was seconded by Sarah.
Motion passed 5-0
 - Public Safety Cost Center (\$148,822):
 - Animal Control: Thom made a motion to approve the Animal Control Line for \$7,338. It was seconded by Sarah.
Motion failed 0-5

 Brian said that he is not in favor of giving anybody a 7% wage increase right now. Sarah made a new motion to approve the Animal Control line for \$7,188 and to modify the Animal Control Officer's stipend to \$4,350 which equates to a 3.5% salary increase rather than the 11% that was originally requested. It was seconded by Wendy.
Motion passed 4-1 (Brian)
 - Fire Department: Bruce made a motion to approve the Fire Department line for \$102,975. It was seconded by Thom.

 Brian recalled that the Selectmen made an agreement last year to bring the Fire Chief's stipend up to \$5,000 over two years which is an increase from \$3,570 in 2019. Clarence put in a request for his stipend to increase this year by \$750, raising his stipend to \$5,070. Brian said that he would only approve an increase to \$5,000.

 Bruce went on to say that he thinks Clarence is overworked and under paid and doesn't think it's worth losing Clarence over \$70.

 Sarah inquired on how to be able to give employees merit raises or bonuses or a meritorious step increase which would be considered the gift that keeps on giving which is separate from a one-time bonus.

 Wendy stated that she wanted to stick with the \$5,000 agreement that was made and that there would be other years for more increases.

 Thom mentioned an article in the Maine Town and City magazine talking about what a great job Clarence is doing with the Hope Fire Department.

Thom said he believed that alone was worth the additional \$70. Brian brought the matter to a vote.

Motion passed 4-1 (Wendy)

- Ambulance: Thom made a motion to approve the Ambulance line for \$38,659. It was seconded by Sarah.

Motion passed 5-0

○ Public Works Cost Center (\$626,440):

- Recreation: There was discussion regarding the trees that need to be removed in True Park. The Selectmen added a line in the Recreation budget to include tree removal for \$3,000.

Wendy said that she thought the Town should only cut the trees that needed to be cut right now. Sarah suggested that we cut all of the trees that were going to be problematic in order to save on the cost of the moving and renting of the equipment multiple times. Thom made a motion to approve the Recreation line for \$12,600. It was seconded by Sarah.

Motion passed 5-0

- Streetlights: The Selectmen wanted to know if CMP would reduce the bill since sometimes the lights don't work and we still get charged for them. It was noted that most of the cost is for the rental of the actual pole and not the electricity. Thom made a motion to approve the Streetlights line for \$1,705. It was seconded by Bruce.

Motion passed 5-0

- Roads: There was a lot of discussion surrounding the Roads budget and the work that the Road Commissioner said he was cutting in order to accommodate the winter maintenance. It was very hard to figure out the exact dollar amount for the work because there were some math discrepancies. However, the Selectmen was able to agree that the total budget for Roads was \$545,120, but how this number was obtained remains in question. The Selectmen consulted with Bill Pearse who came up with a total of \$555,120. Dick Crabtree was able to contact John Monroe, the Road Commissioner, who confirmed that the bottom-line total for the Roads budget was \$545,120. Bruce asked to call the vote. Wendy made a motion to approve the Roads line for \$545,120. It was seconded by Sarah.

Motion passed 5-0

- Sanitation: Thom made a motion to approve the Sanitation line for \$59,143. It was seconded by Sarah.

Motion passed 5-0

- Cemeteries: Brian said that he was in favor of a one-time payment of \$1,000 for the 331 hours of work done by Beth that brought most of the

cemetery records up to date. However, he is not in favor of an ongoing annual stipend of \$1,000, it was stated that the Sexton's stipend should not exceed the Selectmen's stipend.

Sarah agreed that the Sexton should not make more than the Selectmen on an annual basis, so perhaps the Selectmen could change the stipend amount.

Bruce made a motion to approve the Cemetery line for \$9,977. There was no second for the motion.

Motion failed

Thom made a motion for the one-time \$1000 payment plus a \$750 annual stipend which reduces the stipend line from \$2,000 to \$1,750. It was seconded by Bruce.

Brian said that he was willing to increase the stipend to \$1,534 which is a 1.6% increase which mirrors the cola for this year. It would be a \$534 annual stipend plus the \$1,000 one-time payment for the out of the ordinary amount of work she has done. The vote was called.

Motion failed 2-3 (Brian, Wendy, & Sarah)

Sarah made a motion to approve the line for a one-time \$1,000 stipend plus a \$600 annual stipend bringing this year's Cemetery budget total to \$9,577. It was seconded by Wendy.

Motion passed 3-2 (Thom & Bruce)

- Reserve Accounts (\$60,200):
 - Sarah discussed making changes to the Fire Truck Replacement line to \$10,000 and reduce the Revaluation Reserve to \$0.00 making a new total of \$55,200. Thom asked about having the Fire Truck Repair and Maintenance Reserve account as suggested by the auditor, Bill Brewer earlier in the fiscal year. Thom suggested \$5,000 be removed from the Fire Truck Replacement Reserve account and placed into a new Fire Truck Repair and Maintenance account, that way if there were any problems through the year that were under \$5,000 we would not have to have a Special Town Meeting. This new Repair and Maintenance Reserve account would only be used for unanticipated major repairs that are in excess of \$10,000 and this account is not to exceed a balance of \$30,000. It would also require additional approval by the Board of Selectmen in order to expend any of the funds. Thom made a motion to approve the Reserve line for \$60,200. It was seconded by Bruce.

Motion passed 5-0

- County Tax (\$288,262):
 - Thom made a motion to approve the County Tax line for \$288,262. It was seconded by Sarah.
Motion passed 5-0
- Hope Elementary School (\$1,902,334):
 - Sarah made a motion to approve the Hope Elementary School Budget for \$1,902,334. It was seconded by Wendy.
Motion passed 5-0
- Five Town CSD (\$868,151):
 - Bruce made a motion to approve the Five Town CSD and Adult Ed. budget for \$868,151. It was seconded by Thom.
Motion passed 5-0
- Revenues (\$670,225):
 - Brian said he was inclined to increase the amount coming out of the undesignated fund balance to \$175,000 and to increase the Revenue Sharing to \$100,000. The other Selectmen agreed. Wendy made a motion to approve the Revenues budget for \$670,225. It was seconded by Thom.
Motion passed 4-1 (Bruce)

Adjournment:

- Bruce made a motion to adjourn the meeting at 7:56 PM. It was seconded by Wendy.
Motion passed 5-0

MINUTES OF SPECIAL SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, June 16, 2020
6:30 PM
Hope Town Office

Board Members Present:

- Brian Powers Jr., Sarah Ann Smith, Wendy Pelletier, Thom Ingraham, and Bruce Haffner

Others Present:

- Samantha Mank, John Monroe, Jake Boyington

Call to Order:

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

Public Comment:

- None

New Business:

- Executive Session Pursuant to Title 1 M.R.S. §405 (6)(D): Thom made a motion to enter executive session at 6:32PM pursuant to 1 M.R.S. §405 (6)(D). It was seconded by Sarah.
Motion passed 5-0

- The Selectmen exited executive session at 7:09PM.

