

Selectmen's Meeting
August 25, 2015, 2015

Attendance: Lori Bennett, Wayne Miller, Bruce Taylor, Kim Ashley, Chris Chadbourne, Bill Hall of RHS Smith and DJ Curtis.

Lori Bennett called for the Pledge of Allegiance at 6:07 pm and then called the meeting to order.

Lori made a motion to approve the Selectmen's meeting minutes for August 11, 2015. Motion was 2nd by Wayne Miller approved 3-0.

Visitors:

Bill Hall from RHS Smith gave explanation of 2014 Audit and trio recommendations regarding fund accounting. Trio currently has 2 funds (General Fund and Capital Projects Fund) and should have another fund for Special Revenue, Mr. Hall told the Selectmen. There are other minor adjustments including account balance correction for Capital Projects Fund. Mr. Hall will come back to Sweden in November to make necessary adjustments. Mr. Hall also recommended the town update and maintain its Fixed Asset account.

Report of officers and committees:

Animal Control Officer- Jacqueline Frye:

No Report

CEO- Eric Gulbrandsen:

Lori received a Shore land Zoning Questionnaire and will leave it in Eric's box for him to complete.

Clerk – Alberta Ridlon:

A note from Alberta asking for the paper copies of CEO reports for office files was read by Lori. DJ said she would send previous reports received and Lori will ask Eric to send to Alberta in the future.

SVFD - Corin Meehan

SWEDEN FIRE DEPARTMENT

Operations and Administration Report

August 25, 2015

Operations

The summer has been uneventful following a relatively busy winter and spring. The department has had 2 requests for service, a motor vehicle accident, and a mutual aid call to Denmark for manpower assistance on a backcountry rescue. We were unable to provide a response for the mutual aid call due to a lack of available staffing.

The department has trained 3 times since July 1. a pump operations clinic, and hands-on hose line and ventilation drills at an acquired structure. Department members will again be training this weekend, doing live-fire evolutions at the same building.

The first stage of Engine 3's tank replacement will be completed this week at Lakes Region Fire Apparatus in Tamworth NH.

Administration

Due to the operating schedule of the fire department, as well as the new request for additional paperwork with each payroll submission, department policy will be that all internal monthly activity reporting (calls, training, and financials) will be submitted for the first monthly BOS meeting. We have tried both schedules, and have determined that his model is superior as it captures all activity within the same reporting period.

In order to facilitate the additional monthly information requests (as well as reducing time-consuming labor for many administrative tasks) while minimizing additional workload, the department investigated a new records management system (RMS). Most fire departments today are using some form of RMS, either software or web-based, to consolidate the myriad of recording and outside reporting requirements that ALL departments are obliged to comply with by statute and/or standard. These platforms complete many tasks that ordinarily take many additional man-hours of work. The department has used a software-based platform in the past, but found its usefulness and productivity lacking. Unfortunately, the system that best meets the needs (and IT limitations) of the department is quite costly; almost \$2000 for start-up, and \$1000 annually thereafter.

We will continue to investigate options for consolidated records management. Until then, we will have to proceed with an analog approach. It is important to note that the lack of a dedicated fire department computer and workspace makes records management additionally challenging. Input of administrative functions is limited by available access to the records, files, and computer that the department uses. Tasks normally delegated to lower-ranked fire officers cannot be done, unless a remote means of access is obtained, either remotely, or in a dedicated department workspace.

Respectfully Submitted,

Corin Meehan, Fire Chief

The Selectmen have received the inventory list for the SVFD and Wayne is reviewing it.

Clothing bills from Bergeron have been paid, reported Lori.

The Selectmen discussed the need to know the fire department filing status among other items.

Lori made a list of various items to be discussed with Corin and will send him a letter outlining the Selectmen's requests.

Road Commissioner – Stephen Bennett:

ROAD COMMISSIONERS REPORT

8/12/15-8/25/15

Work done since last report:

Work to be done in the next month:

Fixing drainage issue by Don Bradley's driveway – ditching and possible culvert. Ditching and possible culvert on Sam Ingalls Rd.

Expenses:

Steve Bennett Trucking, Inc. – Loader use - \$187.50

F. R. Carroll – Paving - \$82657.11

Richard Douglass, Inc. – Gravel - \$4,651.20

Steve Swasey Excavation does roadside mowing and he is supposed to contact me to see the roads to give us a price, Lori reported.

Lori reported that ditching and culverts on Sam Ingalls Road will be done in preparation for paving next year.

Wayne discussed a drainage issue by his mailbox.

Lori also spoke with the guardrail people about guardrails by the Sweden Trading Post. She figures it would be about 60 feet of area needing rails in that area.

Admin. Assistant – Diana Curtis (DJ)

DJ distributed the current Income and Expense reports.

Old Business:

Bruce discussed volunteer insurance for employees, specifically the animal control officer

Bruce feels that she needs to be covered under Workman's Compensation. He explained MMA's and MEMIC's recommendations.

Plumbing inspector, E911 manager also need to be covered Bruce said.

Bruce said that the Maine Municipal Association representative, Judy Dorr, is willing to come and speak with the Selectmen regarding the insurance policy.

Bruce said Alberta asked to have the brush removed from the Town Office. Lori said when they bush whack the roads maybe he could come in and do that too.

New Business

Lori made a motion to increase the Vault shelves from \$2750 to \$3500 and the difference to be paid from the Contingency Fund. Motion was 2nd by Wayne and approved 3-0.

Lori made a motion to use \$43,000 of LRAP money for the Hardscrabble paving and the remainder to be paid out of the Summer Road account. 2nd by Bruce and approved 2-0.

Communications:

Bylaws of Eastern Slope Authority were read by Lori and invitation to vote was received.

Mail Received:

Next meeting will be Sept 8, 2015 at 6:00 pm.

Lori made a motion to adjourn at 8:20 pm. Bruce 2nd the motion and it was passed 2-0.

Respectfully

Diana J. Curtis

Adm. Asst. to Board of Selectmen