

**TOWN OF PARIS
BOARD OF SELECTMEN**

**Tuesday, October 11, 2016
PARIS TOWN OFFICE – 7:00 pm**

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 September 26, 2016 meeting.**
5. **Consideration of the following warrants: (5 min)**
 - Accounts Payable Warrants: 31 (\$385,466.64) 33 (\$24,072.38)
 - Payroll Warrants: 29 (\$23,886.96) 30 (\$15,533.42) 32 (\$26,358.10)
6. **Licenses: (0 min)**

None
7. **Town Manager's Update (30 min)**
 - a. **Actual Expense to Budget Update:** I have begun reviewing all departmental expenses and comparing them on a prorated basis to see where we stand after 13 weeks. I can report that Admin expenses are currently \$4,400 less than budgeted with most of the savings coming from employee lines.
 - b. **TIF Update:** Matt Eddy has just about completed his review of our current TIF situation. I have asked that he provide the board with a full update of his findings sometime after the Nov. 8th election.
 - c. **Moore Park Use Form & Keys:** I have asked Liz to revise the current Use form application. We are creating an improved process for handling these requests. I have also purchased a few extra keys to the power box. Selected personnel will now have a key.
 - d. **Direct Deposit Payroll:** We hope to have all personnel on direct deposit by the end of October.
 - e. **Billings Bridge Update:** The MDOT held a preliminary hearing on replacing the bridge on September 28th. The basic game plan is to come back to the town with a project proposal next April. From there, final plans will be created and the bridge work should take place in the spring/summer of 2018. This project will be paid for with 80% Federal and 20% State funds.
 - f. **CEO Update:** The search continues. It should be noted that folks who need CEO services should contact Jerry Samson at the town office.
 - g. **Economic Development Committee Update:** We are still looking for citizens to join, please see Liz for an application.
 - h. **Safe Neighborhood Grant Update**
 - i. **Wood Pellet Bidding - \$47.00 per barrel**
8. **Citizen's Comments (20 min)**
9. **Select Board Comments (10 min)**

10. Unfinished Business (20 min)

- a. Consideration and discussion of setting a date(s) for a public hearing regarding the two referendum question.

11. New Business (15 min)

- a. Consideration and discussion of approving the Non Stand use of Public Roads and Property for: Richard Colpitts – Aspire Higher March, John Williams – Oxford Hills Chamber annual Christmas parade, Chris Summers – Rotary – Toll Road, and Rick Little – Halloween Event.
- b. Consideration and discussion of approving the Special Town Meeting Warrant for November 8, 2016.
- c. Consideration and discussion of Special Town Meeting Warrant for October 24, 2016.
- d. Consideration and discussion of a PortaCount Pro Respirator Fit Tester for the Fire Department.

Adjournment

Additional Information –

Up and coming dates to mark on your calendars –

- Candidates Night – October 20, 2016 – 7pm at the Paris Town Office
- Selectmen Meeting – October 24, 2016 – 7pm at the Paris Town Office
- **Elections** – November 8, 2016 – 8am -8pm at the Paris Fire Station
- Selectmen Meeting – November 14, 2016 – 7pm at the Paris Town Office

Current vacancies on Boards/Committees:

- Appeals Board – 5 full members, 2 alternate members
- Planning Board – 2 alternates
- OCRR – 1 alternate
- Policy & Procedure Committee – 2 full members
- Paris Road Committee – 2 full members
- Budget Committee – 1 alternate member
- Economic Development Committee – 5 full members, 2 alternate members

Pending Items:

- ✓ JR Firefighter program
- ✓ Sign design contest for a new “Welcome to Paris”
- ✓ Social Media Policy
- ✓ Christmas light Policy

Town of Paris
33 Market Square
South Paris, Maine 04281

Minutes

Selectmen's Meeting

Date and Time: Monday, September 26, 2016

Location: Paris Town Office

Enter into Executive Session; Pursuant to Title 1 M.S.R.A §405(6)(A) to discuss a personnel matter on overtime pay.

