Present: Chairman Matthew Frank, Vice Chairman William Winslow, Selectman Achille Belanger, Selectman Raymond Laplante, Selectman Richard Sykes, Town Manager George Finch, Secretary Melissa St. John, CEO John Wentworth

Public: LRTV, Tony Campbell, Walter Riseman

1. Pledge of Allegiance – Led by Chairman Frank

2. Open the Assessor’s meeting at 7:00 p.m. by Chairman Frank

3. Open the Selectmen’s meeting at 7:10 p.m.

4. Public Participation (Non-Agenda Items)

Tony Campbell would like to be added to bid on delivering salt and sand to the town

5. Public hearing – Junkyards

Chairman Frank opened the public hearing at 7:13 p.m.
Renewals only. No complaints.

Chairman Frank closed the public hearing at 7:14 p.m.

6. Approval of Warrants #16 - #21

Motion to accept the Fiscal Year 2017/18 Financial Warrants #16 - #21 made by Selectman Laplante, 2nd by Selectman Winslow. Approved 5-0.

7. Approval of minutes – October 17, 2017

Motion to accept the October 17, 2017 meeting minutes made by Selectman Laplante, 2nd by Selectman Winslow. Approved 5-0.

8. Old Business
Discussion pertained to the interim while the Board hires a new town manager.
Motion to hire George “Bud” Finch on a month to month basis as needed made by Selectman Winslow, 2nd by Selectman Laplante. Approved 5-0.

9. New Business
   a. Junkyard permits
      i. John Campbell, dba Sports Cars, 1290 Edes Falls Road

Motion to grant John Campbell a junkyard permit valid until October 2018 made by Selectman Sykes, 2nd by Selectman Winslow. Approved 5-0.

   ii. Harrison Auto Salvage, 33 Spring House Road

Motion to grant Harrison Auto Salvage a junkyard permit valid until October 2018 made by Selectman Winslow, 2nd by Selectman Belanger. Approved 5-0.

b. Pole permit – Central Maine Power, Buck Road

Motion to grant a pole permit to Central Maine Power to add a pole on Buck Road made by Selectman Laplante, 2nd by Selectman Winslow. Approved 5-0.

c. Debris Plan
   Plan is needed to qualify for FEMA money if there is a major event. This plan follows a template the county has developed with FEMA/MEMA. The Board will vote at the December meeting to accept the plan.

d. 2018 letter for Texas Hold Em

Motion to have the clerk write a letter granting permission for the Lions Club to hold Texas Hold Em throughout the 2018 year made by Selectman Winslow, 2nd by Selectman Belanger. Motion withdrawn and 2nd withdrawn.

Motion to have the clerk write a letter granting permission for the Lions Club to hold monthly Texas Hold Em throughout the 2018 year. Approved 5-0.

e. Personnel Handbook
   The Current employee handbook has some legal issues. The current draft has been put through legal and meets all current laws. Tuesday January 2nd at 3:00 p.m. to workshop on the personnel handbook.

10. Other Business - None

11. Manager’s Report
   - Holiday Season - With Thanksgiving over we are moving full speed into the holiday season. Christmas in Harrison 2017 is ready to roll beginning with Soup
& Song on Thursday night followed by a variety of events through Saturday then continuing with the addition of a special Deertrees Theatre Event at the Church on Sunday.

- **Finance Report** – With October complete we are through 1/3rd of the fiscal year. Through the four months we are not only on track with same time figures from previous years but actually slightly below in all categories but Insurance where we are up slightly. In total we are $31,471 or 1.7% below budget on municipal services. Of course, we have the long and possibly hard winter ahead of us where costs, (such as fuel for both heating and transportation, electricity and overtime in public works) can vary significantly.

**Capital Roads Financial Report** – Great accomplishments were made in 2017. Included was a complete reconstruct of Dawes Hill Rd./1.64 miles, Deer Hill Rd./1.24 miles, Buck Rd./1.10 miles, Fogg Rd./1.26 miles, Town Farm Rd./0.95 miles, Lincoln St./0.10 miles and the Transfer Station Rd./0.05 miles plus the top coat on Maple Ridge Rd./1.20 miles for a total of 7.55 miles. The great news is the projects all came in under budget even with Lincoln St, Transfer Station and Maple Ridge added on leaving approximately $190,000 available for public works to begin preparation in the spring on the road work for the next fiscal year.

