

GREENWOOD SELECTMEN'S MEETING MINUTES

June 18, 2024 – 5:00 pm

An Audio recording exists for this meeting – contact Town Office for more information

Item 1: Call Meeting to Order - Chair Chapman called the meeting to order at 5:00 pm.

Roll Call: Chair Amy Chapman, Selectman Norman A. Milliard, Selectman Robert Oickle, and Town Manager Kim Sparks

Item 2: Pledge of Allegiance

Item 3: Review and approve:

Expenditure Warrant # 51 - \$ 134,757.39, Covering period June 5 - June 10, 2024
Includes voucher # 1383 payable to MSAD 44, \$ 104,976.00

Expenditure Warrant # 52 - \$ 53,117.97 Covering period June 11 – June 17, 2024
Includes voucher # 1408 payable to Casella Waste, \$ 18,171.85

The Board reviewed the warrants.

Selectman Milliard motioned and Selectman Oickle seconded to approve Warrant # 51 and Warrant # 52 as presented. Vote: 3-0. Motion passes and Warrants are approved.

Item 4: Review and approve minutes of June 4, 2024

The Board reviewed the minutes of June 4, 2024.

Selectman Oickle motioned and Selectman Milliard seconded to approve the minutes as read. Vote: 3-0. Minutes of June 4, 2024 are approved.

Selectman Oickle asked if there could be a way that the Board could be updated on what the status is of projects like the Transfer Station gate. Kim stated that she would be glad to do that. Chair Chapman suggested that we add an agenda item – Old Business. Kim stated that she would add that to the next meeting agenda.

Item 5: Comments from the Public - None

A. Selectmen contacted outside of meeting – No contact

Item 6: Review and sign letter to OSHA regarding proposed OSHA Fire Brigade regulations

The Board reviewed and signed the letter to OSHA. Kim will submit the letter to OSHA and to our Federal reps.

Item 7: Discussion with Ann Litchfield regarding issues in the Sheepskin Bog Road neighborhood

Selectman Milliard motioned and Selectman Oickle seconded to table this item until a future date as Ms. Litchfield was not in attendance. Vote: 3-0. Item is tabled.

Item 8: Review and discuss contract from Ben Bruno, of Innovative Graphics Design regarding maintaining Town website. <https://www.innovativegraphicsdesign.com/>

The Board reviewed the contract.

Selectman Milliard stated that he was concerned as some of the language in the contract was very vague. Selectman Milliard stated that an example under graphics and photographs, he references a \$ 6500.00 price, then on the graphics and photographs section it says that they can provide a separate estimate, then it states under changes it states that a number of weeks they estimate to deliver everything we have agreed to achieve, and lastly will provide a separate estimate for any additional work. Selectman Milliard stated the fact that we don't know what potential additional costs are going to be, we don't know what search engine optimization is, and that is not included in this project. Selectman Milliard stated that there is no reference to that cost if we end up going that route. Chair Chapman stated that is to make our site show up whenever anyone searches for Greenwood. Selectman Milliard asked if we are taking about an SEO if we have been having them build a new site and questioned if SEO is already in our new site or is it a generic google site. Selectman Milliard stated that he is a bit concerned about the last page it references 1 payment for \$ 6500.00 and then it says maintenance plans and hosting fees will be handled separately. Kim explained that they currently pay maintenance of \$ 70.00 per month and annual hosting fee of \$170. Selectman Milliard stated the only thing that really concerns him is that the \$ 6500.00 is not the final amount. Selectman Oickle asked how did Kim feel about this. Kim stated that she agrees that there are unpriced items that she isn't sure we will need. Kim asked if the Board would like her to get some prices for these extra items. Chair Chapman asked if there is anything else extra that they would be committed to do, or is this just saying is we do extra things there will be an additional cost. Chair Chapman stated that was fair. Selectman Milliard answered yes, but in terms of the contract it would also be good to know that if you add these items it would cost X number of dollars. Selectman Oickle stated that none of us do this type of work and I don't know if we need graphics and photographs. Chair Chapman asked if we will be able to add photos. Kim stated that she hasn't asked if we could add photos to the new site. Kim answered that she hadn't asked Ben that question but know that we will be able to add minutes and update employee listings. Selectman Milliard asked if this \$ 6500.00 and any potential unknown costs worth it. Selectman Oickle stated that we do not know and he thinks it may be helpful to express to him that we are concerned about what the final costs may be with the understanding that our budget is \$ 6500.00. Selectman Oickle asked what typically happens when they develop a site, are there usually additional costs. Chair Chapman asked if he had a window as to when he was able to do this. Kim stated that he was able to start on this right now and said that he gets really busy when school starts back up.