- There was discussion surrounding signing a 3-year contract with Mr. Boyington that was approved on June 2, 2020. Brian asked if there was any interest in amending the previous vote and the 3-year contract making it a 5-year contract. Sarah made a motion to enter into a 5-year contract for the total amount of \$976,500 over 5-years (\$195,300/yr.) keeping the stipulation that the Roads Committee is established as soon as possible. It was seconded by Wendy.

Motion passed 3-2 (*Thom & Bruce*)

Bruce made a motion to have the snowplowing portion of the roads budget separated as a stand-alone Article on the Town Meeting Warrant. It was seconded by Thom.

Motion failed 3-2 (*Brian, Wendy, & Sarah*)

Bruce made a motion to amend the total amount budgeted for the Public Works Cost Center from \$626,440 to \$528,895. It was seconded by Wendy.

Motion passed 3-2 (*Thom & Bruce*)

Adjournment:

- Thom made a motion to adjourn the meeting at 8:01PM. It was seconded by Bruce.

Motion passed 5-0

MINUTES OF SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, June 23, 2020
6:30 PM
Hope Town Office

Board Members Present:

- Brian Powers Jr., Sarah Ann Smith, Wendy Pelletier, Thom Ingraham, and Bruce Haffner

Others Present:

- None

Call to Order:

- The meeting was called to order at 6:33 PM by Brian.

Public Comment:

- None

New Business:

- Town Paving Bids: We have 6 bids, 5 of them near or below our maximum amount. Brian suggested that he would defer to the recommendation of Road Commissioner John Monroe. There was a discussion of the various bids. The Select Board would like Samantha to get references for All States, Hagar and Performance.

The Select board then noticed a typo that may or may not be significant. The board voted 5-0 to do a Request for Proposal with the fastest turnaround possible so that we can finalize the paving contract. Town Administrator (or designee) can check references and contact the six bidders plus our current contractor to alert them to the need for a repeat of the process due to the typo. Bruce moved the motion, Sarah seconded.
- Vern is back in Maine and will be checking in soon.
- We went over the Administrator's Report and noted the meetings next week with the Town Attorney and the Public Hearing via Zoom.
- All of the Select board signed Warrants 98, 99, and 100. Sarah moved to approve them, seconded by Thom, vote 5-0 in favor.
- Motion to adjourn by Bruce at 7:08, seconded by Wendy, 5-0 in favor.

Minutes submitted by Sarah Ann Smith

MINUTES OF SPECIAL SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, June 30, 2020
6:30 PM
Hope Town Office

Board Members Present:

- Brian Powers Jr., Sarah Ann Smith, Wendy Pelletier, Thom Ingraham, and Bruce Haffner

Others Present:

- Samantha Mank, Alexenia Payor, Bill Kelly, John Monroe, Bill Jones, Ellie Goldberg, and Jim Guerra

Call to Order:

- The meeting was called to order at 6:30 p.m. by Brian.

Public Comment:

- None

New Business:

- Update on Board of Selectmen function and current issues with Town Attorney, Bill Kelly: Brian introduced Bill Kelly, the Town Attorney. Bill stated that he has had a refresher discussion with many Select Boards. Tonight, he is just going to discuss and offer the same refresher discussion regarding the rules and responsibilities of the Board of Selectmen.

1.) As elected officials the Selectmen are in fact different from regular Town citizens because the Selectmen have an executive function in the Town. It is important to try to not act as an independent Selectman but to handle things and to vote on things in public as a Board. From time-to-time, Selectmen may be approached outside of a meeting by a voter who wants to simply chat about Town things that they want this individual Selectman to handle. Listening to the voters is not a problem. But, before any decisions are made, that Selectman should invite the voter to the next Selectmen's meeting to discuss the issue with the whole Board so that whatever it is can be heard in a public venue and voted upon if needed.

2.) As a Board of Selectmen, you don't have a great deal of flexibility. The Selectmen are not the fact finders and judges. There are other titles that handle fact-finding and present those findings for the Selectmen to make a decision about. The Selectmen should wait and hear the facts together as a Board during a public meeting (or in executive session). The Selectmen should use the Town Administrator as their information gatherer.

This is also the way to handle things if there is a town complaint. As Selectmen, you need to let the process work. Use the Town Administrator for bring in and disseminating information.

3.) Although not often, the Board of Selectmen may act as law-makers. For example, you may create a traffic ordinance or set a speed limit. As the Board of Assessors, you are constrained to assess property. You must follow very specific mandates and statutes very carefully. This is a very specific function.

The Code Enforcement Officer is constantly a frequent source of misunderstanding. Although the

CEO is a Town employee, the CEO must be free of political influence. The CEO gets all of their authority from the State. The CEO must be free to act in an official capacity and must be independent from the Board of Selectmen and/or other Boards or Committees that may act as judges such as the Planning Board or the Board of Appeals.

The Board of Selectmen must function as a group. All deliberations are required to be made in public; this includes emails. All emails that that are related or pertain to the Town are subject to the Freedom of Access Act (FOAA) even your private emails on your personal computers or devices. This means that you shouldn't say things that the whole Board hasn't made public yet.

If you want to have a "discussion" or conversation between each other, only two (2) people even successively cannot be more than three (3) Selectmen. It is not permissible to get a consensus by communicating with only one Selectmen at a time.

Thom wanted to know if it is ok to share information but not to offer an opinion on that information.

Bill stated that the best way to disseminate information is through the Town Administrator. This is the way to ensure everyone gets the exact same information at the same time. By using the Town Administrator, the Selectmen will always be able to avoid deliberations.

Planning Boards and Board of Appeals: Bill told the Selectmen that the way they interact with the Planning Board and the Board of Appeals has to be without influence. These Boards, similar to the CEO, must be allowed to function independently from any political influence. Once they are appointed, let them do their thing. Bill acknowledged that sometimes roles can be confusing when board and committee members can be appointed or elected.

Sarah wanted to address contracts and hiring. Bill said it is very important to not inadvertently give the impression of a job offer or contract. He had two thoughts on this: 1.) He said this just reinforces the point of sending folks to the Town Administrator so that inadvertent problems to crop up, and 2.) Budget Items and appropriations happen at the Town meeting. This is the place where the funding for hiring and contracts are approved. Once the voters approve the money, then the Selectmen have the authority to have and/or make contracts even if they don't go before the voters.

