

TOWN OF BRADFORD
BOARD OF SELECTMEN MINUTES
Monday, April 3, 2023

Attendance: Tim Bubar, Errol Hanson, Amber Hines, Julie McCarthy, Carlene Oakes

Public: Courtney-Jo Arrants, Joyce Dyer, Andrew Miller, Ed Nevells, Peggy Nevells, Mike Pelletier, Levi Surette

Open Meeting: 6:00 pm.

- Pledge of Allegiance.

Item 1. Approval of March 20, 2023 Minutes

- Tabled.

Item 2. Review of Treasurers Warrants: 21

- **Motion: Accept treasurer's warrant 21 (T. Bubar motion, J. McCarthy second). Motion passes 5-0.**

Item 3. Open Session

- Bev Hanson – suggests selling the four folding cafeteria tables; discussion.
- **Motion: Sell the four folding cafeteria tables. (J. McCarthy motion, E. Hanson second). Motion passes 5-0.**
- **Motion: Set the asking price for the four folding cafeteria tables at \$500 each, and decrease the asking price by \$100 each at 3 week intervals until sold (A. Hines motion, E. Hanson second).** Discussion: Julie will post them for sale on Facebook. **Motion passes 5-0.**
- Julie McCarthy – responded with answers to each of the questions Jessie Young asked the Board at the March 20th meeting.
- **Motion: Provide Jessie with the written answers to his questions (J. McCarthy motion, A. Hines second). Motion passes 5-0.**
- Jenny Worster – the start of Wilder Davis Road is bad; improvements may be done after mud season.

Item 4. Committee Reports

- a) Planning Board / CEO – no report
- b) Future Fire Station Committee – Joyce Dyer
 - Working through the application process with the USDA.
- c) Recreation Committee / Bradford Days Committee – no report
- d) Fire Department – Jessie Young
 - Penobscot County Fire Chiefs Association – Bradford has not been a member since Dusty Kelley left; an application has been filed to rejoin the Association at a cost of \$25 per year; Jessie attends the meetings in Orrington.
 - Burn Permits – the Maine Forest Service recommends the public get their burn permits online so they are aware, and the online permits are now free! Any outdoor fire (including campfires) larger than 3 feet by 3 feet requires a burn permit.
 - Town Dumpster – it is currently too close to the fuel tank; it gets in the way of the trucks trying to fuel up.
 - Hudson Fire Dept – currently very short staffed (4 active member, 8 members total); Charleston Fire Dept is also very short staffed.

- Ambulance / Paramedics Issue – Mayo ambulance in Corinth now covers many other towns, making them very busy, so ambulance service for Bradford is likely to come from Dover (estimated 40 minute response time). G+H Ambulance out of Hudson could be our second option, but if the patient does not go to the hospital, the patient will need to pay a surcharge. No decision at this time to utilize G+H. Milo’s ambulance service is shutting down.
 - U.S. Congressional Blue Ribbon Project – it is a \$26 million package to support regional EMS services; hoping it passes.
- e) Road Commissioner
- Errol – received complaints that the Williams Road is rough; mostly potholes and some ruts. Discussion of the timing of grading in the Fall.
 - Errol – the town truck needs tires, oil change, inspection, and wiring installed for the magnesium tank pump. Discussion.
 - Carlene and Tim will seek prices for new tires.
 - The magnesium pump must be installed exactly by the instructions to prevent damage to the pump.
 - **Motion: Take the magnesium pump installation instructions to Owen Hanson to see if he can do that job, along with the inspection, oil change, and tire installation (A. Hines motion, J. McCarthy second). Motion passes 4-0-1 (E. Hanson abstained).**
 - Errol – need to order more liquid magnesium, but need to use some before placing the order.
 - Liquid magnesium on winter roads – Erik Hanson asked if there is interest in using liquid magnesium to make the sand stick to the roads better; Erik has 2 trucks equipped to apply liquid magnesium; there is interest from the Road Commissioners so Erik will research it further and report back.
- f) Town Manager – no report

