

TOWN OF SANGERVILLE
SELECT BOARD WORK SESSION
MEETING MINUTES
Beginning @ 4:00pm
Wednesday, August 14, 2024

Item 1. Open Meeting: Chair called meeting to order at 6:01pm, followed by the Pledge of Allegiance.

- A. Selectpersons Present: Jeff Peters (Chair), Josh Tracy
- B. Employees Present: , Michelle Nichols
- C. Public Present: Parker Reardon and Steve Govoni

- **Wentworth Associate:** - Steve is with Wentworth Engineering out of Skowhegan. They specialize in historic restoration. He put together the engineer bid package for Wentworth. Roughly \$40,000 for the contract.
- Steve has as suspicion that the drainage in the parking lot and building isn't very good.
- Chair Peters likes the passion that Steve has for old buildings and restoring them.
- Water is the biggest issue, and it's moving the building. The type of soil is also contributing to the damage of the building.
- If we brought Wentworth on board, they'd have to give us a complete outline of their plan.
- The old town hall is listed on the historical registry. Some things like the bricks and stained glass will need to be restored and maintained to keep them intact. They're critical.
- What would be a time frame for the restoration of the building? Steve said, they would be looking at about ten years because of how much the town would have to put into it every year, and there are certain goals that need to be reached. It's tough because there are so few who know how to do it correctly.
- An example is; the old town hall's roof. There are only two or three on the Maine Historic Commissions list who are qualified to tackle a slate roof.
- Steve wants this to be a precise and well done project, not fast.
- If there was no budget to worry about? If that wasn't an issue then you could move forward as much as possible, but Steve believes you'd run into some surprises as well.
- How soon before the town office can return? It's all about the master plan, and then they'd have to work around the occupants in the building when it does get up and running again. The first floor would be critical.
- MMA will work with you on the list of things that needs to get done.
- If we have a master plan where we have phases that wouldn't affect working areas of the building, it would be a good work around.
- We would like to make use of the second floor, so we'd have to put in a lift or elevator of some kind to make it handicap accessible. That needs to be figured in right from the beginning.
- Would that elevator ever need to go to the basement? We need to start with that question. No, the elevator or lift wouldn't need to go to the basement. The elevator would require some sort of set-up in the basement, so that it could actually move between the second and third floors.

- Each piece would be bid out to separate contractors who specialize in the type of work that piece is being bid for.
 - Steve thinks we should apply for any and all grants we could in doing the building restoration.
 - Steve suggested a 501- 3C. If the town hall and the Historical society if it is a registered 501-3C it could be good in getting funds for the restoration.
 - Steve presented the engineering part of the project that he put together if they were to do the building.
 - Steve strongly recommends that he's working with the committee in regards to the restoration. He wants to make sure everyone is up to date every step of the way.
 - Chair Peters has a big concern when it comes to the timeline on occupancy. They need to speak to the residents and get the committee back together. Timeline to reoccupy the old town hall and get out of the rented space we currently have.
 - It's going to be difficult to get a timeline put together, given all the steps involved, including putting bids out for certain parts of the projects.
 - Most of the damage to the building is because of the water and poor drainage and freezing and refreezing of the water.
 - Steve proposes anchoring the walls, and jacking them out straight then correct the drainage and insulation.
 - Parker had a question, what is the time between a contractor taking the job, and doing the job. What is the time frame? Steve said, it all goes out to bid and startup dates, building times, etc are worked into that bid package.
 - Parker asked how many contractors Steve thought he'd have for the job. Steve said he's not sure because he has to put it out for bid.
 - We don't want to rush the job, even though we do want to get in there. If we don't get back in for two or three years, it'd be better than rushing the job and ending up with even more issues.
 - Mold is a growing issue in the building.
 - The goal is to utilize the whole building once its restored.
 - The town voted to spend up to \$440,000 to get the first floor usable. Looking at the broad scope of the project, we know that it's way more than that.
 - If we go through with Wentworth then we'll sign a contract with them, and get started.
 - Pay as projects are completed.
 - Pay a \$1600 retainer for Part A and Part B will be another \$2500.
 - Getting the committee back together is essential for this project as well.
 - Steve said he was putting the stamp of approval on the drawings that he does that will be given to the contractors. They're gonna build it to the specifications of the drawing.
 - Steve closed his presentation
- **Special Town Meeting Rescheduled:** The Special Town Meeting that was supposed to take place on August 17th has been moved to August 24th, due to unforeseen issues with the warrant.

