

MINUTES OF SELECT BOARD MEETING

Hope Select Board

Tuesday, October 12, 2021

6:30 PM

Hope Town Office

View the meeting in its entirety at

https://townhallstreams.com/towns/hope_me

Board Members Present:

- Sarah Ann Smith, Dick Crabtree, Wendy Pelletier, Mike Brown, and Bruce Haffner (*via Zoom*)

Others Present:

- Samantha Mank, Matt Weaver, Jennifer Daigle, Jeremy Daigle, and Paul Smith

Call to Order:

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

Agenda Adjustments/Approval:

- Dick made a motion to approve the agenda as written. It was seconded by Mike
Motion passed 5-0

Public Comment:

- None

Minutes:

- September 26, 2021: Dick made a motion to approve the 9/26/21 minutes with edits. It was seconded by Wendy.
Motion passed 5-0

Warrants 28, 29, 30, & 31:

- The Select Board reviewed the warrants. Mike made a motion to approve, and sign warrants 28, 29, 30, and 31. It was seconded by Bruce. Bruce also noted that the equipment rates being used by Monroe Construction are 30% above the state rates and that the hourly rates are three times the monthly rates. Bruce questioned which rates should be used when billing the Town. Dick suggested allowing the Roads Advisory Committee to look into this matter.
Motion passed 5-0

New Business:

- Confirmation Deputy Clerk – Jennifer Daigle: Town Administrator gave brief introduction to Jennifer Daigle as the Town’s new Deputy Town Clerk. Sarah made a motion to conform Jennifer as the Deputy Town Clerk. It was seconded by Wendy.
Motion passed 5-0
- Wealth Management Report – Matt Weaver: Matt gave a summary of the Town’s investment accounts from January 1, 2021 – October 12, 2021. The Town is conservatively invested in both short- and long-term investments including Cash and Equivalents, Equities, and Fixed Income.

During this reporting period, the Town saw a 2.47% rate of return.

- **Use of Electronic Signatures:** The matter of the School Committee using electronic signatures on disbursement warrants was discussed in 2017. At that time, it was determined that physical original signatures were required by law. In 2020, the Governor issued an Executive Order allowing for remote meetings and thereby also allowing for digital signatures for disbursement warrants. The Executive Order expired 30 days after June 30, 2021. There was no provision made to continue with digital signatures. MMA has advised the Town that digital signatures are not acceptable for disbursement warrant although they may be allowable for other types of warrants or contracts. The School Committee has continued to use digital signatures when signing warrants for HES. Sarah made a motion, “based on the information available to us, including a legal opinion from the Maine Municipal Association, the Select Board believes that the School Committee is required to sign official documents in person at a public meeting”. It was seconded by Dick.

Motion passed 5-0

- **NEMHS – Ambulance Reports:** The Select Board reviewed the reports submitted by North East Mobile Health Services for June, July, and August.

Old Business:

- None

Other Business:

- Bruce noted that this is the last year for the contract for plowing and shoveling parking lots and sidewalks for the Town Office and both fire stations. He thought money could be saved if the Town and HES shared a contract for this service, or the Town could purchase a truck and do the plowing itself.
- Dick asked Town Administrator to draft proposals for how to resolve the plowing issue, resolve that matter of Monroe Construction rates vs. State rates, and resolve the issue for the need for a public works department.

Town Administrator Report:

- The Town’s audit date has been changed to December 1, 2021. The Town is ready. The school is not. Our audits are connected to each other. We have to wait for the school to be ready before we can have our audit completed.
- The School Union 69 Superintendents Office is moving to Lincolnville in two weeks.
- I will be attending a training on reporting and record keeping the ARPA funding and projects on October 22nd. I have asked the Bookkeeper to attend certain relevant parts as well since it is a Zoom meeting training.
- The reporting the intended uses for the ARPA money has been changed from October 31, 2021, to April 30, 2022.
- There are 10 real estate 2020 accounts totaling \$29,792.61. Unpaid 2020 real estate taxes will automatically foreclose on February 10, 2022, if the accounts are not paid in full. This remains unchanged since the last meeting.

- There are 24 RE accounts for 2021, totaling \$47,523.66. Unpaid 2021 real estate taxes will automatically foreclose on February 3, 2023, if the accounts are not paid in full.
- There are 996 RE accounts for 2022, totaling \$1,610,373.49. The first half is due on Thursday, September 30, 2021.
- The cash has not been out of balance since the last Select Board meeting on September 26, 2021.

Executive Session(s):

- Code Enforcement Matter - Pursuant to 1 M.R.S. §405 6(A)(1) and Personnel Matter - Pursuant to 1 M.R.S. §405 6(A)(1): Dick made a motion to enter executive session at 7:39 p.m. It was seconded by Mike.

Motion passed 5-0

- Bruce was not present as executive sessions are not conducted via Zoom.
- Dick made a motion to exit executive session at 8:25 p.m. It was seconded by Mike.

Motion passed 4-0

Adjournment:

- Mike made a motion to adjourn at 8:26 p.m. It was seconded by Dick.

Motion passed 4-0

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