DRAFT MINUTES

LIBERTY SELECTBOARD

August 13, 2018 7:00 PM

**Selectboard Attendance:** Melinda Steeves, 1st Selectman

Carrie Peavey, 2nd Selectman (until 8:30 PM)

Henry Hall, 3rd Selectman

**Town Officials:** Administrator Kenn Ortmann, Planning Board Chair Peter Mallow, Fire Chief Bill Gillespie

**Guest(s):**  Liberty Ambulance Assistant Chief Jason Earl

1. **Open Public Meeting:** 7:00 PM
2. **Approve Minutes:** Pursuant to review Selectman Steeves moved and Selectman Peavey seconded approval of the August 6, 2018 minutes. Unanimous.
3. **Warrant Review and Approval:** Done.
4. **Officials/Public comments**
	1. **Road letter from John & Carole Merrifield:** TA Ortmann noted the correspondence concerning the trash and litter along Liberty roadways, especially Route 220.
	2. **Planning Board Chair Peter Mallow:** Mr. Mallow noted a request from a Liberty resident for copies of Planning Board minutes and asked that they be posted on the Liberty WEB site if possible. TA Ortmann offered to email them directly to the resident.

Mr. Mallow also asked if there might be a way for Town Office staff to assist in assuring that Planning Board application submissions are "complete". Following discussion about various options, it was agreed to ask the Clerk's office to look over the application package to see if all items checked on the "Application Checklist" page are, indeed, completed or included, and then to give to the Town Administrator for a more thorough review. The Town Administrator will contact the applicant if additional information is required or to inform them that the application has been accepted as complete and that their application fee has been accepted. The Town Administrator will then scan the application package and email to the Planning Board and its Secretary.

TA Ortmann will ask the Clerk's office to try this process for a couple of months to see if it is manageable.

At the request of Fire Chief Gillespie and Liberty Ambulance Assistant Chief Jason Earl, Selectman Steeves moved and Selectman Peavey seconded a motion that the board go into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) to discuss a personnel matter.” Unanimous.

* 1. Fire Chief Gillespie discussed the warm weather challenges with parking in the Marshall Shore beach area and his willingness to help out however the Selectboard wants.

Selectman Peavey left the meeting at this point around 8:30 PM.

1. **TA informational items**
	1. **Media stories**
		1. **Dam repair:** TA Ortmann shared a copy of the Republican Journal front page article on our dam repair meeting.
	2. **Revaluation project status report:** In the first week, Aug 6 to 11, Maine Assessment & Appraisal Services, Inc. was able to complete visits to properties on maps 16, 17, 19 and 20. This represents 145 accounts and there were only 10 refusals, a few of which may be call backs eventually. Most property owners, including "summer residents", are aware of the program.
2. **Old Business**
	1. **Waldo County Emergency Medical Services Mutual Aid Agreement:** Postponed to the next meeting.
	2. **Planning Board candidate interviews:** None.
	3. **Digital Maps:** TA Ortmann noted he is aware of two companies that have expressed an interest so far. Proposals are due August 20.
	4. **Forest Harvesting Notification Ordinance:** TA Ortmann reported that he has asked CEO Don Harriman to see if he has received applications directly from the last two foresting operations.
	5. **Workplace tobacco policy information:** Postponed to the next meeting.
	6. **MMA "Restoring State/Municipal Partnership" material:** Postponed to the next meeting.
	7. **Accidental Insurance for Volunteers program:** Postponed to the next meeting.
	8. **Audit update *(meeting August 14 at 6 PM)*:** Reminder provided.
	9. **Selectboard meeting time and frequency:** Postponed to the next meeting.
	10. **Other:** None.
3. **New Business**
	1. **Revised RSU #3 payment schedule:** TA Ortmann presented a copy of the revised payment schedule that reduced payments for the rest of the year based upon the RSU finally getting definitive information about how much State aid it will be receiving.
	2. **Harris invoice:** TA Ortmann noted that our annual maintenance contract for all four of our Harris modules increased by 20% this year. Also, the "sketch" function has not yet been activated, so TA Ortmann will contact Harris to address both issues.
	3. **P.A.W.S. contract:** The Selectboard signed a one year contract that is consistent with our fiscal year.
	4. **Other - Liberty** **Ambulance Financial Audit:** The Selectboard ask TA Ortmann to draft a letter requesting a copy of a comprehensive financial audit of their most recent fiscal year before they initiated the reimbursement process for this fiscal year.
4. **Other Business:** None.
5. **Adjournment:** 9:17 PM

Respectfully submitted,

Kenn Ortmann

Town Administrator