Selectmen’s Meeting Minutes

April 06, 2021

Roster: Selectmen: Raymond Poulin, Tina Poulin, Wayne Rundlett

Town Manager: Stacie Rundlett, Kip Poulin, Marilyn Gorman, Judi Wills, Brian Rundlett, Garrett Oswald, Dirk Gouwens

1. Raymond called the meeting to order at 6:29 pm

2. The Board reviewed from previous meeting. Wayne motioned to accept them as written, it was 2nd and all were in favor.

3. Old Business- There was a brief discussion on the Sand Salt Shed and if anyone had heard from the electrician about hooking up the high voltage power. No one had heard from the electrician.

4. Items by the Public- There was none

5. Department Heads

Kip reviewed with the Board the year to date on calls. He shared with them that he ordered another AED to house in the highland station. He asked if the board would approve the funds to come out of revenues for the Fire Department. Wayne motioned to use funds from the Fire Department revenues, Raymond 2nd and all were in favor. Kip briefed the Board on the schedule of work to be done on the trucks. Kip updated the board on all of the gear that was ordered last year is now in.

6. Items by the Town Manager

a. The Board reviewed and signed payroll, A/P warrants

b. The Board reviewed and signed the Treasurer’s Report for January and February.

c. Stacie shared with the Board that Rosie Hendrix had turned in all of her documents and files for the West New Portland Cemetery, and has turned all rights and responsibilities over to the Town of New Portland until such time that a new person can take over those duties. Raymond motioned for the Town to accept those responsibilities until someone can be found, it was 2nd and all were in favor. There was a discussion regarding documents that the bank would need and to place an ad for someone on a few different sites.

d. Stacie shared with the Board that if they would like to offer ZOOM coverage of all Selectmen’s Meetings in the future, she would get all of that arranged. All of the Board members were in favor and Stacie would make the arrangements starting coverage for the public to see and hear the meetings from their home for the 2nd April meeting, and all meetings from there.

7. Items by the Board of Selectmen

a. The Board reviewed and signed Quitclaim deeds for properties the town put out to bid

b. The Board reviewed and signed 2 Release of Deeds for 2018 liens paid

c. The Board reviewed all of the appointment papers from the Clerk’s Office. Raymond motioned for the following positions and terms, it was 2nd and all were in favor for them all.

Keith Mudgett as Animal Control Officer for a 1 year term

Kip Poulin as Fire Chief for a 1 year term

Gary Agren as Road Commissioner for a 3 year term

Stacie Rundlett for Code Enforcement and Health Officer for a 1 year term

Kyle Handrahan for Planning Board for a 3 year term

Gabe Clark for Planning Board for a 3 year term

Leo Mayo for Local Plumbing Inspector for a 1 year term

Stacie did provide the Board with employee evaluation sheets for the positions they oversee. Raymond took a few copies to work on for the next meeting.

Tina questioned who was responsible for the Selectmen’s Meeting Minutes to be put on the Town’s Website. Stacie discussed with her that it was task that she and her former Deputy, Kristen shared. She noted that her new Deputy, Mallory, had not been shown yet how to do this task. Tina had brought up with Raymond and Wayne at another time that she had complaints the website was not up to date, so she was curious who handled that and how often it was done. Raymond shared with Tina that the minutes from the meetings do not get published until they have been approved by the Board of Selectmen.

The meeting was adjourned at 7:00 pm

*These minutes were approved at the April 19th meeting by the Board. smr*