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

Public:LRTV, 2 public

1. Pledge of Allegiance – Led by Chairman Laplante
2. Meeting called to order at 7:00 p.m. by Chairman Laplante
3. Public Participation (Non-Agenda Items)
   Val Kenny asked what the policy is about snow removal. Damage was done to a tree on her property last winter and wants to make sure it doesn’t happen again when the snow is pushed back.

4. Approval of Warrants #10 & #11
   Motion to accept the Fiscal Year 2015/16 Financial Warrants #10 & #11 made by Selectman Winslow, 2nd by Selectman Frank. Approved 5-0.

5. Approval of minutes – August 27, 2015
   Motion to accept the August 27, 2015 meeting minutes made by Selectman Frank, 2nd by Selectman Belanger. Approved 3-0. Selectman Winslow and Selectman St. John abstained, not present.

6. Old Business - None

7. New Business
   a. Foreclosed land

   Motion to put the foreclosed land on Plains Road back up for bid for $22,000 made by Selectman Winslow, 2nd by Selectman Frank. Discussion ensued and motion amended to include a due date for bids of November 12th made by Selectman Winslow, 2nd by Selectman Belanger. Approved 5-0.
Town Manager asked if the Board is still agreeable to working with families to keep foreclosed property in the family if it can be worked out. The Board still feels it is important to work with people and to continue the current policy of working with families.

8. Other Business
   a. Ladies VFW Auxiliary Oktoberfest dinner date change

Motion to approve the date change for the dinner from September 26th to October 17th made by Selectman Belanger, 2nd by Selectman St. John. Approved 5-0.

9. Manager’s Report

   • **Broadband Upgrade** - FairPoint Communications has completed work to extend and upgrade broadband services in the towns of Otisfield and Harrison.

      o The project expanded and upgraded high-speed Internet service to more than 320 residents and businesses in the towns. These residents now are able to quickly e-mail photos, download large documents, utilize video conferencing and surf the Internet.

      o In Harrison the expanded coverage is on Bolsters Mills Road and Walkers Mills Road.

      o To find out if you are eligible for FairPoint’s high-speed Internet and to obtain information about prices and bundled plans, residential consumers can call 1.866.984.2001 and 1.866.984.3001 for businesses or visit www.FairPoint.com.

      “A thank you to FairPoint and the various folks involved in the improvements to broadband service in Harrison. We are always pleased to have improvements but unfortunately the need still far exceeds current plans for all the internet providers combined leaving great gaps within our communities.”

   • **August Finance Report** – As I have often reported it can be difficult to report the status of the fiscal year budget after just a few months. Some payments are made in full early in the fiscal year while other payments are made later and many expenses have seasonal impact such as winter snow removal. Capital expenses such as roads also play a large role. This year we paved early and paid for the expense in August, last year we paved later and paid in November.

      o With that said and using same time past year’s comparisons we are in good position to finish the year within budget. There are and always will be the unknowns, how bad will winter be, will costs such as fuel go up and are their unexpected, (not sure why we always call them unexpected), expenses.
- Municipal expenses through August are at 19% with projection of 97% for the end of the fiscal year in June.

<table>
<thead>
<tr>
<th>Municipal Budget</th>
<th>FY16</th>
<th>FY16 YTD</th>
<th>% % %</th>
<th>FY16 Est</th>
<th>% % %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$ 500,655</td>
<td>$ 101,408</td>
<td>20%</td>
<td>$ 488,158</td>
<td>98%</td>
</tr>
<tr>
<td>Public Works</td>
<td>$ 548,125</td>
<td>$ 60,058</td>
<td>11%</td>
<td>$ 521,142</td>
<td>95%</td>
</tr>
<tr>
<td>Fire Department</td>
<td>$ 99,440</td>
<td>$ 6,475</td>
<td>7%</td>
<td>$ 95,151</td>
<td>96%</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>$ 243,537</td>
<td>$ 43,336</td>
<td>18%</td>
<td>$ 236,354</td>
<td>97%</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>$ 188,004</td>
<td>$ 62,419</td>
<td>33%</td>
<td>$ 183,231</td>
<td>97%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 59,000</td>
<td>$ 14,858</td>
<td>25%</td>
<td>$ 54,230</td>
<td>92%</td>
</tr>
<tr>
<td>Public Safety</td>
<td>$ 174,501</td>
<td>$ 50,626</td>
<td>29%</td>
<td>$ 174,545</td>
<td>100%</td>
</tr>
<tr>
<td>Community</td>
<td>$ 79,970</td>
<td>$ 12,949</td>
<td>16%</td>
<td>$ 80,050</td>
<td>100%</td>
</tr>
</tbody>
</table>

Sub-Total—> $ 1,893,231 $ 352,128 19% $ 1,832,862 97%

- The remaining portion of the budget deals with Capital, Education and County Tax. Currently we are at 25% but since these categories are exact math we will wind up the fiscal year at 100%

