

**TOWN OF PARIS  
BOARD OF SELECTMEN MEETING**

**Monday, August 25, 2014  
PARIS TOWN OFFICE - 7:00 pm**

**AGENDA**

1. Call to Order by the Chair of the Board.
2. Pledge of Allegiance to the flag led by the Town Manager.
3. Chairman's correspondence.
4. Consideration of the minutes of July 28<sup>th</sup>  
Consideration of the following warrants: (5 min)
5. **Accounts Payable Warrants: 9 (\$431,680.94) 11 (\$16,748.16) 13 (\$62,574.41) 15(\$22,060.14)**  
**Payroll Warrants: 8 (\$25,135.50) 10 (\$26,429.71) 12 (\$25,000.19) 14 (\$23,363.24)**
6. **Licenses:**
  - a. Consideration and Discussion for a Liquor License and Special Entertainment renewal for Buffington & Truman LLC, DBA: Four Seasons Function Center and Crazy Eights Billiards, 187 Main Street, South Paris, ME 04281.
  - b. Consideration and Discussion for a Liquor License and Special Entertainment renewal for Hobbs Lucky Lanes, Inc., 108 Park Street, South Paris, ME 04281.
7. **Town Manager's Update (10 min)**
  - a. Town received word that the MDOT will conduct a Traffic Safety Study on Main Street and Market Square this fall, and should have findings by November.
  - b. Charles Young has accepted the position of Assistant Highway Director for the Town of Paris. He is a Paris Resident and has been working for the State of Maine for the last 27 years.
  - c. Road work will begin the week of August 25<sup>th</sup>, the plan is to reclaim Ryerson Hill Road and Elm Hill
  - d. The Railroad, MDOT, and Town have meeting to discuss details on fixing the railroad crossing on Maine Street in South Paris, Maine. They are hoping to have it done by the end of the month, however a detour will be necessary to get the job done, proposed detour is Western Ave to Gothic Street. The State will need the Town to sign off on the detour, so I plan to do that unless I hear the Board object.
  - e. The Town Manager is complying copies of Budget Committee Ordinances/Policies for the Board to consider while revising the Paris Budget Committee Ordinance. A workshop in September may work well for reviewing this ordinance.
  - f. The Town has received complaints about speed and vehicles passing on Oxford Street, as soon as the Radar Trailer is fixed we will put it back out on Oxford Street. The Resident would like to have the center line painted, we are looking into the costs.
  - g. The Roof Top Units for the Paris fire Department were installed on August 20<sup>th</sup>.
  - h. The Town received the Rapid Beacon Flashing crosswalk sign for the Main Street Crossing near the Paris Library.

**8. Citizen's Comments (20 min)**

**9. Unfinished Business (45 min)**

- a. Consideration and discussion with Sandy Swett regarding the Market Square Strategic Plan.
  - b. Consideration and discussion of Job descriptions for Fire Department staff, Assessor, and CEO/Addressing Officer.
  - c. Meet Gino Valeriani the SRO for Paris Police Department and Oxford Hills School District; swearing him in.
10. Consideration and discussion of draft letter to prior owners of foreclosed properties.
  11. Consideration and discussion of closing the office on Wednesday October 1<sup>st</sup> for the MMA Conference.
  12. Consideration and discussion of enforcement of the Sign Ordinance

**Executive Session 1 MRSA § 405 6 (B) Personnel Matter**

**Executive Session 1 MRSA § 405 6 (C) Land Acquisition**

**Up and coming dates to mark on your calendars –**

- Selectmen Meeting – September 8, 2014 - 7 pm at the Paris Town Office
- Selectmen Meeting – September 22, 2014 - 7 pm at the Paris Town Office
- Selectmen Meeting – October 13, 2014 - 7 pm at the Paris Town Office ~ Columbus Day~

**Current vacancies on Boards/Committees:**

- Appeals Board – 3 full members, 2 alternate member
- Budget Committee – 5 full members; & 3 alternate members
- Planning Board – 2 alternates
- Rec Committee – 2 alternates
- NPSW – 3 full member
- Policy and Procedures Committee- 2 full member
- Paris Road Committee – 1 full member
- Comprehensive Plan Amendment Committee – 5 full members.

