

**TOWN OF SANGERVILLE
BOARD OF SELECTMEN
MEETING AGENDA MINUTES
Beginning @ 5:00PM
Wednesday, February 6, 2019**

PUBLIC HEARING ON PROPOSED ADULT-USE MARIJUANA BUSINESS ORDINANCE WILL BEGIN AT 6PM.

Item 1. Open Meeting: (Pledge). Chairman Mike Wark called meeting to order at 5:02 PM, followed by the Pledge of Allegiance.

- a. **Selectmen Present:** Mike Wark, Jody Cabot, Dale Gray
- b. **Employees Present:** Lois Jones
- c. **Residents Present:** Terri Wark, George Nuite, Matt Bell, Chris Rowell
- d. **Nonresidents Present:** Jack Clukey-Town Manager of Dover-Foxcroft, Joe Sands – Dover-Foxcroft Transfer Station Manager

Item 2: Approval of Minutes:

A. January 23, 2019.

Selectman Cabot made a motion and Selectman Gray 2nd to approve the minutes, as written. All in favor.

Item 3. Review of the Treasurer's Warrants:

A. Payroll #6, 7.

B. Accounts Payable #8.

C. Selectman Gray made a motion and Selectman Cabot 2nd to approve all warrants. All in favor.

Item 4. Old Business:

A. Solid Waste. Jack Clukey, Town Manager for Dover-Foxcroft, and Joe Sands, Manager for Dover's Transfer Station were present to answer any questions. Discussion was based on cost savings to switch from Dover to Dexter. It is approximately a \$10,000 savings to switch from Dover to Dexter. However, notice must be given to Dover 365 days prior to the switch. Chairman Wark made a motion and Selectman Cabot 2nd to give the Town of Dover-Foxcroft notice to terminate the "Amended and Restated Waste Disposal Agreement" and "Regional Demolition Debris Site Agreement" with the Town of Dover-Foxcroft, with an option to review the fees in a year's time. All in favor.

Item 5. Open Session: Limited to 2 Minutes – Extension per Chairman.

- A. George Nuite: Mr. Nuite asked if the Town could get clarification from the Dexter facility that they will accept the agricultural plastics and netting, the same as the Dover facility. Dover will accept it as is. He is under the impression that Dexter will make them cut it into 3-foot square pieces.
- B. Chris Rowell: Mr. Rowell commented that the Town compare and review the additional charges for extra items.

Item 6: Selectmen Concerns:

- A. **Selectman Gray:** He informed the other members of the Board that he had received an email from a resident regarding his comment at a previous meeting about a DOT class he had attended and the use of putting sand on ice covered roads. Selectman Gray clarified that he was not saying that the

Town should not put sand down, but that there is a proper time to place sand to aid in the removal of the buildup of ice. Also, that when sand is spread during the ice/rain event, it is usually covered very quickly, still visible, but not effective. He commented that when you see sand, you feel safer, but the road may not necessarily be safer.

- B. Chairman Wark:** Chairman Wark noted that the Town Reports were in, looked good, and asked if it was possible to post it to the Town website. Manager indicated that it would be posted on the Town website as soon as the dedication recipients were notified and received their copies.

Item 7. Committee Reports:

- A. Rec Dept.** Manager informed Board that the Chamber of Commerce had requested submissions of Town events for their 2019 Guidebook and Event Calendar. Manager stated that Jason and Jimmy had been contacted and the summer concerts had been added to the Chamber of Commerce. Also, the Winter Family Fun Day was submitted.

Item 8. New Business:

- A. Personnel Policy.** Discussion was on Section 10 of the personnel policy, Compensation. Selectman Cabot and Chairman Wark discussed putting a cap on the raises – a certain percentage or the annual COLA. A 2% cap was discussed. Also, it was discussed that the raises may or may not be given, but that the monies in the budget was a “bucket of money” that could be given, but not required. Manager stated that raises are calculated in the budget process, and voted at Town Meeting – if approved at Town Meeting, the raises would take effect. There was some disagreement from the Board regarding the raise process. It was noted that section 10 states, the raises would be established by the Town Manager and reviewed by the Budget Committee and Select Board, for approval at Town Meeting. Section 10 also allows for additional performance-based compensation allocated at the discretion of the Town Manager, but only with approval of the Board.

Item 9. Correspondence.

- A.** A BMV Audit was performed earlier in January, with good results.

Item 10. Request for Additional Agenda Items.

- A.** Selectman Cabot made a motion and Selectman Gray 2nd to sign the Town Meeting Town Warrant. All in favor.

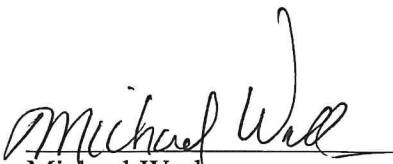
Item 11. Executive Session. None.

Item 12: Adjourn. Selectman Cabot made a motion and Selectman Gray 2nd to adjourn. All in favor.