<table>
<thead>
<tr>
<th>FY16</th>
<th>FY16 YTD</th>
<th>% % %</th>
<th>FY16 Est</th>
<th>% % %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Roads</td>
<td>$ 400,000</td>
<td>$ 400,000</td>
<td>100%</td>
<td>$ 400,000</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>$ 300,000</td>
<td>$ 300,000</td>
<td>100%</td>
<td>$ 300,000</td>
</tr>
<tr>
<td>Education</td>
<td>$ 3,856,327</td>
<td>$ 642,721</td>
<td>17%</td>
<td>$ 3,856,327</td>
</tr>
<tr>
<td>County Tax</td>
<td>$ 329,608</td>
<td>$ -</td>
<td>0%</td>
<td>$ 329,608</td>
</tr>
<tr>
<td>Debt/Other</td>
<td>$ 4,885,935</td>
<td>$ 1,342,721</td>
<td>27%</td>
<td>$ 4,885,935</td>
</tr>
<tr>
<td>Sub-Total—&gt;</td>
<td>$ 4,885,935</td>
<td>$ 1,342,721</td>
<td>27%</td>
<td>$ 4,885,935</td>
</tr>
<tr>
<td>Total Budget—&gt;</td>
<td>$ 6,779,166</td>
<td>$ 1,694,849</td>
<td>25%</td>
<td>$ 6,718,797</td>
</tr>
</tbody>
</table>

- Municipal Revenue is at 17% through August with current projections for the fiscal year end of 109% along with revenue sharing being at 22% with year-end projection of maybe a bit over 100%. Revenue sharing from the State is always a projection and we look at it with crossed fingers and hope.

- As of the end of August we are positioned well to end the fiscal year around 2% to the good.

- Tax Collection has been consistent and slightly ahead of the 5-year average of 24%.

- **Public Works** - The main focus the past couple of weeks and through the month of September, weather permitting, has been and will be on Dawes Hill Road. The crew will also, (really do not like to say it but have to), begin preparation for winter. Equipment preparation, stockpiling sand and salt and wrapping up
summer projects all need to be ready for November. Even if it doesn’t snow until January.

- **Recreation** – Recreation has faced the challenges of these changing times as well as anyone could expect. As with most rural communities, our population has aged but unlike many rural communities our population has grown. Paula has successfully adjusted her programs to meet these changing demographics. While some programs have shrunk in size others have been eliminated in favor of new programs.

- **Personnel Status** – With the summer busy season coming to an end I would like to restate my position on employee replacements. The reality of our employment level has to be based on future needs not past needs. The future brings with it many changes in the type and volume of work to be done impacting both operational and personnel costs.

  - **Administration** - Technology brings productivity improvements, specifically within the administration function. Administration, for small communities, grew from what was often a Town Clerk, working out of her home, to the need for more personnel as the demands on the office exceeded capacity. Technology is now decreasing those needs and the time required to accomplish these same tasks. This ultimately will lead us towards the need for fewer personnel at least in the work currently necessary. Government’s place, as with business, is not to create employment but to provide products and/or services. As with successful business we must provide our customer, (the taxpayer), their desired level of quality service, do so in a timely manner at a cost they deem affordable. At this point we are only certain of the changing times. Accordingly we will continue with per-diem, (part time), employees.

  - **Public Works Department** – This coming November we will have been down one full time employee at public works for a year. At this point I plan on continuing the per-diem, (part time), through the winter. Ultimately we will need a 5th and possibly even a 6th employee but at the same time we need to look at the options of ensuring our current 4-person staff their positions. Flexibility will be necessary to meet the changing seasons for our new employees and that is work in process.

  - **Transfer Station** – Our review of the operation of the transfer station will be complete in the coming weeks and we will review the options for staffing. While there has been little unexpected by the analysis, (my point of view), it does provide the data necessary to implement necessary changes in the operation. My thanks go out to Jaime Dayton for his efforts to obtain the data and for his willingness to fill in for the Town. As with Administration and Public Works I expect I will continue, at least through
the slower winter months, to operate with available personnel on a part time basis.

**Fire & Rescue Responses –**

- Emergency - 911 – Non-Emergency Sheriff Dept. – 893-2810 -

- Friday, September 4th – 4:50 P.M. – Med Res – Maine St.
- Tuesday, September 8th – 2:43 P.M. – Fire Res – Norway Rd.
- Wednesday, September 9th – Alarm Activations (2) – Main Street
- Thursday, September 10th – 3:00 P.M. – Fire Res – Bolsters Mills Rd. – Fuel Leak

Other Business Cont.

**Motion to abate the Personal property for Edward & Susan Carr for years 12, 13, & 14 and Real estate for Wayne King for year 14 made by Selectman Winslow, 2nd by Selectman Frank. Approved 5-0.**

10. Executive Session (if necessary)

11. Adjourn

**Motion to adjourn at 8:08 p.m. made by Selectman Winslow, 2nd by Selectman Frank. Approved 5-0.**

Respectfully submitted,

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Kathleen Laplante, Chairman

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Melissa St. John, Secretary