On a motion made by Ms. Jamison and seconded by Mr. Buffington to enter into executive session; Pursuant to Title 1 M.S.R.A §405(6)(A) to discuss a personnel matter on overtime pay at 6:30pm. Motion passed 4-0. On a motion made by Ms. Jamison and seconded by Mr. Buffington to exit the executive session at 7:01pm. Motion passed 4-0. No action taken at this time.

1. The Selectmen's meeting was called to order at 7:02pm by the Chair, Mr. Risica. Board members who were present: Mr. Risica, Ms. Jamison, Mr. Summers and Mr. Buffington.
2. Pledge of Allegiance led by Town Manager, Vic Hodgkins.

Presentation on TIF's/Economic Development

Matt and Glen gave an overview of what the process and some of the reasons towns apply for TIF's. On a motion made by Mr. Summers and seconded by Mr. Buffington to authorize the Town Manager to start the process of the evaluation of the TIF program and to not expend any more than \$1000.00 from the Contingency fund. Motion passed 4-0.

3. Chairman's correspondence – None
4. Consideration of the minutes of September 12, 2016 and September 14, 2016 executive session and September 20, 2016 special meeting. Motion made by Ms. Jamison and seconded by Mr. Buffington to approve the minutes from September 12, 2016 and September 14, 2016 executive session and September 20, 2016 special meeting. Motion passed 4-0.
5. Consideration of the following warrants:

Accounts Payable Warrants: 25 (\$1,635.64) 26 (\$41,509.89) 28 (\$53,098.32)

On a motion made by Ms. Jamison and seconded by Mr. Buffington to approve accounts payable warrants: 25 (\$1,635.64) 26 (\$41,509.89) 28 (\$53,098.32) as presented. Motion passed 3-0-1 (Mr. Summers abstained as he was a vendor on one of the warrants).

Payroll Warrants: 24 (\$24,962.54) 27 (\$23,106.76)

On a motion made by Mr. Summers and seconded by Mr. Buffington to approve payroll warrants: 24 (\$24,962.54) 27 (\$23,106.76) as presented. Motion passed 4-0.

6. Licenses:

None

7. **Town Manager's Update**

- a. **Code Enforcement Officer:** The search continues for a new CEO... our one applicant did not work out. We will soon re-tool our help wanted advertising to cast a wider net. In the meantime, I have signed CEO Service Agreements with both Fred Collins and Jerry Samson to cover both the internal and external elements of the job. Because of their willingness to help out our CEO services will be in good hands.
- b. **Catch Basin Project:** Last week I met with staff from the PUD, along with staff from DEP, Rob Prue from Pine Tree Engineering, and highway director Jamie Hutchinson to discuss moving forward with the mandate to redirect the flow from 22 catch basins throughout the town by 2019. Tomorrow morning Rob, Jamie, and I will huddle up to figure out what the next steps and associated costs might be. I hope to have an extensive project update for the board at the October 11th meeting.
- c. **November Election of 2 Board Member Openings:** Liz will provide an update.

- d. **Economic Development Committee:** Town Manager to give an update.
- e. **Note from Barbara Payne:** Ms. Payne wanted the residents of Paris to know that a CD of the Veteran's Monument is available for review at the Paris Town Office, Paris Public Library and the Hamlin Memorial Library.

Mr. Hodgkins informed the Board and the residents on these items. Listen to the tape for full dialogue.

8. Citizen's Comments

Listen to the tape for full dialogue.

9. Select Board Comments

- On a motion made by Ms. Jamison and seconded by Mr. Summers to pay the employees what is owed to them in back pay in the amount of \$13,452.85. Motion passed 4-0.
- Mr. Buffington would like to have monthly updates from the Department Heads.