Bruce asked if the Board of Selectmen should have liability insurance, the attorney responded that the Town is probably already covered through MMA. There are some exceptions though such as an intentional wrong act or fraud. Most municipalities have elected public official's liability insurance.

Brian asked what the perimeters of going into executive session are. The attorney said that all business has to be done in public. Title 1 §405 discusses the items that may discussed in executive session. The Selectmen may not discuss a personnel issue without inviting the person who is being discussed to be present.

The Selectmen do not tell the staff what to do without going through the Town Administrator. The Town Administrator is responsible for handling Town staffing or personnel matters.

- Review and Discuss the July 2nd Public Hearing Town Meeting Referendum Ballots: Bill Jones stated that the General Assistance line on the ballot was not approved for \$750 by the Budget Committee. He said that the committee thought it should be raised to \$1,500. Therefore, the entire Budget Committee voted against it.

Ellie has concerns regarding the proposed Dog ordinance. She said it appears that the fines may be as high as \$2,500. Also, it is very concerning that under the impounding of a dog section where nuisance

and dangerous dogs are listed that a barking dog could be classified the same as a dangerous dog and that it gives way to much over reaching authority to the Animal Control Officer. She stated that the fines are far too steep.

Brian asked what the Public Hearing venue will be like... will it be a joint meeting with the Selectmen and the Budget Committee?

Sarah said that everyone should bring their own laptop so that others tuning in to Zoom will be able to see each member. It was suggested that everyone show up a little early to get everything set up and the Public Hearing will be able to start on time and not keep any of the public waiting. She also said that she would be willing to co-host to hopefully help with the feedback issues.

Thom said that he is feeling a little hesitation about knowing that the Town meeting will be by ballot. He said we need to have a big information push. People who don't see the Public Hearing will want to know more. Thom suggested that there could even be a second informational meeting and a postcard could be sent to each residence announcing it.

Bruce made a motion to hold a second informational meeting on Thursday, July 9, 2020 at 6:30 p.m. It was seconded by Thom.

Motion passed 5-0

Other Business:

- The Town Administrator informed the selectmen that the next regularly scheduled Selectmen's meeting is on July 14th which is election day and asked if the meeting could get pushed to the 15th instead. Brian said that it was Wendy's last meeting and he really wanted to make sure she could attend so would keep it on Tuesday. The meeting will be moved to the Hope Corner Fire Station.

Warrants: End of Fiscal Year Warrant:

- The Selectmen reviewed the warrants. Thom made a motion to approve and sign warrant #'s 101 and 104. There are not signatures from the School Committee for the Selectmen to sign warrants # 102 & 103. The Selectmen did however agree to come back into the Town office to sign the additional warrants if the school Committee provided enough signatures. It was seconded by Sarah.

Motion passed 5-0

Adjournment:

- Thom made a motion to adjourn the meeting at 8:37 p.m. It was seconded by Bruce.

Motion passed 5-0

MINUTES OF SPECIAL SELECTMEN'S MEETING
Hope Board of Selectmen
Thursday, July 9, 2020
6:00 PM
Hope Town Office/Zoom

Board Members Present:

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

Others Present:

- Samantha Mank, Dick Crabtree, Stan Holbrook, Bill Jones, Langley Willauer, and John Monroe

Call to Order:

- The meeting was called to order at 6:10 PM by Brian.

Public Comment:

- None

New Business:

- Paving Bids: Brian gave a brief synopsis of how we got to the rebid process. Allstate is still the lowest bidder and comes highly recommended by the Town's Road Commissioner, John Monroe.

Sarah said everyone seems happy with their work and product, so I am good with going with all Allstate. Sarah made a motion based on the price of the bid and the Road Commissioners recommendation to enter into a contract with Allstate for the Town paving for the amount of \$71 per ton. It was seconded by Wendy.

Motion passed 3-0

The Town Administrator was asked to contact Allstate immediately and get us on their schedule.

Warrants:

- The Town Administrator presented the Selectmen with a warrant for \$120,000 to purchase the fire truck from the town of Camden. After reviewing the warrant, Sarah made a motion to approve and sign the warrant for \$120,000 for the purchase of the fire truck from Camden. It was seconded by Wendy.

Motion passed 3-0

Other:

- There was brief discussion about what happens if the roads budget is not approved. There was also some discussion about having an alternative that would need to be ready and available in time prior to the snow falling.
- Bill Jones said that he would like to explain what the Budget Committee was thinking when they voted down the roads budget. He said he appreciated that the Selectmen and the Road Commissioner listened from concerns in past years and cut a lot of money from the roads budget but there was too much cut from the summer maintenance and the cost from the snow plowing was too high.

Adjournment:

- Sarah made a motion to adjourn the meeting at 6:30PM. It was seconded by Wendy.
Motion passed 3-0

DRAFT

MINUTES OF SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, July 14, 2020
6:30 PM
Hope Corner Fire Department

Board Members Present:

- Brian Powers Jr., Sarah Ann Smith, Wendy Pelletier, Thom Ingraham, and Bruce Haffner

Others Present:

- Dick Crabtree

Call to Order:

- The meeting was called to order at 6:37 PM by Brian.

Public Comment:

- Dick Crabtree asked for a moment to have a public comment. Many in the town are appalled by the lack of decorum and respect to others on the Board, to bidders on the plowing and more. Talked a bit and said, "It has been a spectacle." In Dick's view, the private mailing on the Budget (a flyer sent to residences in Hope), showed a lack of respect to conduct a campaign against the majority vote of the Board.

Lastly, it appears the Board has signed a contract. It appears everyone on the Board signed that contract. If a member of the Board then attempted to undermine the contract, it is at least unethical. At worst it could be considered a lack of good faith in signing the contract which could then open the town up to legal action. Dick was very glad that it was just the five board members and him present.

Brian replied that the plowing bidding process went poorly from the start. The first round no bidders offered any flexibility in their bids and were way too high so we went to a second round. The second round, again there was no flexibility in pricing from one of the bidders, one person wasn't qualified, and another was also deemed too high. This led to an executive session with the two bidders whose amounts were too high to discuss the bids and plowing process.

There was a wide-ranging discussion with all five Board members chiming in as well as Dick Crabtree. Dick pointed out that costs are going up all over the state. His problem was with the anger, distrust and disrespect shown during the meetings.

Bruce said, "I signed that contract because I thought it was a done deal." Then there was more discussion.

Minutes: Minutes for June 9, 2020: Thom moved to accept with some edits.

Bruce seconded. (5-0)

Administrator's Report: Brian reviewed the Administrator's report: The new fire truck has arrived, but there was no information about plans on selling the old truck. Brian (?) prefers to have it go out to bid with the proceeds to go into the Fire Truck replacement Fund.

