

Town of Hartford
Selectmen Meeting
February 1, 2007
Draft Minutes

Present: David Bowen, Lee Holman, Hope McCabe, Lianne Bedard, Rick Houghton, Jack Plumley, Peggy Poskus, and Nancy Sargfield.

- I. David called the meeting to order at 6:35pm.
- II. David motioned to enter Executive Session: Title 1 Chapter 13 Section 405 Concerning Employee Evaluation/discussion/dates: Lee motioned to exit executive session at 7:00pm. Hope second. All in favor=3.
The Board of Selectmen set the following dates to meet with employees concerning employee evaluations: February 15, 2007: Gale Williams 6pm, Rick Houghton 6:10pm, and John Plumley 6:20pm. Lianne's appointment will be set at a later date.
- III. Open Session: Lee stated that Morton Inc. delivered salt to Maynard's sand pit in Canton instead of the new Sand Shed on last Tuesday.
- IV. Reports
 1. Road Report: Cathy received the complaint on Mahoney Rd. concerning a culvert that has risen and created a bump in the road. Cathy will fill in each side of the bump with gravel. The plow had dug into the bump. Cathy stated that the plow also scrapes off tar on the Howard road because of the ruts and unevenness along the road.
 2. CEO Report: Jack recently attended a legal issues workshop and found that the State Planning Office recommends that the Selectmen read through the material Jack presented. A case appearing in Maine superior court was lost recently because of the fact that the builder did not notify abutters before building. The builder has to remove the house from where it sits. Jack stated that the town ordinance should include the requirement that abutters are notified of all new construction and 30 days would be the waiting time to have a building permit approved. Making this change would protect the CEO, Selectmen, Planning Board and the town. Jack suggested consulting with our attorney for correct ordinance wording.
 3. ACO Report: Rick stated that things are still quiet.
- V. New Business
 1. Auditor/Nancy Sargfield: Nancy from R.H. Smith reviewed the 2005-2006 audit with the Selectmen. Nancy stated that the selectmen should have a Capital Management plan in place. Her recommendation was to set a figure for budgeting Animal Control expenditures. The Selectmen should estimate the total revenue from animal control and budget enough to

cover all expenses. This will help the selectmen have control over the budget. Open-ended budgets are not recommended. Nancy stated that Lianne was doing a good job with the bookkeeping.

2. Abatements: David motioned to approve the abatement for Map R3 Lot 18 \$219.61, R7 Lot 19.5 \$930.92, R8 Lot 1&2 \$209.61, R9 Lot 2.2 \$261.54. Hope second. All in favor=3. David motioned to table the abatement for R8 Lot 9 until he has spoken with the assessor concerning land values. Hope second. All in favor=3.
3. Personnel Policy/Job descriptions: Lianne handed out a draft personnel policy, job descriptions and code of ethics for the selectmen to review.
4. Town Hall Complaint: Peggy Poskus on behalf of the Comprehensive Plan Committee complained that the ramp was not cleared of snow & ice on the night of the Comprehensive Plan Hearing. David stated that they would look into budgeting money for a maintenance person. Peggy also complained that the outside lights were not working at the town hall and older folks have had a hard time getting into the building in the dark. David explained that the new fixtures must be replaced due to recurring problems.
5. EMA update: Lee has written to Tom Standard concerning missing the Sumner meeting scheduled for tonight. Lianne is to request copies of all receipts from Tom before paying him Hartford's share of expenses for EMA training.
6. Payroll Disbursement Policy: The Selectmen signed the disbursement policy.
7. Review Revised Shore land Application: the planning board has revised the shore-land application. Selectmen voted to table this issue until they have had time to review the new form.
8. Training: Lee motioned to allow Gale Williams to attend a solid waste operators forum. Hope second. All in favor=3.

VI. Old Business

1. Building permit policy: It was decided that a policy was not needed since the Building Lots ordinance includes minimum and maximum penalties for building without a permit.
2. Town Meeting location: Lianne has received the suggestion of holding the annual town meeting at the elementary school to solve the parking problem. Selectmen decided to continue to use the town hall for the annual meeting.

V. David motioned to approve the Selectmen minutes of January 18, 2007. Lee second. All in favor=3.