10. Unfinished Business

- a. Consideration and discussion of the secret ballot referendum question for the November ballot. On a motion made by Ms. Jamison and seconded by Mr. Buffington to go with the wording for the November ballot as printed. Motion passed 4-0.

11. New Business

- a. Consideration and discussion of appointing Richard Little to the Planning Board as an alternate member. On a motion made by Ms. Jamison and seconded by Mr. Buffington to appoint Richard Little to the Planning Board as an alternate member. Motion passed 4-0.
- b. Sarah Glynn to give an update on Age Friendly Community. Sarah gave her update under "Citizens Comments"; listen to the tape for full dialogue.
- c. Consideration and discussion of the budgets from the other 7 towns within the School District. Information only.
- d. Consideration and discussion of back overtime pay. See under "Select Board Comments" for this motion/action on this agenda item.
- e. Consideration and discussion of pro-rating the chairman's stipend. On a motion made by Ms. Jamison and seconded by Mr. Buffington to pro-rate the chairman's stipend. Motion passed 3-0-1(Mr. Risica abstained).

ADJOURNMENT –

On a motion made by Ms. Jamison and seconded by Mr. Summers the meeting was adjourned at 8:45pm. Everyone was in favor!

Elizabeth Knox, Town Clerk/Secretary

Approval; Board of Selectpersons, Town of Paris, this 11th day of October, 2016

Name	Signature
Michael Risica	
someone	
Janet Jamison	
Christopher Summers	
C. Scott Buffington	

Warrant 31

Vendor-----	Amount	Account-----
00376 AFLAC	233.09	GEN'L GOV / AFLAC CANCER
00376 AFLAC	344.98	GEN'L GOV / AFLAC-ACCIDE
00376 AFLAC	259.22	GEN'L GOV / AFLAC HOSP
00376 AFLAC	264.79	GEN'L GOV / AFLAC-DISABI
00376 AFLAC	157.30	GEN'L GOV / AFLAC SPECIF
00376 AFLAC	109.09	GEN'L GOV / AFLAC-LIFE
01440 ALL STATES ASPHALT INC	97,447.20	CAPITAL FUND / ROAD RECON. - UNCLASSIFIED / ROAD CONSTR
00081 ATCO INTERNATIONAL	362.50	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00536 BEDARD EXCAVATION	420.00	HWY SUMMER / HIGHWAY DEPT - OPERATING / GRAVEL
01451 BERGERON PROTECTIVE CLOTHING LLC	773.59	CAPITAL FUND / FIRE DEPT - OPERATING / FIRE EQUIP.
00029 BIG RIG SHOP	54.79	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
01084 BUDGET DOCUMENT TECHNOLOGY	240.40	ADMIN. / GEN. ADMIN - GEN SUPPLIES / OFFICE
01084 BUDGET DOCUMENT TECHNOLOGY	539.44	FIRE DEPT. / FIRE DEPT - OPERATING / OFFICE
00035 CENTRAL MAINE POWER	36.51	PARKS & REC / MOORE PARK - UTILITIES / ELECTRICITY
01204 FASTENAL COMPANY	11.78	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00494 GRAINGER	137.80	FIRE DEPT. / FIRE DEPT - OPERATING / OFFICE
01472 GREAT AMERICA FINANCIAL SVCS.	84.70	ADMIN. / GEN. ADMIN - OPERATING / EQUIP CONTRA
01514 HADLEY'S	350.00	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00007 HOWARD P. FAIRFIELD, INC.	4,712.00	HWY SUMMER / HIGHWAY DEPT - OPERATING / SPEC TOOLS
00110 HYGRADE BUSINESS GROUP	66.89	ADMIN. / GEN. ADMIN - GEN SUPPLIES / OFFICE
00110 HYGRADE BUSINESS GROUP	359.44	ADMIN. / GEN. ADMIN - GEN SUPPLIES / OFFICE
00552 INTERNAL REVENUE SERVICE	414.04	GEN'L GOV / FED.TAXES WH
00067 JCW DISTRIBUTORS INC	177.00	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / VEHICLE
00067 JCW DISTRIBUTORS INC	-18.00	GEN'L GOV / AP CR MEMOS
00448 LAKE REGION AWARDS	85.00	ADMIN. / GEN. ADMIN - TRAIN/TRAVEL / MANAGER EXP
00041 M.S.A.D. #17	246,034.58	INTER-GOV'T / MSAD #17 - FEES / MSAD #17
00288 MAINE CHIEF OF POLICE ASSOC.	70.00	POLICE DEPT / POLICE DEPT. - TRAIN/TRAVEL / TRAINING
01005 MATHESON TRI-GAS INC	131.25	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00747 MEMPHIS EQUIPMENT	605.33	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / VEHICLE
00747 MEMPHIS EQUIPMENT	-100.00	GEN'L GOV / AP CR MEMOS
00034 MOWATT, HARTLEY H. JR	669.60	POLICE DEPT / POLICE DEPT. - TRAIN/TRAVEL / TRAINING
00034 MOWATT, HARTLEY H. JR	40.00	POLICE DEPT / POLICE DEPT. - TRAIN/TRAVEL / TRAINING
00825 NEW ENGLAND CRANE	384.00	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / BLDG
00825 NEW ENGLAND CRANE	696.00	FIRE DEPT. / FIRE TRUCKS - REPAIR/MAINT / EQUIPMENT
00039 NPSW	21,833.33	SANITATION / N.P.S.W. - FEES / DISPOSAL FEE
00033 OXFORD COUNTY EAST	171.00	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	190.00	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	285.00	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	32.50	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	23.00	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	-680.00	GEN'L GOV / AP CR MEMOS
00033 OXFORD COUNTY EAST	-21.50	GEN'L GOV / AP CR MEMOS
00040 OXFORD COUNTY REGIONAL RECYCLING	1,157.17	SANITATION / O.C.R.S.W. - FEES / DISPOSAL FEE

