

APPROVED

**Town of Bradford
Board of Selectmen Agenda
@Bradford Community Center Building
Thursday, January 4, 2024 @ 6:00pm**

Item 1. Open Meeting – Pledge of Allegiance. Chairman Hanson opened the meeting at 6:00PM, followed by the pledge.

Item 2. Approve Minutes.

- A. **December 11, 2023.** Selectman Oakes made a motion and Selectman Hanson 2nd to approve the minutes, as written. Four in favor – Selectman Surette abstained.

Item 3. Treasurer’s Warrants:

- A. **Payroll: #89, 90, 92.** Selectman Nevells made a motion and Selectman Hanson 2nd to approve warrants #89, 90, & 92. Four in favor – Selectman Oakes abstained.
- B. **Accounts Payable: #93, 94.** Selectman Nevells made a motion and Selectman Hanson 2nd to approve warrants #93 & 94. All in favor.
- a. **RESERVE QUESTION. (Discussed under Item 11E.)** Manager inquired about how the reserve funds have been handled in the past, as there was a check issued for the reserve accounts. Board decided to approve the check, as the funds need to be transferred, whether by check or by journal entry.

Item 4. Open Session. None.

Item 5. Road Commissioners Report. Cody Caruso installed street signs for Reeves Road and Pleasant Road, and fixed the shingles that had blown off the town’s garage. There was a mud issue on the Atkinson Road that was fixed by E & E Earthworks.

There was some discussion about brush cutting – using the brush head on an excavator. Billy Lundin charges \$130 an hour and BJ Higgins charges \$135 an hour. No decision for scheduling or choosing, at this time.

Item 6. Select Board Priority Topic:

- A. **Levi** – Confirmed Manager contacted Penobscot Dispatch to update Town’s info, especially the Plow Contractor info, in case of emergency.
- B. **Carlene** – Has three properties not taxed, some with buildings removed or not added. Manager will discuss with Assessor’s Agent.
- C. **Ed** – None.
- D. **Julie – Town Website.** Offered the name of Jarod, who has created Charleston’s website. Manager also offered GovOffice as a reputable website option. Will gather more price info.
- E. **Errol – Letters from the assessor, TM contract & appointments, road upgrade proposals.** There was some discussion, with letters from the Assessor’s Agent, about inaccurate removal of property from Farm Land with no penalties and splits created improperly. Assessor’s Agent recommends no penalties, at this time, due to failure of past Assessor’s Agents. Chairman Hanson made a motion and Selectman McCarthy 2nd to not pursue penalties in this instance. Four in favor – Selectman Oakes opposed.

Item 7. Executive Session: 1 M.R.S.A. 405 (6A) PERSONNEL ISSUES. (Taken out of order.)

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- A. **Applicants for Town Manager.** Chairman Hanson made a motion and Selectman McCarthy 2nd to go into executive session at 8:38PM, under 1 MRSA 405 6 (A), to discuss applicants for the Town Manager position. All in favor.
Selectman Nevells made a motion and Selectman McCarthy 2nd to come out of executive session at 9:01PM. All in favor.

Item 8. Old Business:

- A. **Lawncare Contract.** Manager had recommended to make the following changes to the Lawncare Contract – add that the contractor must list the Town of Bradford as an additional insured on the liability insurance, and must also submit proof of worker’s compensation; add mowing from the fire station ball field to the edge of East Road. Selectman McCarthy made a motion and Selectman Nevells 2nd to approve those changes. Four in favor – Chairman Hanson opposed.
- B. **Handicap accessibility to Town Hall.** Manager will inquire with Maine Accessibility Corporation for a cost of installing two automatic door openers on the front two doors.

Item 9. Addition/Other Business:

Item 10. New Business:

- A. **Budget. (Taken out of order.)** Courtney Arrants was present to discuss the rec committee budget request. Very minimal change from last year. The sprinkler system is still leaking – the budget needs to account for this to be repaired. Manager will have to do some research on who or what will fix or replace and the cost.
- B. **Petition for fencing around retention pond. (Taken out of order, after Item 3B).** Pat Murray was present to discuss the petition he circulated. Manager has reviewed petition and determined it is an invalid petition. To be a valid petition, it must be worded as an actual warrant article for the Town Meeting warrant. It must be included on every page, and there needs to be a circulator’s oath for the person circulating the petition to sign and have notarized. There were 9 non-registered voters, 2 cancelled voters, and 69 registered voters that signed the petition. The Board can still decide to include such an issue/question on the Town Meeting warrant, without an approved petition. Selectman McCarthy made a motion and Chairman Hanson 2nd to create a warrant article for inclusion on the Town Warrant for fencing around the retention pond behind the Community Center building, monetary request not to exceed \$10,000. All in favor.

Item 11. Committee Reports:

- A. **Planning Board/CEO – Update on encampment ordinance. (Taken out of order.)**
Joyce Dyer was present to update the Board on the Land Use Ordinance updates. The Planning Board is compiling a list of questions for the Town’s attorney. There was some discussion on the date the Board of Selectmen need to vote to extend the Moratorium. Manager will inquire with Town’s attorney for exact dates and timelines. Discussion also regarding the public hearing for the LUO updates to be presented prior to Town Meeting. Finally, there was some discussion on the possibility of people living on Mr. Tuller’s property on Middle Road. Manager will research what this means in light of the Moratorium. Also, there is a junkyard across from Tuller’s. This should be reviewed by CEO. Manager was asked to request monthly meetings from the CEO.
Joyce asked if the Planning Board could attend the zoom training for Planning Board in February. If Manager receives a list, Manager will enroll them.
- B. **Future Fire Station Committee** – Joyce Dyer informed the Board that Plymouth Engineering will have the specs and plans to USDA for approval by the end of January.
- C. **Recreation Committee/Bradford Days Committee** – None.

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- D. **Fire Department** – Fire Chief Jesse Young was present to submit his resignation. Assistant Fire Chief Desmond Murray was present to offer his services as Fire Chief. He is willing to step into the role. Manager will meet with him next week, after the Tuesday Fire meeting. Desi asked if there was a possibility of obtaining the side-by-side and enclosed trailer that Charleston Fire Department has for sale.
- E. **Town Manager – (See Item 3Ba.)** Manager also inquired as to the location of the perpetual care funds. There was a deposit into the General Fund last year (maybe in April), for the approximate amount that Perpetual Care should be, but cannot confirm those are Perpetual Care. Selectman Nevells will review his notes.

Item 12: Adjourn. Chairman Hanson made a motion and Selectman McCarthy 2nd to adjourn the meeting. All in favor.

Respectfully submitted,

Lois A. Jones
Interim Town Manager

Approved on _____, 2024, by:

Errol Hanson, Chairman

Julie McCarthy

Edward Nevells

Carlene Oakes

Levi Surette