Item 5. Old Business

- a) PBC Sound - J. McCarthy
- Recap: the sound system and screen is estimated at \$7,900; the sound system alone is estimated at \$6,000; there is \$2,000 in the budget under 17-60-03 Projects; Bradford Heritage pledged at least \$500 toward the sound system; Bev Hanson is volunteering to fund-raise.
 - Discuss fund-raising ideas; Courtney-Jo will check with the Rec Committee to see if they are willing to match the Historical Society donation.
 - **Motion: Use the \$2,000 in 17-60-03 for 2023 for the sound system and screen and fund-raise for the rest (J. McCarthy motion, A. Hines second). Motion passes 5-0.**
- b) Text Messaging Plan – no update
- c) Rock Rake – no update
- d) Town Website – no update
- e) Executive Sessions Update - J. McCarthy
- MMA states that if an individual wishes to have an Executive session under 1 M.R.S. § 405(6)(A)(3) in Open session, they must state so in writing with their name and the date, and signing the statement is optional.
- f) Town Manager Office Hours - E. Hanson
- There was much discussion around this subject; there is a desire to have the Town Manager in the office when the office is open to the public, and a desire to provide flexibility to the Town Manager on Mondays and Fridays.

- **Motion: Set the Town Manager hours for Tues/Wed/Thurs to 9am to 6pm, and Mon/Fri to be 8 hours per day between the hours of 8am and 10pm, and all time off must be approved by the Board of Selectmen at least 2 weeks in advance, and information (regarding time away from the office during working hours) must be accessible to all Board members (E. Hanson motion, T. Bubar second). Motion passes 3-1-1 (C. Oakes abstained)**
- g) Station Road Property Tax Issue - E. Hanson
- Errol researched the issue; tax receipts for 2018 through 2022 show not all taxes were collected; he obtained the Writ of Possession from the Sheriff's department; he prepared a letter to the Town Attorney.
 - **Motion: Send the letter along with the receipts and Writ to the Town Attorney (E. Hanson motion, T. Bubar second). Motion passes 5-0.**
- h) Procedure for Contacting Town Lawyer - E. Hanson
- The Town Attorney works for the Town through the Board of Selectmen, not for the Town Manager or an individual selectman.
 - **Motion: The Town Attorney may only be contacted by motion of the Board of Selectmen (E. Hanson motion, T. Bubar second). Motion passes 5-0.**
- i) Budget Committee Meeting with the Board of Selectmen
- Open: 7:02 pm
 - Attendees: Erik Hanson, Matthew McCarthy, Brian Parker, Jenny Worster, Jessie Young
 - 17-70-14 Middle Branch Bridge – at the March 9, 2023 Budget Committee meeting, a motion passed to increase this line from \$30,000 to \$50,000.
 - **Selectmen Motion: Increase account 17-70-14 to \$50,000 (A. Hines motion, C. Oakes second). Motion fails 2-3.**
 - **Budget Committee Original Motion: Decrease account 17-70-14 to \$30,000 (E. Hanson motion, J. Young second). No vote due to amendment passing.**
 - **Budget Committee Amended Motion: Decrease account 17-70-14 to \$40,000 (B. Parker motion, E. Hanson second). Amendment passes 5-0.**
 - **Budget Committee Amended Original Motion: Decrease account 17-70-14 to \$40,000. Amended Motion passes 5-0.**
 - **Selectmen Motion: Increase account 17-70-14 to \$40,000 (E. Hanson motion, T. Bubar second). Motion passes 5-0.**
 - Middle Branch Bridge discussion – the timing of when the bridge will be repaired is unknown; construction costs right now are in a bubble, and there is speculation they should come down. Given that, there is no urgency to do the bridge project.
 - Mil Rate – Errol has asked our tax assessor to provide an estimated mil rate and she is working on that. There is no estimate at this time, but \$60,000 of appropriations is about 1 mil.
 - Electricity costs – Torri is looking into a more accurate estimate for the Board of Selectmen; increasing electricity costs is a concern.
 - Surplus Usage for Tax Relief – the Selectmen are recommending up to \$70,000 from surplus be used to help control the mil rate at the time of tax commitment; this is the same amount in last year's warrant article; the Budget Committee did not have any concerns with that amount.
 - Surplus Usage for Paving – there is a project planned to pave the Pond Rd. this year; there will be a warrant article to request the funding come from surplus.
 - Surplus Available – discussion of how much surplus is available and how much is needed to fund the checking account until taxes are due in August; the 2022 Audit Report will have the amount of Undesignated Funds, which is the basis for surplus calculation.
 - Adjourn: 7:51 pm