New Business:

- Thom moves to have Mr. Matteson appointed to the Rec Committee. Seconded by? Maybe me/Sarah. (5-0)
- Brown Tail Moth: Hope citizen Peggy Pike requested the board discuss the problem with the Brown Tail Moth caterpillars that are destroying many trees in the region. She provided extensive information including a page with the map from the State of Maine website showing Hope and the mid-coast region as the epicenter of the worst infestations. (see below for more conversation on this below). Sarah mentioned she had spoken with Falmouth Town Manager about their efforts which cost \$20,000 per year for five years, was in a limited area, and produced negligible results even though three neighboring towns worked together to deal with the problem. Note: after the meeting Thom contacted Mike Parisio, a Forest Entomologist with the Maine Forest Service; we may be able to schedule an informational Zoom meeting with Mike for the townspeople.

Dick Crabtree noted that due to the nature of the Brown Tail Moth, we are in a cycle where they are especially problematic. We can try to wait it out or look at what the University is planning. (No further info). He did note that the drug used to kill moths in trees is "avamectin" which can be toxic to herding dogs and whippets. The Board decided to task the Administrator to gather information on where people can get information, then add hotlinks and such to the town website.

- Sarah asked permission to talk to Jason Gindel regarding a comprehensive new approach to digital communications including use of social media and emails to inform citizens of town happenings and important announcements. The Board agreed, and Brian stated his support for such an undertaking. Sarah then suggested that as part of the communication strategy for the future, we may want to add a "You might be interested in" page to the town website for information such as this.
- There was a brief discussion of the Town Report, why it was late in being published—a perfect storm of events that we hope will not be repeated. Bruce asked what has to be included in it, and what about the letters from all the politicians. Are they required? The report costs a lot of money to print, so can we reduce the number of pages?
- Brian then noted that Bruce had sent out emails to some members of the Town privately. When Brian was in the office on Monday, one citizen was very upset and came in to complain. Brian contacted the MMA to determine if Bruce's emails were illegal. The advisor at the MMA noted that the use of the word "we" in Bruce's email was misleading as to who is "we." (note from Sarah after the fact to clarify: The other members of the

Board were not consulted and did not receive Bruce's communication from him.) It was pointed out that some private citizen email addresses are private and cannot be shared. Once an email has become public, it is there forever. There was a discussion that Bruce should not use email addresses he received as coach of the Chess Club for private political purposes. Sarah pointed out that although the MMA may not consider such usage illegal, different rules apply to school-related activities and with things dealing with children.

There was a discussion of assorted complaints over the past couple of weeks.

- Vote on the warrants 1 and 2: Moved by Wendy, Seconded by Thom. (5-0). Once again, the warrant submitted by the School had only one signature on it, therefore we could not approve that warrant until it has a quorum of the Board members signing it.
- Brian closed the meeting by making a rare motion: To recognize Wendy Pelletier and her 9 years of service to the Town of Hope. He praised her as an exemplary person who has represented the Town in a ton of different ways. The people of Hope have been afforded the luck of having Wendy [on the Board.] Wendy responded "I have been blessed by the people of Hope. I take it seriously and cannot be thoughtful enough. It has been a great ride. Thank you."
- A vote was taken to approve the motions (I forget who moved and seconded, probably Thom and me but not sure). The motion was approved (4-0-1) with Wendy abstaining.
- Motion to adjourn at 8:24: Moved by Wendy, seconded by Thom. (5-0)
- Presented Wendy with a retirement gift made by Sarah.

Minutes submitted by Sarah Ann Smith

MINUTES OF SPECIAL SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, July 28, 2020
6:30 PM
Hope Town Office

Board Members Present:

- Brian Powers Jr., Sarah Ann Smith, Thom Ingraham, Bruce Haffner, and Amy Gertner

Others Present:

- Samantha Mank, Vern Ziegler, Langley Willauer, and William Matteson

Call to Order:

- The meeting was called to order at 6:34 p.m. by Brian.

Public Comment:

- None

Minutes:

- Bruce made a motion to table all the minutes until the next meeting since the Selectmen did not receive their packets until two hours before the meeting. The motion was seconded by Thom.

Brian added his displeasure at not getting the information like they have been getting them for years on Fridays. He said he would like to go back to receiving packets then. He said he doesn't know what has happened over the past couple of months, but he wanted things to get better. Sarah suggested that the Town Administrator send whatever available information that is ready on Friday and as any additional information comes in later it could be added.

Motion passed 5-0

Town Administrator's Report:

- Presented office statistics
- A person with a long sturdy trailer backed into the ramp side of the deck yesterday causing some damage. He came in and gave us his contact information so that we can have him pay for the repairs.
- The 30-day lien notices went out last week. There have been a few calls of people concerned but it did result in some folks coming in to catch up on their taxes.

New Business:

- Election of Board of Selectmen Officers:
 - Chair: Thom nominated Sarah for the Chair position on the Board of Selectmen. It was seconded by Bruce. Sarah said she feels a little better about doing it this year but would also be comfortable with continuing as Vice Chair if Brian wanted to be the Chair. Thom reiterated that he nominated Sarah. Sarah accepted the nomination.

Motion passed 4-0-1 (Sarah)

- Vice Chair: Sarah made a motion to nominate Brian as the Vice Chair. It was seconded by Amy.
Motion passed 3-1-1 (Thom – Bruce)

Sarah took over the meeting and thanked everyone. She said she wanted to continue having meetings that were marked with respect, and integrity. She hopes everyone look beyond politics to be for the good of the town of Hope.

- Annual Agreement w/ ACO – Heidi Blood: The Animal Control Officer did not attend the meeting. The Selectmen voiced their displeasure with her not attending any meetings not even once a year including budget or occasional updates. The Town Administrator will add a sentence to the agreement stating that the ACO will meet with the Selectmen throughout the year in person from time to time.
- Annual Appointments: Thom made a motion to approve the entire slate of annual appointments including Samantha Mank: Town Administrator, Code Enforcement Officer, Local Plumbing Inspector, Treasurer, and General Assistance Administrator; Alexenia Payor: Town Clerk, Tax Collector, and Election Warden; Langley Willauer: Bookkeeper, Registrar of Voters. C. Vern Ziegler: Assessors Agent; Clarence Keller: Fire Chief, Addressing Officer, Emergency Management Director; Heidi Blood: Animal Control Officer. Beth Gindel: Sexton. Deputies will be appointed in accordance with Titles 30-A M.R.S. §2603 and 21-A M.R.S. §102. It was seconded by Bruce. Brian said that Heidi has been very ghostly at making appearance is before the Board of Selectmen. He said he finds it odd that she blows us off continuously. Thom then rescinded his motion and amended it to accept the slate of annual appointments excluding the Animal Control Officer. It was seconded by Brian. Sarah asked what the length of the agreement with the ACO is and she was told that each agreement is for one year. Thom suggested that the matter get tabled until 7:30 p.m. to give her ample time to arrive.
Motion passed 4-1 (Bruce)
- Appointment to MCSW Board of Directors: The Town Administrator explained to the Selectmen that Mike Brown indicated that he would like to be done serving on the Mid Coast Solid Waste Board of Directors (MCSW). However, Wendy would like to continue serving on the Board. Brian made a motion to appoint Wendy Pelletier to the MCSW Board of Directors. It was seconded by Thom.
Motion passed 5-0
Brian volunteered to be the second person to represent Hope on the MCSW Board. Thom made a motion to appoint Brian to the Mid Coast Solid Waste Board of Directors. It was seconded by Bruce.
Motion passed 4-0-1 (Brian)
- Accept Cemetery Committee Resignation: Brian made a motion to except Jody the resignation of Saasasthomionen from the Cemetery Committee with thanks. It was seconded by Thom.
Motion passed 5-0
- Annual Summary from North East Mobile Health Service: The Town Administrator presented the annual summary from Northeast Mobile Health Services. The Selectmen reviewed the annual summary, it was noted that the Town's ambulance service continues to meet performance standards and the Town's expectations.

