

**TOWN OF JACKMAN
BOARD OF ASSESSORS & SELECTMEN
REGULAR MEETING
MINUTES
Beginning @ 6:00 PM
DECEMBER 12, 2019**

Open Board of Selectmen's & Assessor's Meeting: Scott Smith opens meeting at 6:02 pm (Pledge of Allegiance)

- a. Selectmen Present: **Scott Smith, Clay Hoyt, Benedict Cozzi, C. Charles Lumbert**
- b. Employees Present: **Victoria Forkus, Heidi Dionne**
- c. Others Present: **Denise Plante**

Item 1. Open Session: Limited to 2 minutes – Extension per Chairman

Item 2. Approval of Minutes: Signatures

- Motion to approve minutes from October 10, 2019 Regular Board Meeting made by _____
Tabled to next meeting – Needed 3 Board members present at meeting to approve

Seconded by _____ Vote _____

- Motion to approve minutes from November 14, 2019 Special Board Meeting made by **Charlie Lumbert**

Seconded by **Clay Hoyt** Vote **All in Favor**

Item 3. New Business:

- a. Public Works Dept. Monthly update:
Scott Smith recommended that the new F550 should have a coat of Fluid Film – Will check with Hight to make sure it does not affect warranty. Scott said he could do the film at his garage but to first check with Achey Auto Body to see if they offer the service. Scott said the John Deere should also be painted and filmed. The John Deere also needs fenders. Scott said he will cut and put it on.
- b. CHAT Health Endowment – ME Community Foundation:
Victoria explained that the Town Attorney and the Town Auditor had not ruled, at the time of this meeting, that the town could not act as the Agent to the fund.

Motion to allow Victoria Forkus to sign Agency Agreement with Maine Community Foundation after APPROVAL from the Town's Attorney that the Town of Jackman could act as the Agent to the fund made by Benedict Cozzi

Seconded by **Clay Hoyt** Vote **All in Favor**

- c. Citizen Complaint:
Board reviewed email from Valerie Shelley over concerns to the location of the Gazebo and Christmas tree lights. The Board is very satisfied with the Town Managers reply to Mrs. Shelley's email and no further action is needed.

d. Citizen Request – Street Light at 21 Halfway Brook Rd:
The Town will have to place the request on the next Town Meeting (March 19, 2020) to be voted on by residents. The office will verify that there is no covenants in the subdivision regarding street lights.

e. Health Insurance 2020 Increases:
Plan POS C - 3% increase
Plan POS 200 - 7% increase

f. Appointments:

- **Tax Collector** – Expires December 2020 (Town Manager to appoint)

Diane St. Hilaire – Tax Collector
(Tax Collector to appoint Deputy - Heidi Dionne, Assistant – Victoria Forkus)
- **Town Clerk** – Expires December 2020 (Town Manager to appoint)
Diane St. Hilaire – Town Clerk
(Town Clerk to appoint Deputy–Heidi Dionne & Assistant –Victoria Forkus)
- **Animal Control Officer** – (Expires December 2020) (Town Manager to appoint)
Deborah Petrin
- **Town Manager** – (Board to Appoint)
Victoria Forkus – Town Manager

Move to appoint Victoria Forkus as Town Manager made by C. Charles Lumbert

Seconded by Clay Hoyt

Vote: All in Favor

- **Treasurer** – Expires December 2020 (Board to Appoint)
Victoria Forkus – Treasurer
(Treasurer to appoint Deputies – Heidi Dionne & Diane St. Hilaire)

Move to appoint Victoria Forkus as Treasurer made by C. Charles Lumbert

Seconded by Clay Hoyt

Vote: All in Favor

- **Clerk of the Overseers of the Poor** - Expires December 2020 (Board to Appoint)
Victoria Forkus – Clerk of the Overseers of the Poor

Move to appoint Victoria Forkus as Clerk of the Overseers of the Poor made by C. Charles Lumbert

Seconded by Clay Hoyt

Vote: All in Favor

Item 4. Unfinished Business:

a. Airport:
Land Easement on Tony Giroux Property – Appraisal:
Working on an appraisal at this time

Runway Extension – Estimated Project Cost Update:

Victoria has been working on grant applications and send two requests to Somerset County for TIF & Community Benefit funds. She is also looking into a couple of Bank grants, Skowhegan Savings, Bangor Savings & Key Bank. This project does not qualify for Northern Border grant funds.