Warrant Recap

Warrant 31

Vendor-----	Amount	Account-----
00456 Oxford Networks	128.00	ADMIN. / GEN. ADMIN - UTILITIES / TELEPHONE
00456 Oxford Networks	141.37	POLICE DEPT / POLICE DEPT. - COMMUN. / TELEPHONE
00456 Oxford Networks	35.16	HWY SUMMER / TOWN GARAGE - COMMUN. / TELEPHONE
00456 Oxford Networks	96.08	FIRE DEPT. / FIRE DEPT - COMMUN. / TELEPHONE
00069 PARIS FARMERS UNION	3.55	POLICE DEPT / POLICE DEPT. - GEN SUPPLIES / OFFICE
00069 PARIS FARMERS UNION	39.95	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
01298 PAULA LOCKE	17.28	ADMIN. / GEN. ADMIN - TRAIN/TRAVEL / TRAVEL
00017 PIKE INDUSTRIES, INC.	561.60	HWY SUMMER / HIGHWAY DEPT - OPERATING / COLD PATCH
00017 PIKE INDUSTRIES, INC.	196.31	CAPITAL FUND / ROAD RECON. - UNCLASSIFIED / ROAD CONSTR
00019 RIPLEY & FLETCHER	60.58	POLICE DEPT / 2013 FORD TA - REPAIR/MAINT / VEHICLE
00019 RIPLEY & FLETCHER	10.99	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / VEHICLE
01116 ROBERTS, MALCOLM & THERESA	50.00	ADMIN. / GEN. ADMIN - REPAIR/MAINT / BLDG
01116 ROBERTS, MALCOLM & THERESA	80.00	POLICE DEPT / POLICE DEPT. - REPAIR/MAINT / CLEANING SUP
00025 STATE OF MAINE, BMV	2,336.50	GEN'L GOV / B.M.V. FEES
00025 STATE OF MAINE, BMV	297.00	GEN'L GOV / TITLE FEES
00025 STATE OF MAINE, BMV	874.56	GEN'L GOV / MV SALES TAX
01589 TAYLOR OWENS	25.00	GEN'L GOV / PARKS & REC
01588 TIMOTHY HOLLAND	225.76	POLICE DEPT / POLICE DEPT. - TRAIN/TRAVEL / TRAINING
00214 U.S. CELLULAR	111.63	ADMIN. / GEN. ADMIN - UTILITIES / TELEPHONE
00214 U.S. CELLULAR	210.23	POLICE DEPT / POLICE DEPT. - COMMUN. / TELEPHONE
00214 U.S. CELLULAR	90.05	HWY SUMMER / TOWN GARAGE - COMMUN. / TELEPHONE
01587 VICTOR HODGKINS	52.74	ADMIN. / GEN. ADMIN - TRAIN/TRAVEL / MANAGER EXP
01280 WHITE SIGN	677.49	HWY SUMMER / HIGHWAY DEPT - OPERATING / SIGNS