- Discussion for Town wide Zoom Meeting about Brown Tail Moths: Thom shared that he was in contact with a Forrester who was willing to provide the Town with a Zoom informational meeting regarding Brown Tail Moths including question and answer time. Thom will reach out to him to get final dates and be sure to provide the information well enough in advance so that all residents have the opportunity to attend this public session.
- Discussion for sale of Old Fire Truck: The Selectmen suggested putting the old fire truck at the South Hope Fire Station where it can be viewed on Route 17 for higher visibility. The Town Administrator, in cooperation with the Fire Chief will write a bid advertisement. There will be no minimum bid and include the caveat that the Selectmen can accept or reject any and all bids will be included.
- Abatement Request 2-Year: Vern explained to Amy as well as the other Selectmen that they are not only a Selectmen but also Assessors and Overseers of the Poor. In this case, there are three legal events or errors. A subdivision was approved in 2014. Those plans were given to the Assessors Agent and they were mapped and divided into three lots. However, the plans were not recorded in the Knox County Registry of Deeds within two years, so the plans became null and void, but the Town continued to tax them on three separate lots. Brian wanted to know what trigger should be going forward so that this type a flaw in our system doesn't happen again. Vern said that this is the first time that he has ever seen it happen during his career or in any other town. Brian made a motion to approve an abatement for fiscal year 2019 to Eric and Jennifer Simon and the amount of \$838.81. It was seconded by Thom.

Motion passed 5-0

Brian made a motion to approve an abatement for fiscal year 2018 to Eric and Jennifer Simon in the amount of \$771.08. It was seconded by Thom.

Motion passed 5-0

Board of Assessors:

- Suspend as Selectmen and Convene as Board of Assessors: Brian made a motion to suspend as the Board of Selectmen and to convene as the Board of Assessors it was seconded by Thom **Motion passed 5-0**
- Abatement Request 1-Year: Thom made a motion to approve an abatement for fiscal year 2020 to Eric and Jennifer Simon and the amount of \$870.07. It was seconded by Brian.

Motion passed 5-0

- 2021 Tax Commitment: Vern said that one of the most important duties of the Assessor is to assess the taxes for each year. Vern showed the Assessors that with the approved budget and the increased valuation due in part to building permits, that the tax mil rate could actually go down to 16.6. Brian made a motion to set the mil rate at 16.6 it was seconded by Thom. During the discussion Bruce wanted to know if overlay is the same as surplus. Vern said eventually it could be but not if the property gets leaned. Bruce said if we increase the mil rate to 17.2 then we would have enough money left over in the overlay to recoup the \$175,000 that was in the designated fund used to lower this year's taxes. Perhaps we should do this because a lot of folks may choose to pay other things rather than the taxes.

Sarah wanted to know what other towns do as far as selecting a high, middle, or low end mil rate. Vern said every town widely varies. Sarah wanted to know what the overlay would be if the mil rate was kept

the same. Vern said it could be in the \$52-\$53,000 range. She also wanted to know if having the larger overlay would give money to fund the broadband project. Vern explained that the town can't just spend the money without voter approval.

Brian said he doesn't think that the Town should charge the taxpayers money that we don't need to. It belongs to the taxpayer and they should be allowed to keep their money in their own accounts instead of the Town keeping it for them. We should only ask taxpayers for money when we actually need it.

Thom said that when we were working on the budget, we were excited to keep it under 17.0 so keeping the mil rate at 16.7 would also be very good. Sarah brought the matter to a vote.

Motion failed 1-3-1 (Sarah, Thom, Bruce – Amy)

Thom made a motion to set the mil rate at 16.7. It was seconded by Bruce.

Motion passed 4-1 (Brian)

- Suspend as Assessors and Re-Convene as Board of Selectmen: Thom made a motion to adjourn as Assessors and to reconvene as Selectmen.

Motion passed 5-0

Old Business:

- Committee Service Applicant Introduction: The applicant for the Recreation Committee, William Mattson who goes by Will, came to introduce himself to the Board of Selectmen. He said he just moved to Hope from Bar Harbor and really wants to be involved. He said he is a self-proclaimed nerd for local government and is willing to serve on just about any committee. Thom spoke about the Broadband Committee and Will said that he would be very interested in helping with broadband. Sarah also mentioned that there was just a resignation from the Cemetery Committee as well.

The Town Administrator will put Will and Todd in contact with each other regarding the Recreation Committee.

- Review & Approve Revised Cemetery Rules: Bruce made a motion to approve the revised cemetery rules for the Hope Grove Cemetery and Morey Hill Cemetery. It was seconded by Thom. Brian had a question regarding firearms. He wanted to know if this is unique to Hope or are the rules prohibiting firearms to all people other than a military escort mandated by the state or feds. Brian wanted to know if police officers or law-enforcement are allowed or not allowed to carry a firearm.

Sarah suggested approving the new rules and to make revisions if needed at a later date.

Thom added that police officers are allowed to wear their guns in schools so it would only make sense that they would also be permitted to wear them and cemeteries.

Motion passed 5-0

Other Business:

- Proposal for Town Digital Communications Policy: Sarah discussed the Town Digital Communication's proposal part one. She presented ideas to change some layout on the Town website including adding

Selectmen packets on the website where minutes and agendas are kept. She presented a slideshow that outlined different media outlets including YouTube, Twitter, Instagram, as well as Facebook. There was discussion on having a permanent camera so that all meetings for the Town could be record or live streamed and would be available for public access and participation. Part two of her presentation will be presented at the next Selectmen's meeting.