Item 6. New Business

- a) Ethics Policy – A. Hines
- A draft Ethics policy has been prepared and distributed to the selectmen.
 - Table until the next meeting to allow time for everyone to review and suggest changes.

Item 7. Correspondence – none

Item 8. Request for Additional Agenda Items

- a) Bad Debt - E. Hanson
- Errol asked Mindy Cyr (Auditor) if Bad Debt is included in the Municipal Audit Report; Mindy said she does not know how to find bad debt information; Mindy provided a letter describing what she does (Amber has that letter).
 - Amber will work with the Town Manager to identify Bad Debt amounts.
- b) Town Clean-up Day - J. McCarthy
- Julie suggests a Town Clean-up Day on Saturday April 22 from 9 am to 11 am.
 - The Board supports the idea; the announcement will be included in the Selectmen's article in the April Newsletter.
 - Ed will notify the CPSWF so they are aware of this event.
- c) Survey for Residents - J. McCarthy
- Julie prepared a 6-question survey to distribute in the April Newsletter; this was shortened to 5 questions.
 - The questions were reviewed and no new questions were added.
 - **Motion: Include the survey in the Newsletter, and have a paragraph in the Selectmen News (J. McCarthy motion, A. Hines second). Motion passes 5-0.**
- d) Fence Repair at Ballfield – A. Hines
- Amber will organize the volunteers to repair the fence at the fire station ball field; E. Hanson will provide a tractor; date to be determined.
- e) MMA Responses – J. McCarthy
- Suggests keeping all MMA correspondence in a binder for future reference.
- f) Town Manager Evaluation Summary – J. McCarthy
- A summary sheet has been prepared to be used as a reference for future boards; to be placed in the Town Manager personnel records lockbox.
- g) Library Mowing – E. Hanson
- Mowing of the library was not included in the mowing contract; will add to next year's mowing contract as soon as possible so it is not forgotten; the Library Board has made plans to do the mowing themselves this year.
- h) Town Meeting, Budget Public Notices – E. Hanson
- Would like the Board to carefully review the Town Warrant and Budget information for the annual town meeting before it is posted at the store to prevent oversights.
 - **Motion: The Board of Selectmen will read all town meeting documents related to the warrant articles and budget before they are posted publicly (T. Bubar motion, E. Hanson second). Motion passes 5-0.**
- i) Town Maintenance Contractors – E. Hanson
- The people on Errol's list of contractors all have workers comp insurance and are willing to work for the town as needed.
 - Amber has a son considering part-time contractor work; evaluating costs to work as a contractor vs. an employee.

j) Sand Salt Shed Door

- The Town Manager is going to contact Nate Jones to see if he can maintain the door.
- The door is in serious need of service; perhaps professionals are the way to go.
- Amber will call around to get estimates for maintenance to the door.

k) Answering Machine

- There is interest in having an answering machine in the town office. There is concern that messages reporting road defects may not be responded to within 24 hours over weekends.
- Julie will check with MMA to see if messages are considered “received” at the time they are left on the answering machine, or the time when the message is listened to. This will answer the question about the risk associated with road defect reporting.

Item 9. Executive Session - none

Item 10. Adjourn: 8:59 pm

Submitted by:

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Edward Nevells

_____/S/_____
Selectman Timothy Bubar

_____/S/_____
Selectman Amber Hines

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Selectman Errol Hanson

_____/S/_____
Selectman Julie McCarthy

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Selectman Carlene Oakes