- **Concerned Resident Added to Agenda Next Board Meeting:** Bryce Morse wants to be put on the agenda for the next Select Board meeting for a concern about gravel trucks traveling down the East Sangerville Road.
- **Family Fun Day:** Matt Blockler wanted to update the board on a few things. September 7th is when Family Fun Day will take place. It will be held at the park, starting at 10am. They're going to bring in live music, games, food, and a couple of events with some of the fire trucks. They recently decided to add a car show as well. They want to build back the town, and bring people back together. Maybe this event can become an annual thing if it goes well. This is about community involvement and what they have at the park. The food will be by donation. The Friends of Sangerville Fire Department is going to do the food. Chair Peters said it looks very beautiful down there.
- **Committees:** We have sign up sheets for Road, Forestry, Budget, and Parks committees. The board decided that we're going to put them out at the Special Town Meeting on August 24th for people to sign up for, if they are interested. After the special town meeting, post the sign ups in the town office.
- **Old Town Hall:** The townspeople have already voted to use the money to repair the old town hall. Now the board has to look into hiring an engineer. The board should start recalling the town hall committee back together. When do we start? Chair Peters said that we should send the bids out in the winter, for a spring start. Selectperson Tracy would like to see us back on the first floor of that building by December of next year. The foundation, the roof, and the first floor would all have to be done before the town office moved back in there. We need to start pushing the grant end of it, as hard as we can. If the Historical Society was non-profit and we could combine the two we'd have a better shot at grant money. The basement does need to be set up for the long term end game. Matt said that the Friends of is a 501-3c, and he has a friend who is good at writing grants. She might be a good person to reach out to.
- **Financials for Gen. Gov.:** Using the 2023 approved budget, Michelle has tried to project keeping the office running as is, without our raises. After running the numbers, we're going to come up \$9607 short. We haven't received anymore applications for town managers, except for one that came in the other day. Chair Peters said, our next step is to go over the applications, and they'll need to start the interview process. We need to know if we hired someone three weeks from now, what they'd be paid, what their benefits would cost, and what it would cost to complete the year. We're down to four payments for health insurance that will cost, about \$5000 to add someone to the budget. How many hours would we hire them on for? Income Protection is paid by the town, but it's really small. Also figure in social security. Interim town managers were getting \$30 an hour. 40 hours is generally what a town manager does. We need a road commissioner as well. Waiting on a bill from Lawson, and we haven't seen a bill for Chris Nuite. Selectperson Tracy suggested inputting a policy for contractors to input a bill within 30 days if they

want to get paid. We don't have a bill for grading yet. We're going to have to reach out to see if they have a bill for us.

- They should start the interviewing process soon.
- The board is looking to hire someone local for the town manager position.
- We still need to deal with the road commissioner opening too.
- 32 hours minimum to qualify for benefits.
- The resident who needed a new hidden driveway sign came into the office again to see what the progress on getting the sign was.
- Complaints about 18 wheelers on some of the gravel roads again.
- 299 North Dexter Road, we've had a lot of complaints on that property. Lot of trash, several campers have been moved in and people appear to be living out of them. Lance has gone out and he doesn't see any issue so far. They have a small building down back that is up to code as far as we know.
- Gray Road washout complaint. Rain was part of an issue for the washout. There's really no ditching in the area where the washout was.
- Michelle is looking at Eagle IT services and pricing. She's had Melissa look at some of the information she's found, and she's confirmed that they would be good services to use. \$6400 for unlimited phone.
- Eagle IT would charge \$125 an hour for anything outside of the agreement. Setting all three of the computers up, the licensing, etc would be about \$1,000.
- We still need to ask the town at Special Town meeting to reinstate the general government budget we originally asked for, in order to get these IT corrections.
- The two clerks can go into the old town hall at some point to start going through records, and disposing of things that are no longer required to keep or shouldn't be kept. There's no special way to destroy them. You could shred them, burn them, etc.
- We had a surprise call from elections to say they were coming down that day to test our equipment. Michelle had to make a call to Matt, who was able to get some people together to help us get the voting machine over to the town office from the old building. We're very appreciative of all the help Matt gives us!
- Chair Peters mentioned that we need to figure out where we're going to keep the records that we aren't going to destroy. He also asked how we figure out what to keep and what to get rid of. Michelle has a disposition of records policy that gives timelines of how long certain documents needs to be kept.
- Chair Peters pointed out that if we use the old town garage, we may not have as much room to store records because it is also utilized by the Nuite's for some for some of their equipment. He also suggested a special kind of storage box that locks and would keep moisture out. They would better protect the records, even if they stayed in the old town hall building where it's not heated. He'd prefer to keep the records on the property, in those special containers. We'll have to price these containers and go over the budgets.
- Selectperson Tracy inquired about what happened to the excess woodchips that had been left down at the park. No one had been informed of any extra projects that they would be used for, so the previous town manager gave them away to people who asked. There had been no communication regarding the further use of the excess of wood chips. The wood chips had been donated, but prior authorization by the board was required, and not sought out.

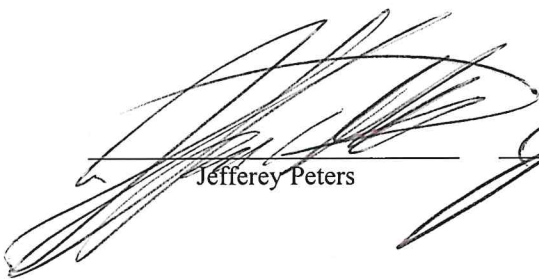
- There was talk about purchase orders, and do we really need to use them, or how strict do we have to be with them? Do we really need three people to sign off on something that has been budgeted for?
- Chair Peters made a motion to exit the work session at 8:29pm, and go into the emergency select board meeting to sign the warrant for the special town meeting.
- We needed to take the word raised out, and just leave it as appropriated. The MMA legal team gave us the suggestion to use the words or when writing out warrants.
- We need to inform Robbie Haley of the date change for the special town meeting and of the and/or verbiage on the warrant.
- The pastor and Paul Davis have been updated of the special town meeting date change as well.
- Chair Peters made a motion to adjourn at 8:34pm, Selectperson Tracy 2nd. All in favor.

Adjourn.

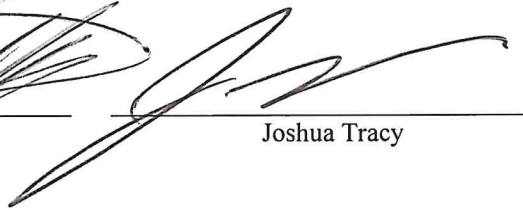
THE NEXT MEETING IS AUGUST 21, 2024 at the Fire Station (*Agenda subject to change without notice*)

Respectfully submitted,

Town Manager



Jefferey Peters



Joshua Tracy



Michael Gould