- **Public Works** – With the addition of the new Ford F550/plow/sander the complete winter fleet is serviced and ready for winter.

- **Winter Sand Availability** – As in past years the Town will supply a limited amount of winter sand to help residents with icy walkways. The sand can be found at the Transfer Station and the Public Works Facility during work hours and can be picked up in a 5-gallon pail or equivalent. Note: Please remember the availability of sand is for personal use not business nor for complete sanding of driveways. Failure to comply with this rule could lead to one’s ability to obtain sand in the future. There is also a limit to the amount of sand we can make available.

- **Winter Parking Ban Reminder - November 15th to April 15th** parking on all public streets, roads, and parking lots is prohibited during snowstorms. Vehicles will be towed at owner’s expense. This is done to facilitate the plowing and removal of snow.

- **Fire & Rescue** – The new Engine 3 is in full service with equipment in place and driver/pump training complete.

**Fire Station Roof** - The roof work, (replacement of water damaged plywood and change to shingles to replace the metal), has been completed and the replacement entrance door to the apparatus bay has been installed. The roof replacement came in $24,000 under budget.

**Compensation Adjustment** – The time has come to make a slight adjustment to the manner we provide financial support to our fire and rescue personnel. This is being driven by the changing times and demands on our members and the necessity to increase their levels of certification. Currently members received the
same amount per call without regards to certification for the various levels of capability. The change is not significant, (only $2.00 from support member only to fully certified member at all levels) but it is a first and necessary step at job grade classification for all municipal positions.

- **Administration** –

- **Security Improvements** – We have been slow, (or at least I have), in following through on our upgrade of security requirements. We have made great strides with the change in layout of the office but have lacked a bit since. We still have the need to finalize the access to the office area as signs alone do not provide the level of privacy and security necessary. Much of what we have done was driven by the reality of the local bank robbery a couple of years ago and issues other communities have faced. This was compounded by an incident in our parking lot, late one evening, and our inability to provide the Sherriff’s Department any record of what took place. To move the process forward, (following conversations with vendors and other communities at the Maine Municipal Convention in Augusta), we have obtained recommendations and quotes from companies who provide options for this type of service. The initial proposal covers the Town Office while future proposals would provide capability at Public Works, Transfer Station, Fire Station and Parks.

- **Audit** - The Town audit report is complete with the Town once again continuing to strengthen its financial position. I am pleased to report the following financial analysis as provided by our audit firm.

- **Net Position** – (Net Position presents all the government’s assets, deferred outflows of resources, liabilities and deferred inflows of resources with the position being reported as net position.) - The Town’s total net position increased by $571,614 from $13,524,068 to $14,095,682.

- **Unrestricted net position** – The component of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements - increased to a balance of $3,972,880 at the end of this year.

- **Revenues & Expenses** – Revenues for the Town's governmental activities decreased by 2.68%, while total expenses decreased by 3.38%. The decrease in revenues was primarily the result of decreases in taxes and miscellaneous revenues. The decrease in expenses was mainly the result of decreases in special assessments and unclassified expenses.

- **General Fund & Capital Fund** –

The general fund total balance decreased by $20,899, down to $1,206,751 from $1,227,650 in the prior fiscal year.

The combined capital fund total fund balance increased by $78,242 to $1,433,802 up from $1,355,561 the prior fiscal year.
• **Budgetary Highlights** – The difference between the original and final budget for the general fund was due to the use of unassigned fund balance and the use of applied receipts.

  The **general fund** actual revenues exceeded budgeted revenues by $213,837. Nearly all revenue categories were in excess of budgeted amounts.

  The **general fund** actual expenditures were under budget by $203,031. Nearly all expenditure categories were under budget.

• **Control Notes & Adjustments** – Each year the auditor will list internal control notes and proposed adjustments we can make to continually improve our financial operations. As with past years we incorporate where we can and or initiate proposed changes.

• **Vehicle Fuel Inventory Control** – Lack of internal controls in regard to vehicle fuel inventory. This has been an ongoing process issue and will be resolved with the implementation of the new fuel pumping system. The unit will provide an electronic print out as to the date, vehicle, amount of fuel and user on a monthly basis. The monthly print out will be signed by the foreman and management to verify accumulated data replacing the manual bookkeeping required in the past.