Prepaid Total-- 0.00

Current Total-- 385,466.64

Warrant Total-- 385,466.64

Warrant 33

Vendor-----	Amount	Account-----
00569 AAA FIRE EXTINGUISHER	10.50	FIRE DEPT. / FIRE TRUCKS - REPAIR/MAINT / EQUIPMENT
00949 ADMIRAL FIRE & SAFETY, INC	188.07	POLICE DEPT / POLICE DEPT. - OPERATING / UNIFORMS
00949 ADMIRAL FIRE & SAFETY, INC	161.86	POLICE DEPT / POLICE DEPT. - OPERATING / UNIFORMS
00949 ADMIRAL FIRE & SAFETY, INC	568.14	SPEC REV / 15 BYRNE JAG
00871 ADVANCE AUTO PARTS	8.42	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00871 ADVANCE AUTO PARTS	16.72	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00871 ADVANCE AUTO PARTS	2.43	HWY SUMMER / HIGHWAY DEPT - REPAIR/MAINT / EQUIPMENT
00871 ADVANCE AUTO PARTS	31.66	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00871 ADVANCE AUTO PARTS	17.99	HWY SUMMER / HIGHWAY DEPT - OPERATING / EQUIP CONTRA
00871 ADVANCE AUTO PARTS	15.62	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / BLDG
00871 ADVANCE AUTO PARTS	12.12	FIRE DEPT. / FIRE DEPT - OPERATING / FIRE EQUIP.
00871 ADVANCE AUTO PARTS	3.41	FIRE DEPT. / FIRE TRUCKS - REPAIR/MAINT / EQUIPMENT
00871 ADVANCE AUTO PARTS	5.97	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / BLDG
00871 ADVANCE AUTO PARTS	85.45	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / BLDG
00871 ADVANCE AUTO PARTS	17.43	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / BLDG
00871 ADVANCE AUTO PARTS	11.97	FIRE DEPT. / FIRE STATION - REPAIR/MAINT / VEHICLE
00871 ADVANCE AUTO PARTS	2.84	POLICE DEPT / 2010 CRO VIC - REPAIR/MAINT / VEHICLE
01434 ALADTEC INC	575.00	FIRE DEPT. / FIRE DEPT - REPAIR/MAINT / CONTRACTS
01084 BUDGET DOCUMENT TECHNOLOGY	357.80	ADMIN. / GEN. ADMIN - OPERATING / EQUIP CONTRA
00035 CENTRAL MAINE POWER	304.50	POLICE DEPT / PD STATION - UTILITIES / ELECTRICITY
00035 CENTRAL MAINE POWER	309.53	ADMIN. / GEN. ADMIN - UTILITIES / ELECTRICITY
00035 CENTRAL MAINE POWER	17.16	HWY SUMMER / TOWN GARAGE - UTILITIES / ELECTRICITY
00035 CENTRAL MAINE POWER	163.85	HWY SUMMER / TOWN GARAGE - UTILITIES / ELECTRICITY
00035 CENTRAL MAINE POWER	980.71	FIRE DEPT. / FIRE STATION - UTILITIES / ELECTRICITY