**Pending Items:**

- ✓ St. Lawrence & Atlantic contract

**Adjournment**

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**TOWN OF PARIS, MAINE**

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**TO:** MEMBERS OF THE BOARD

**FROM:** AMY BERNARD, TOWN MANAGER AUGUST 25<sup>TH</sup> SELECT BOARD MEETING

**DATE:** 8/22/14

**CC:** FILE

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**5. Consideration of the following warrants:**

6. Ac Accounts Payable Warrants: 9 (\$431,680.94) 11 (\$16,748.16) 13 (\$62,574.41) 15 (\$22,060.14)  
Payroll Warrants: 8 (\$25,135.50) 10 (\$26,429.71) 12 (\$25,000.19) 14 (\$23,363.24)

**Background:**

These are your "payables" for the last two week that pertain to the vendors and employees that are paid by the Town. **Warrant 9** is large due to The FR Carroll payment for Parsons Road pavement work in the amount of \$125,713.81, the first payment for the evaluation work to RJD Appraisal for \$35,980, Norway Paris Solid Waste monthly payment of \$21,833.33, and the SAD #17 monthly payment of \$225,620.88.

**6. Licenses:**

- a. Consideration and Discussion for a Liquor License and Special Entertainment renewal for Buffington & Truman LLC, DBA: Four Seasons Function Center and Crazy Eights Billiards, 187 Main Street, South Paris, ME 04281. **(Please remember to sign with a blue pen)**

**Background:**

Buffington & Truman LLC, DBA: Four Seasons Function Center and Crazy Eights Billiards, has submitted its liquor license and special entertainment permit that is up for renewal, which requires the Board's approval before it can be submitted to the State. As this restaurant has been in business for more than five years, the Board can waive holding a public hearing on it. Paris Police Chief has been formally asked to give his opinion about the license renewal. Chief Madden has no negative comments on this license.

**Recommendation:** I recommend the Board make a motion to waive the public hearing for this license, and make a second motion to approve the renewal of Buffington & Truman LLC, DBA: Four Seasons Function Center and Crazy Eights Billiards, liquor license and special entertainment permit.

- B. Consideration and Discussion for a Liquor License and Special Entertainment renewal for Hobbs Lucky Lanes, Inc., 108 Park Street, South Paris, ME 04281. (Please remember to sign with a blue pen)**

**Background:**

Hobbs Lucky Lanes, Inc has submitted its liquor license and special entertainment permit that is up for renewal, which requires the Board's approval before it can be submitted to the State. As this restaurant has been in business for more than five years, the Board can waive holding a public hearing on it. Paris Police Chief has been formally asked to give his opinion about the license renewal. Chief Madden has no negative comments on this license.

**Recommendation:** I recommend the Board make a motion to waive the public hearing for this license, and make a second motion to approve the renewal

**9. Unfinished Business**

- a. Consideration and discussion with Sandy Swett regarding the Market Square Strategic Plan.**

**Background:**

Sandra Swett is coming to discuss her update on the Market Square Strategic Plan. She is preparing to discuss with you the groups she has met with, and schedules she has to meet with other groups to get ideas. The Town has used the email list serve to notify people of the plan and asked for ideas via emails. There has been a good response to the email blast regarding the Strategic Plan. Sandra would like to hear any ideas regarding the Strategic Plan the Board may have to add. We have discussed extending the deadline for the draft of the plan to be submitted by one month, so the Board will review it at the end of October. This is an effort to allow as much public input on the plan as possible, by allowing at least two possibly three public hearings. The first Public Hearing on the Strategic Plan is August 19, 2014 at 6:30 here at the Town Office.

**Recommendation:**

I recommend the board make a motion to extend the deadline of submission of the Market Square Strategic Plan by one month.

**b. Consideration and discussion of Job descriptions for Fire Department staff, Assessor and CEO/ Addressing.**

**Background:**

I emailed the Board the Fire Department Job Descriptions earlier this week for you to review. I am enclosing the same copies plus the Assessor and CEO/ Addressing officer job descriptions in your packet. Please review them and be prepared to make suggestion and or adopt them.