• **Transfer Station Controls** –

• **Extension of Credit** – **Extension of Credit by Attendants** – The recommendation is for the approval for credit to be given by the Board of Selectmen. These are monthly payment options provided to contractors who utilize our facility for demolition debris. Failure to make full payment monthly eliminates the contractor’s ability to pay monthly. I recommend that the Board authorize the Town Manager to extend the monthly credit options. The process is used by local small contractors who frequent the facility paying monthly versus paying each load as they come in. The process also allows for members of the community to deliver multiple loads on the same day with one payment versus a small payment each trip. Financial verifies these payments with failure to make timely payment resulting in forfeiture of the option.

• **Cash Collections & Deposits** – **Infrequent Deposits** – The finance officer collects the cash and check revenue on Monday mornings. It is difficult to have daily deposits due to the Saturday & Sunday work schedule but Monday, Wednesday & Friday drop offs at the Town Office is doable but unnecessary as the amount of cash collected daily during the week is usually minimal.

• **Segregation of Duties** – Person Responsible for maintaining the Town’s General Ledger also approves then enters journal entries to update and correct the general ledger. The management letter notes small government is unable to achieve ideal segregation of duties but also notes it should be done where feasible. We are
maximized in personnel for this, as noted by the auditor and feel our current checks and balances are sufficient.

- **Cash Disbursements** – Issuance of town warrant disbursement prior to approval by the Board of Selectmen at a Public Meeting. Currently the disbursement of payments is done upon signing of the warrant which is accepted into record at the next Selectmen’s Meeting. This can be resolved with an article on the Town Meeting Warrant authorizing the Treasurer to issue payments upon the receipt of signatures of a minimum of three (3) Selectmen.

- **W-2 Earnings** – Town Planning Board Members are considered employees for income tax purposes therefore are required have social security and Medicare withheld from their pay versus the stipend for services they receive. This was a first year for a stipend to be offered to the Planning Board. Historically such positions were considered to be stipend payments to offset expenses but now are considered to be employee payroll requiring a W-2 earnings statement to be filed with the State & IRS.

- **Tax Abatement** – The Treasurer abated taxes on a non-conforming tax acquired lot of land based on the Assessor’s meeting minutes alone. Title 36 Section 841 Item 5 requires the abating authority to certify in writing to the tax collector, and that certificate shall discharge the collector from further obligation to collect the tax so abated. Correction note made should the issue ever rise again. **Note**: This is similar to the process required upon change of Tax Collectors which will take place following my retirement. All taxes due which have been committed by the Board of Assessors to me as current Tax Collector will need to be recommitted to the new Tax Collector.

- **Debt Limit Calculation** – Requirement to verify debt limitation under Title 30-A Section 5702 which states no municipality may incur debt which would cause its total debt outstanding at any time, exclusive of debt incurred for school purposes, for storm or sanitary sewer purposes, for energy purposes or for municipal airport purposes to exceed 7 1/2 % of its last full valuation. While this is noted as part of the bond issuing process in the future it will be noted in the warrant. In that the Town does not borrow often I would like to note we are currently at 0.2% of valuation, significantly below the level limitation under Title 30-A Section 5702.

- **Debit Card – Internal Controls – Formal Policy on Debit Cards** – We currently have in place a control policy which we believe is sufficient as it is basically boilerplate but will provide it in a written policy format.

Request to add to the agenda a discussion about the tanker truck at the fire station. The pump is broken and no longer works.

Discussion about continuing forward with security at the town office and other town owned facilities.
Motion made to continue forward with allowing the town manager to continue with security measures for the town as he sees fit made by Selectmen Winslow, 2nd by Selectman Laplante. Approved 3-2. Selectman Sykes & Selectman Belanger against.

12. Executive Session Personnel Matter – 1MRSA §405(6)(A)

Motion to enter executive session pursuant to 1 MRSA §405(6)(A) to deal with a personnel matter made by Selectman Winslow, 2nd by Selectman Sykes. Approved 5-0.

13. Adjourn

Motion made to adjourn at 9:22 p.m.

Respectfully submitted,

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Matthew Frank, Chairman

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Melissa St. John, Secretary