00708 Concentra Medical Centers	72.50	FIRE DEPT. / FIRE DEPT - TRAIN/TRAVEL / FIT TESTING
00008 FIRE TECH & SAFETY OF N.E.,INC	680.00	FIRE DEPT. / FIRE DEPT - OPERATING / FIRE EQUIP.
00008 FIRE TECH & SAFETY OF N.E.,INC	26.75	FIRE DEPT. / FIRE TRUCKS - REPAIR/MAINT / EQUIPMENT
01196 FRED S. COLLINS, JR.	275.00	ADMIN. / GEN. ADMIN - COMPENSATION / WAGES
00036 INLAND FISHERIES & WILDLIFE	137.00	GEN'L GOV / BOAT REG.
00036 INLAND FISHERIES & WILDLIFE	528.00	GEN'L GOV / ATV REG.
00036 INLAND FISHERIES & WILDLIFE	138.88	GEN'L GOV / RV SALES TAX
00036 INLAND FISHERIES & WILDLIFE	232.25	GEN'L GOV / IFW FEES
00223 MAINE MUNICIPAL ASSOCIATION	6,846.30	UNCLASSIFIED / WORKERS COMP - INSURANCES / WORKERS COMP
01183 MAINE OXY	75.30	FIRE DEPT. / FIRE DEPT - OPERATING / FIRE EQUIP.
00033 OXFORD COUNTY EAST	13.00	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	171.00	ADMIN. / GEN. ADMIN - GEN SUPPLIES / LIEN FILINGS
00033 OXFORD COUNTY EAST	-1.50	GEN'L GOV / AP CR MEMOS
00071 PARK STREET PRESS	72.99	ADMIN. / GEN. ADMIN - COMMUN. / PRINTING
00771 PERFECT STITCH EMBROIDERY INC.	275.55	FIRE DEPT. / FIRE DEPT - OPERATING / FIRE EQUIP.
00025 STATE OF MAINE, BMV	7,080.50	GEN'L GOV / B.M.V. FEES
00025 STATE OF MAINE, BMV	297.00	GEN'L GOV / TITLE FEES
00025 STATE OF MAINE, BMV	2,246.81	GEN'L GOV / MV SALES TAX
01429 TREASURER STATE OF MAINE MAINE EMS	100.00	FIRE DEPT. / FIRE DEPT - OPERATING / OFFICE

Warrant Recap

Warrant 33

Vendor-----	Amount	Account-----
01115 TREASURER, STATE OF MAINE	12.80	GEN'L GOV / BIRTH CERTIF
01115 TREASURER, STATE OF MAINE	174.40	GEN'L GOV / DEATH CERTIF
01115 TREASURER, STATE OF MAINE	6.40	GEN'L GOV / MARRIAGE CER
01115 TREASURER, STATE OF MAINE	8.00	GEN'L GOV / MARRIAGE LIC
00086 TREASURER, STATE OF MAINE-PLUM	257.50	GEN'L GOV / PLUMB. FEES
00054 VERIZON WIRELESS SERVICES LLC	120.03	FIRE DEPT. / FIRE DEPT - COMMUN. / CELL SERVICE
01483 YANKEE EQUIPMENT	48.02	FIRE DEPT. / FIRE TRUCKS - REPAIR/MAINT / EQUIPMENT
01483 YANKEE EQUIPMENT	308.75	FIRE DEPT. / FIRE TRUCKS - REPAIR/MAINT / EQUIPMENT
Prepaid Total--	0.00	
Current Total--	24,072.38	
Warrant Total--	24,072.38	