**Recommendation:**

I recommend the board make a motion to adopt and sign the Fire Department, Assessor and CEO/ Addressing Job Descriptions.

**c. Meet Gino Valeriani the SRO for Paris Police Department and Oxford Hills School District; swearing him in.**

**Background:**

The Town received six applications for the School Resource Officer position with the Paris Police Department. Of them, only three were qualified to be interviewed. The oral boards were conducted last week and the unanimous decision by the three-panel board was to offer the position to Gino Valeriani. Gino has been serving the Town as a reserve officer and has shadowed Sargent Skip Mowatt in the school several times last year. Officer Valeriani attended the SRO school in April of this year, thus he is a certified SRO. He will be attending the Maine Criminal Justice Academy in January of 2015. Sargent Mowatt and Officer Valeriani will be in the school this fall and in December Officer Valeriani will help the department through the "vacation Season" (to minimize overtime) until he attends the MCJA. I asked Officer Valeriani to come tonight to introduce himself to the Board and have Elizabeth Knox the Town Clerk to swear him in as the SRO and a fulltime officer.

**Recommendation:**

I recommend the board welcome Officer Valeriani to the Paris Police Force fulltime and wish him luck in his new career as SRO for Oxford Hills School District.

**10. Consideration and discussion of draft letter to prior owners foreclosed properties.**

**Background:**

The Town has 15 of foreclosed property (for back taxes), and it has been a priority of the Board and I to get these back on the tax rolls. There are four general options for disposition of foreclosed properties: (a) do nothing and leave the occupants in possession of the property; (b) sell the property to a new owner; (c) continue to assess and tax the person in possession and work out a payment plan; or (d)

take physical control of the property and use it for municipal purposes, such as a woodlot or park. The Town has been doing option A for the last 6-8 years; however, it has become a concern for our prior insurance company. I am concerned that the Town doing nothing does not give residents/taxpayers incentive to pay their taxes, because they know they will not do anything about it. I have drafted a letter to the residents/taxpayers which states that the Town is prepared to address the Foreclosure in the manner described under state law, however we are giving the prior owner 14 days to pay off the taxes owed or come up with some arrangement with the town in the time frame. I want the board to have a chance to look over the draft letter and be aware of the action being taken so if you are contacted by any of these residents/ taxpayers you have seen the letter.

**Recommendation:**

No action is necessary by the Board at this time.

**11. Consideration and discussion of closing the office on Wednesday October 1<sup>st</sup> for the MMA Conference.**

**Background:**

The MMA Convention scheduled for October 1-2. It provides a good agenda of items for those who attend. Historically the Town Office closes one day so all employees can attend the training. The decision to close needs to be made, so we can give ample notice to the residents of the office closure for the MMA Convention. I have enclosed the Convention agenda for the two days and would like to know if any members of the Board would like to attend the convention. Wednesday looks to be most beneficial for the front office staff, as that is the day that the Clerks association is holding its workshops, so I am recommending we close on Wednesday October 1<sup>rd</sup>.

**Recommendation:**

I recommend the Board make a motion to close the Town Office for the MMA Convention October 1<sup>rd</sup>

**12. Consideration and discussion of enforcement of the Sign Ordinance.**

**Background:**

The Town has had several violations by business of the sign ordinance. In the sign ordinance its states that the Select Board decides if there should be a fine and how much the fine can be assessed to a business in violation.

Fred Collins has written a letter enclosed to the Board describing the issue with Mr. Tice's business, and the circumstances surrounding the violation. However, it is clear Mr. Tice has three signs erected at his place of business currently and his applications for the signs have not been before the Planning Board as of date of your meeting August 25<sup>th</sup>. The decision of a fine for this violation is the Board has to make, however what we hear a lot from residents is we do not enforce our ordinances. Please consider those statements when making your decision. This not an easy decision to make, because we want to be business friendly, but also enforce the sign ordinance. Please read the letter from the CEO Fred Collins, and be prepared to ask questions if need to assist in your decision-making on this matter. Fred will be at the meeting answer any questions you may have.

**Recommendation:**

I recommend the Board make a motion to asses a fine for the violation of the Sign Ordinance by Mr. Tice in an amount the Board deems appropriate.

**ALB**

**8.25.2014**