- Thom made a motion to once again suspend a Selectmen and to reconvene as the Assessors at 9:12p.m. It was seconded by Brian.

Motion passed 5-0

- Vern gave the Board of Assessors the: Assessors Certificate of Assessment, the 2020-2021 Municipal Tax Assessment Warrant, a Certificate of Commitment, and a Certificate of Assessment to be returned to the Municipal Treasurer. The Assessors reviewed all of the documents with Vern, the Assessors Agent, and then approved and signed all of the documents.
- Brian made a motion to adjourn as the Board of Assessors into reconvene as the Board of Selectmen. It was seconded by Thom.

Motion passed 5-0

Warrant #'s 4, 5, 6, 7, 8, 9, and 10:

- The Selectmen reviewed the warrants. Bruce noticed an invoice for the roadside mowing was \$1,990 and we had only budgeted \$808. The Road Commissioner had said that it was a steal getting the work done for under \$1000 but this is more than double the budget amount. The Town Administrator will contact the road Commissioner to find out what had changed.

Brian made a motion to approve and sign warrant #'s 4,5,6,7, and 9 but warrants 8 and 10 did not have enough signatures from the School Committee. It was agreed that the selectmen would come in and sign the additional warrants once the School Committee had properly signed them. The Town Administrator has been instructed to contact the new Superintendent to tell her that the proper signatures need to be garnered prior to the selectmen's meeting. It was seconded by Bruce.

Motion passed 5-0

Adjournment:

- Amy made a motion to adjourn the meeting at 9:41 p.m. It was seconded by Thom.

Motion passed 5-0

Town of Hope

Animal Control Officer Agreement

This Agreement, dated August 11, 2020 between the Town of Hope and Heidi Blood sets forth the terms and conditions under which Heidi shall serve as the Animal Control Officer for the Town of Hope for a period of one (1) year, ending on June 30, 2021.

- 1.) Ms. Blood shall possess and maintain all required State of Maine licenses, qualifications and certifications necessary to lawfully serve as the Animal Control Officer for the Town of Hope so long as she shall act in that capacity.
- 2.) Ms. Blood shall perform only the animal control duties required of the Town of Hope by Maine State law and summarized in the Maine Municipal Association information packet.
- 3.) Ms. Blood shall be paid an annual stipend of \$4,350.00 for the performance of all required duties, plus an allowance not to exceed \$673.00 for reasonable and documented mileage, plus reimbursement for reasonable and documented supplies. The annual stipend shall be paid monthly, and reasonable mileage and expenses shall be paid monthly. If Ms. Blood is for any reason temporarily unable to perform her assigned duties she will notify the Town of Hope and provide the name and contact information of a lawfully qualified and certified temporary replacement. The Town of Hope will pay up to \$200.00 for the temporary services of that replacement. Any temporary replacement costs beyond that will be paid to the alternate by Ms. Blood.
- 4.) Ms. Blood shall file a monthly report with the Town of Hope documenting her activities as Animal Control Officer. The report shall include the date of any activity, the name of the person or entity that called her, a description of the activity including the name of the related citizen if it concerns a domesticated animal, and any associated mileage or expenses. Ms. Blood agrees to attend Selectmen's Meetings from time-to-time to provide in-person updates and other relevant topics to the Board of Selectmen.
- 5.) Ms. Blood is appointed by the Selectmen of the Town of Hope and serves at their pleasure. If relieved of her duties by the Town of Hope or if she can no longer perform her duties, Ms. Blood shall be paid through the end of the month in which her appointment is terminated or the month that she gives notice that she can no longer perform her duties. Ms. Blood shall give the Town of Hope notice at the earliest possible date if she determines that she can no longer perform her duties.

Heidi Blood, Animal Control Officer

Samantha Mank, Town Administrator



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2021 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

JAMES BENNETT (CITY MANAGER, CITY OF BIDDEFORD)

Professional & Municipal Experience:

- City of Biddeford, Maine – City Manager (August 2015 – present)
- Adjunct Professor, USM Muskie School, Masters level courses: (1) Public Budgeting and Finance, and (2) Managing Towns and Municipalities
- City of Presque Isle, Maine – City Manager (March 2010 - July 2015)
- Town of Sabattus, Maine – Interim Town Manager (September 2009 – March 2010)
- City of Lewiston, Maine – City Administrator (March 2002 – July 2009)
- Town of Westbrook, Maine – Administrative Assistant to the Mayor (October 1996 – March 2002)
- Town Old Orchard Beach, Maine – Town Manager (May 1990 – October 1996)
- Town of New Gloucester, Maine – Town Manager (February 1988 – May 1990)
- Town of Dixfield, Maine – Town Manager (February 1986 – February 1988)
- Town of Lisbon, Maine – Selectman (May 1982 – February 1986) Vice Chairman (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (1992 – 1996) (2018 – present)
- Member, MMA Property & Casualty Pool Board of Directors (1992 – 1996) (2018 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (1992 – 1996) (2018 – present)
- Member, MMA Strategic & Finance Committee (1995 - 1996, 2018 – present); Chair (1995 -1996, 2019-2020)
- Member, Governor’s Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, MMA Legislative Policy Committee (served as member many years since 1990)
- Co-developed and presented 2020 MMA Webinar “Budgeting in Uncertain Times” in response to COVID-19
- Frequent presenter on behalf of MMA Training: Basic Budgeting since 1993; Cash Management for Municipalities since late 1990s; Top Ten Things I wish I Was Told Earlier in My Career since 2014, Leadership Training since 2018
- President, International City/County Management Association (2014 – 2015); Regional Vice President, (2008 – 2011) Chairperson, Conference Planning Committee, (2007 – 2008); Committee Member (various years 1997 – 2011); Small Community Task Force (1999 – 2001)
- ICMA Emerging Leaders Development Program Facilitator (2007 – present)
- President, Maine Town & City Management Association (1998 –1999); Board of Directors (1991 – 2000)
- President, Aroostook Municipal Association (2012 – 2014)
- Executive Board, Northern Maine Development Commission (2010 – present)
- Chairperson, Aroostook Tourism Committee (2011 – 2013)
- Member, Revolving Loan Committee, Northern Maine Development Commission (2010 – present)
- Executive Board, Maine Service Center Coalition (2011 – present)
- Treasurer, Martindale Country Club (2005 – 2008)
- Treasurer, Kora Clown Shrine Unit (2004 – 2008)
- Kora Divan, Kora Shriners (2004-2006; 2019 - present)
- Worshipful Master, Ancient York Lodge of Free and Accepted Masons (2007)
- Chairman and Founder, Ginger Bennett Memorial Scholarship Fund (2003 – present)
- Chairman, Joseph Graziano Memorial Scholarship Fund (2004 – 2012)

Education:

- Master of Business Administration, University of Southern Maine
- Bachelor of Science, Business Administration, University of Southern Maine
- Associate of Science, Accounting, Bentley College

Awards and Certifications:

- ICMA Legacy Leader since 2008
- All –America City, National Civic League (LEW) 2007
- Public Service Leadership Award, Androscoggin Chamber of Commerce 2006
- Maine Town and City Management Association’s “Linc Stackpole Manager of the Year” August 2003
- ICMA Credentialed Manager since 2002 (*initial year of program*)
- MTCMA Certified Municipal Manager since 1993

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

ROBERT BUTLER (CHAIR OF SELECTBOARD, TOWN OF WALDOBORO)

Professional & Municipal Experience:

- Town of Waldoboro, Select Board Chair (first year of third non-consecutive term)
- Town of Waldoboro committees, including: Budget Committee, Economic Development Committee, Culinary Arts Committee, Sylvania Task Force, Communications and Technology Committee, Town Manager Search Committee and A.D. Gray Committee, Water Department Committee
- Waldoboro Public Library, Treasurer
- Waldoboro Public Library, Member of Board of Trustees
- Waldoboro Business Association, Member, Board
- Municipal Review Committee, Member, Board

Other Experience, Committees and Affiliations:

- Peace Corps, Afghanistan 1968-1970: Taught English as a foreign language in a rural village in the Kuz Konar District of Nangrahar Province and at the Institute of Civil Aviation, Kabul
- Ashland Oil Company, Beirut, Lebanon: Middle East Representative
- Arabian American Oil Company, Dhahran, Saudi Arabia: Government Relations and Contracting Rep
- Bank of Boston, Boston, MA and Tehran, Iran: Middle East Africa Division, Credit Analyst and Middle East Representative
- The National Commercial Bank, Dammam, Saudi Arabia: Head of Corporate Banking, Eastern Province
- Mount Street Holdings, London, England and Al-Khobar, Saudi Arabia: Partner and Financial Advisor
- A.I.N.V. (Arizona), Inc., President. Holding company for a private Saudi investment in a jojoba plantation located in Hyder, Arizona, which my wife and I subsequently purchased.
- Cottonwood Creek, Madera, California. Manager: Certified Organic Grape and Almond farm
- Boston Jojoba Company/The Jojoba Company, President and Co-Owner with my wife. Founded to purchase jojoba seeds and to process and market pure, unrefined golden jojoba world-wide. My wife and I sold the business to Israeli growers in September 2018. She retired immediately upon the sale. I retired in April 2019

Education:

- BA/MA German Literature, The Johns Hopkins University, Baltimore, Maryland (1968)
- MA International Relations, The Johns Hopkins University School of Advanced International Studies (1972)
- Middle East Center for Arab Studies, Shemlan, Lebanon (1973). Advanced Arabic
- MBA Boston University, Boston, Massachusetts (1980)

TERRY HELMS (SELECTPERSON, TOWN OF GRAND ISLE)

Professional & Municipal Experience:

- Town of Grand Isle, Selectperson (July 2015 – present)

Other Experience, Committees and Affiliations:

- Assisted in organizing Congrès Mondial Acadien event in northern Maine as part of the Maine Regional Coordinating Committee and Executive Committee
- Self-employed: TH Enterprises, Caribou, Limestone, Lille and Grand Isle, Maine
- Historic Restoration Specialist
- Tom Sawyer Waste Management, Caribou, Maine

- Tony's Major Muffler Mechanic, Presque Isle, Maine
- Power's Roofing and Sheet Metal, Caribou, Maine
- Bacon Chevrolet General Mechanic, Greenwich, Ohio
- United States Air Force Sargent, Loring, Maine, Keflavic NAS, Iceland
- Saranac Central School System, Library Assistant, Saranac, New York

Education:

- University of Maine at Presque Isle, completed semester (left due to financial obligations)
- School Without Walls, Washington DC, completed high school education
- Ballou High School, Washington DC
- Saranac Central Elementary, Jr. and High School, Saranac, New York
- Conner Elementary School, Long Beach, Mississippi

Awards and Certifications:

- Maine Preservation Honor Award (November 2014)
- Paint and Plaster Repair Seminar (January 2007)
- Maine Preservation Honor Award (May 2006)
- Four Barrel Carburetor Systems (January 1985)
- Computer Command Control Fundamentals (January 1985)
- Transportation Award (June 1983)
- NCO Orientation Phase II – Security (March 1983)
- Steering Systems, Power Brakes, Wheel Alignment and Wheel Balancing (November 1980)
- Air Force Office of Safety and Health (November 1979)
- General Purpose Mechanic Course (September 1979)

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna. (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)



**MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT**

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

Terry Helms, Selectperson, Town of Grand Isle

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____ **Signature:** _____
Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names: _____

Signatures: _____

Return To:
MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org

August 7, 2020

To: Board of Assessors

From: Assessors' Agent

Re: Supplemental Assessment for August 11, 2020

Attached to this memo is one Supplemental Assessment for consideration and if approved, your signature at your meeting of August 11, 2020. This is a *Tree Growth Penalty Commitment* to Rick and Cindy Catalano for their property on Alford Lake Road at Map 7 Lot 31. The Catalanos made a request for a voluntary withdrawal of 8 acres from classification to unclassified land. This change resulted in a withdrawal of classified land, creation of a base lot and a penalty of \$8,500.00 as calculated on the *Tree Growth Penalty Commitment*. Your signature will allow the tax collector to process this supplement and issue a bill to the Catalanos.

If you have any questions, please let me know.

Vern

Tree Growth Penalty Commitment

36 M.R.S.A. sec. 581
36 M.R.S.A. sec 731-B

To Alexenia J Payor, Tax Collector
Town of Hope
County of Knox

Hereby committed to you is a true list of the tree growth withdrawal penalty of the persons hereinafter named. You are hereby directed to levy and collect of the persons herein named the sum of Eight Thousand Five Hundred Dollars and No Cents (\$8,500).

Full land value	\$52,600
Tree Growth value	<u>10,100</u>
Difference	\$42,500
Penalty (13 Years)	<u>x 20%</u>
Supplemental Tax	\$8,500.00

Payment Due: September 10, 2020
Interest Begins: October 10, 2020

Property owner: Rick A & Cindy L Catalano
Location: Alford Lake Road, Hope, Maine
Map 7 Lot 31

Given under our hands this Eleventh day of August, 2020

Assessors of

Hope, Maine

**MAINE STATUTES AUTHORIZING EXECUTIVE SESSIONS
FOR MUNICIPALITIES**

SAMPLE MOTION: I move to go into executive session to consider the *[Insert Reason for Executive Session]* pursuant to *[Insert Statutory Citation]*.

EXAMPLE: I move to go into executive session to consider the *[acquisition of real property]* pursuant to *[1 M.R.S. § 405(6)(C)]*.