- b. Marijuana Ordinance and Legal Advice – PowerPoint Presentation:
The town does not need their own ordinance, they can use the State Statutes. Board requested a copy of the State Statutes for review at next meeting.

Denise Plante mentioned that Somerset Public Health will be coming to present their views on the health risks.

- c. Employment Application – Only 1 application received – Interviewed:
Applicant felt that he needed more guaranteed hours if he was to accept the position.
- d. 1997 Town Reevaluation Cost:
Town paid \$32,000 in 1996-97 to Mark Gibson. Mr. Gibson estimates that it could cost approximately \$80,000 for a complete reevaluation.
- e. LED Street Lights – Layout Plan – Seek public feedback:
Will hold a Public Hearing on 01/09/2020 for input from residents.
- f. Electronic Sign – Public Input:
Will hold a Public Hearing on 01/09/2020 for input from residents.

BOARD OF ASSESSORS:

Item 5. New Business:

- a. Property Tax Relief Program:
State program reimbursing taxpayers from funds collected thru the Homestead Exemption Program.
- b. Maine Revenue Service Sales Analysis:
Board reviewed
- c. Veteran Tax Exemption Application - Daniel K. Strausser - 16 Forest Street
 - Motion to Approve Veteran Tax Exemption Application made by **C. Charles Lumbert**

Seconded by **Benedict Cozzi** Vote **All in Favor**

Item 6. Unfinished Business:

- a. Patrick Hannon & Michael Chaisson Foreclosure Properties
- b. Review of Assessing Agent RFP's received – Select for interview
Reviewed RFP's for Assessing Agent. Received 4 returns.

Motion to send request for interview on 01/08/2020 to RJD Appraisal made by C. Charles Lumbert

Seconded by **Benedict Cozzi** Vote **All in Favor**
- c. Outstanding Tax Listing

OTHER:

- a. Employee Christmas gift
- b. Set date for preliminary budget review: **12/30/2019 @ 6:00 pm**
- c. Audit – 1st meeting will be in January: **01/08 thru 01/10/2020 – Board will meet with RHR Smith on 01/08/2020 Special Board Meeting at 6:00 pm**

- d. December Holiday Closing – 12/24 & 12/25
- e. Close office at 12:00 pm on 12/31 for Year Ending processing

- Motion to approve closing of Town Office at 12:00 pm on 12/31 made by **Clay Hoyt**

Seconded by **Benedict Cozzi**

Vote **All in Favor**

- f. Good Shephard Mobile Food Pantry will be here December 18th from 11:30 – 1:00
- g. Jackman Utility District Trustee Minutes
- h. Jackman Planning Board Minutes
- i. Financials

Item 7. Executive Session: If Necessary

- Move that the Board of Selectmen go into executive session pursuant to 1 M.R.S.A. § 405(6) () _____ matters made by _____ at _____ pm

Seconded by _____

Vote: _____

Exit Executive session at _____ p.m. moved by _____

Motion: _____

Item 8. Next Regular Meeting: January 9, 2020 at 6:00 pm

Item 9. Adjourn: Motion to adjourn made by Scott Smith at 8:15 pm.

Respectfully Submitted,



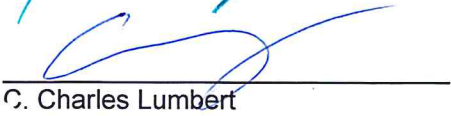
Heidi Dionne
Secretary

APPROVED ON: 1/9/2020
DATE



Scott Smith

Alan Duplessis

Clay Hoyt

C. Charles Lumbert

Benedict Cozzi