Respectfully submitted,



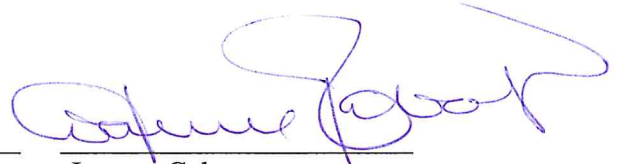
Lois A. Jones



Michael Wark



Dale Gray



Joanne Cabot



Matthew Dunlap
Secretary of State

Department of the Secretary of State
Bureau of Motor Vehicles

Jan. 2019
Audit

Patty A. Morneault
Deputy Secretary of State

David Lachance
Director of Administrative Services

January 29, 2019

Town of Sangerville
Lois Jones, Municipal Agent
Po Box 188
Sangerville, Me 04479

Dear Ms. Jones:

Enclosed is a report which outlines the scope and findings of the examination conducted by the Bureau of Motor Vehicles Audit Services unit for the Town of Sangerville. The audit was performed in accordance with the Bureau of Motor Vehicles' statutes, policies and procedures.

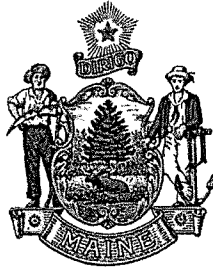
I conducted the audit based on standard criteria developed by the Bureau of Motor Vehicles Audit Services unit. The standards were developed to ensure accuracy in determining municipal internal controls as they relate to motor vehicle transactions, inventory, cash handling, security, and processing procedures.

I appreciate the assistance provided to me by your office. I hope the information presented within is beneficial. If you have any questions or concerns, or would like additional guidance on the audit findings, please feel free to contact me at the number below.

Respectfully,

Susan McCormick, Auditor I I
Bureau of Motor Vehicles, Audit Services

Cc: Michael Wark, Selectman
Andrew Seaman, Audit Manager



Bureau of Motor Vehicles
Audit Services
29 State House Station
Augusta, ME 04333-0029

Municipal Audit Report

Municipal Name and Address

Town of Sangerville
PO Box 188
1 Town Hall Ave.
Sangerville, ME 04479

Reason for Audit:

Comprehensive Inventory Audit

Municipal Agent:

Lois Jones

Motor Vehicle Registration Level:

Truck

Registration Program:

Electronic – TRIO/Harris Software (6/26/2014)

Municipal Coordinator:

Tina Gowell

Auditor:

Susan McCormick, Auditor II

Audit Date:

January 16, 2019

Audit Report Prepared by:

Susan McCormick, January 29, 2019

Audit Purpose

A comprehensive inventory audit was conducted for the Town of Sangerville on January 16th, 2019. Inventory audits are conducted to evaluate municipal internal controls as they relate to motor vehicle transactions, inventory, cash handling, security and registration processing procedures.

Audit Scope

An audit of the stickers, plates and serialized forms inventory was conducted on January 16th, 2019 at the municipal office located in Sangerville, Maine. The audit was performed in accordance with the Bureau of Motor Vehicles' statutes, policies, and procedures.

Audit Findings

Sangerville currently utilizes approved registration processing software from TRIO/Harris Computer. Inventory on hand was compared to the system's Inventory Reconciliation Report (Exhibit A).

All inventory categories proved accurate.

Discontinued forms, plates and overstock plates were collected and a receipt was provided (Exhibit B).

Audit Discussion

Records and inventory are properly organized and secured. Deposits are made on a regular basis.

Electronic reporting is a tool. You are strongly encouraged to manually verify all pieces of work submitted and all inventories including plates and registration forms inventory each week.

TRIO/Harris Computer's technical support staff and BMV's training staff are available to assist Sangerville when questions arise. Please utilize these resources when needed. BMV Training staff can be reached at 624-9000 extension #52163.

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TOWN OF SANGERVILLE
 Incorporated 1814

Lois A. Jones,
Town Manager
Tel: 207-876-2808
Fax: 207-876-1048

RE: Regional Demolition Debris Site Agreement
 Amended and Restated Waste Disposal Agreement

Dear Mr. Clukey,

We are writing to you today to inform you, that we, the Town of Sangerville's Board of Selectman, are giving you notice of withdrawal from the Regional Demolition Debris Site Agreement and the Amended and Restated Waste Disposal Agreement. As noted in the agreement, we are giving you notice of our intention to withdraw three hundred sixty-five days (365) from the date you receive this letter.

We want to thank you for your presence at the February 6, 2019 Town of Sangerville Board of Selectmen's meeting.

We will review our solid waste costs again in a year, and you are welcome to submit an estimate at that time.

If you should have any further questions, please feel free to contact our Town Manager, Lois Jones.

Respectfully,

Michael Wark
 Michael Wark

Dale Gray
 Dale Gray

Joanne Cabot
 Joanne Cabot