REASON FOR EXECUTIVE SESSION	STATUTORY CITATION	APPLIES TO (EXPLANATION)
Acquisition of property	1 M.R.S.A. § 405(6)(C)	Real or personal property attached to real property or interests therein if premature disclosure would prejudice competitive or bargaining position of the municipality
Appointment of officials/ appointees/employees	1 M.R.S.A. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Assignment of officials/ appointees/employees	1 M.R.S.A. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Compensation of officials/ appointees/ employees	1 M.R.S.A. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Condition of property	1 M.R.S.A. § 405(6)(C)	Real or personal property attached to real property or interests therein if premature disclosure would prejudice competitive or bargaining position of the municipality

Note: This summary is subject to modification as the result of legislative changes. In specific cases, the text of the actual statute should always be reviewed.

REASON FOR EXECUTIVE SESSION	STATUTORY CITATION	APPLIES TO (EXPLANATION)
Demotion of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Disciplining of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Dismissal of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Disposition of property	1 M.R.S. § 405(6)(C)	Publicly held property only if premature disclosure would prejudice competitive or bargaining position of the municipality
Duties of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Economic development	1 M.R.S. § 405(6)(C)	Discussion generally only if premature disclosure would prejudice competitive or bargaining position of the municipality
Employment of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Evaluation of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Note: This summary is subject to modification as the result of legislative changes. In specific cases, the text of the actual statute should always be reviewed.

REASON FOR EXECUTIVE SESSION	STATUTORY CITATION	APPLIES TO (EXPLANATION)
Hearing of charges against a person or persons	1 M.R.S. § 405(6)(A)	Public officials, appointees, employees or other persons if public discussion could damage reputation or violate right to privacy
Hearing of complaints against a person or persons	1 M.R.S. § 405(6)(A)	Public officials, appointees, employees or other persons if public discussion could damage reputation or violate right to privacy
Information in confidential records; discussion or review of	1 M.R.S. § 405(6)(F)	Records made, maintained or received by the municipality to which public access is prohibited by statute or regulation
Investigation of charges against a person or persons	1 M.R.S. § 405(6)(A)	Public officials, appointees, employees or other persons if public discussion could damage reputation or violate right to privacy
Investigation of complaints against a person or persons	1 M.R.S. § 405(6)(A)	Public officials, appointees, employees or other persons if public discussion could damage reputation or violate right to privacy
Labor contract discussions [parties must be named]	1 M.R.S. § 405(6)(D)	Public employer and its negotiators
Labor contract meetings [parties must be named]	1 M.R.S. § 405(6)(D)	Public employer and its negotiators
Labor contract negotiations	1 M.R.S. § 405(6)(D)	Negotiations if parties have not agreed to open sessions
Labor contract proposal discussions [parties must be named]	1 M.R.S. § 405(6)(D)	Public employer and its negotiators

Note: This summary is subject to modification as the result of legislative changes. In specific cases, the text of the actual statute should always be reviewed.

REASON FOR EXECUTIVE SESSION	STATUTORY CITATION	APPLIES TO (EXPLANATION)
Legal rights and duties of the municipality; discussion of	1 M.R.S. § 405(6)(E)	Consultations between the municipality and its attorney
Litigation, pending or contemplated; discussion of	1 M.R.S. § 405(6)(E)	Consultations between the municipality and its attorney
Matters where duties of legal counsel to client under Code of Professional Responsibility conflict with statute or where premature disclosure would disadvantage municipality; discussion of	1 M.R.S. § 405(6)(E)	Consultations between the municipality and its attorney
Negotiations between public employer and public employees	1 M.R.S. § 405(6)(D)	Labor negotiations if parties have not agreed to open sessions
Promotion of officials/ appointees /employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Resignation of officials/ appointees/employees	1 M.R.S. § 405(6)(A)	Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy
Settlement offers	1 M.R.S. § 405(6)(E)	Consultations between the municipality and its attorney
Use of property	1 M.R.S. § 405(6)(C)	Real or personal property attached to real property or interests therein if premature disclosure would prejudice competitive or bargaining position of the municipality

Note: This summary is subject to modification as the result of legislative changes. In specific cases, the text of the actual statute should always be reviewed.

Title 1: GENERAL PROVISIONS
Chapter 13: PUBLIC RECORDS AND PROCEEDINGS
Subchapter 1: FREEDOM OF ACCESS

§405. Executive sessions

Those bodies or agencies falling within this subchapter may hold executive sessions subject to the following conditions. [PL 1975, c. 758 (NEW).]

1. Not to defeat purposes of subchapter. An executive session may not be used to defeat the purposes of this subchapter as stated in section 401.

[PL 2009, c. 240, §2 (AMD).]

2. Final approval of certain items prohibited. An ordinance, order, rule, resolution, regulation, contract, appointment or other official action may not be finally approved at an executive session.

[PL 2009, c. 240, §2 (AMD).]

3. Procedure for calling of executive session. An executive session may be called only by a public, recorded vote of 3/5 of the members, present and voting, of such bodies or agencies.

[PL 2009, c. 240, §2 (AMD).]

4. Motion contents. A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business. Failure to state all authorities justifying the executive session does not constitute a violation of this subchapter if one or more of the authorities are accurately cited in the motion. An inaccurate citation of authority for an executive session does not violate this subchapter if valid authority that permits the executive session exists and the failure to cite the valid authority was inadvertent.

[PL 2003, c. 709, §1 (AMD).]

5. Matters not contained in motion prohibited. Matters other than those identified in the motion to go into executive session may not be considered in that particular executive session.

[PL 2009, c. 240, §2 (AMD).]

6. Permitted deliberation. Deliberations on only the following matters may be conducted during an executive session:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal; [PL 2009, c. 240, §2 (AMD).]

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire; [PL 2009, c. 240, §2 (AMD).]

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency; [PL 1987, c. 477, §3 (AMD).]

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions; [PL 1999, c. 144, §1 (RPR).]

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage; [PL 2009, c. 240, §2 (AMD).]

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute; [PL 1999, c. 180, §1 (AMD).]

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and [PL 1999, c. 180, §2 (AMD).]

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter. [PL 1999, c. 180, §3 (NEW).]

[PL 2009, c. 240, §2 (AMD).]

SECTION HISTORY

PL 1975, c. 758 (RPR). PL 1979, c. 541, §A3 (AMD). PL 1987, c. 477, §§2,3 (AMD). PL 1987, c. 769, §A1 (AMD). PL 1999, c. 40, §§1,2 (AMD). PL 1999, c. 144, §1 (AMD). PL 1999, c. 180, §§1-3 (AMD). PL 2003, c. 709, §1 (AMD). PL 2009, c. 240, §2 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.