Selectman Milliard asked if we have received any negative impact back from people who use our website. Kim stated that she has heard from several users who say our site is not mobile friendly. Kim stated that the other complaint is that meeting minutes are not posted on a regular basis. Chair Chapman stated that the current site is not able to be updated by the Town staff. Selectman Milliard stated that as it stands right now if things need to be updated, you have to send it to him, and he then would make the updates. Selectman Oickle suggested that Kim have a discussion with Ben about their concerns. Chair Chapman stated that it sounds like the intention of this contract it that he will give us everything that we want for \$ 6500.00 but we certainly don't want to find out that it is going to be say \$ 8000.00. Selectman Oickle stated

that is what we do not know. Selectman Milliard stated that if it was a simple redesign and that was going to cost us \$ 6500.00 but if the \$ 6500.00 turns into \$ 8,000.00 or \$ 10,000.00. Selectman Milliard asked if it increases from \$ 6500.00 to \$ 10,000.00 is it worth updating our website. Chair Chapman answered yes, and that she sees it as the \$ 6500.00 will get us a website that we have asked for and any increase would be prompted by us asking for additional items. Selectman Oickle stated that is what he thinks as well. Selectman Milliard stated that he is not against doing this at all. Selectman Milliard stated that he would like to know what this search engine optimization is and that we understand that it is not included. Chair Chapman stated that she feels that search engine optimization is used for commercial entities, something that businesses will pay extra to have. Selectman Oickle suggested that Kim have a discussion with Ben and get some answers to our questions and if after the discussion Kim feels comfortable that this is pretty solid then let's move forward with this. Chair Chapman asked if we do not sign this contract by July 2nd will we get this website done by this year. Kim stated that Ben's time starts to get busy when school starts so the sooner the better. Selectman Milliard asked if he is the one who is maintaining the website now. Kim answered yes. Chair Chapman asked if the maintenance and hosting fees will be the same as our current site. Kim stated that she would ask that question. Selectman Milliard stated if Ben could answer these questions, we should be able to act on this at our next meeting on July 2nd. Selectman Oickle agreed. Kim stated that she would reach out to Ben and update the Board at their next meeting.

Item 9: Review and sign corrected Quit Claim Deed for Bruce Kenyon

Kim explained that the previous Quit Claim Deed that was signed had the wrong book and page reference. The Board reviewed and signed the corrected Quit Claim Deed for Bruce Kenyon.

Item 10: Review and sign Quit Claim Deed for John & Leatrice Chase

Kim explained that the Heirs of John and Leatrice Chase are still working on settling their estate and asked that the Board sign this Quit Claim Deed. Kim explained that this was from a 2010 lien that was paid off but never discharged as it should have been.

The Board reviewed and signed the quit claim deed for John and Leatrice Chase.

Item 11: Review and discuss MMA Proposed Ballot for MMA's Legislative Policy Committee

The Board reviewed the MMA proposed ballot for the Legislative Policy Committee and decided to not cast the ballot as they didn't know anyone on the ballot.

Item 12: Review and discuss MMA Guidance on Public Comment at Board Meetings

The Board reviewed the proposed guidelines.

3.3 - Selectman Milliard stated that there are some guidelines that would help as they have had members of the audience in the past that have made comments and not stated their name. Selectman Milliard stated that no matter what the discussion is he has no idea who they are. Selectman Milliard stated that it would be a good thing to implement that as it would be a good thing to have it in the minutes.

3.7 – Chairman has the right to set a time limit for comments. Selectman Milliard stated that this might be applicable if we have a lot of people in attendance.

4.4 – Chair may limit the time allotted.

4.6 – During time set aside for public participation, the Chair will be responsible for recognizing all speakers who must identify themselves as they begin talking.

Chair Chapman stated that these would be helpful. Selectman Milliard stated that he reads this as this is for meetings that have significant number of people who attend. Selectman Milliard stated that he thinks that some of these could be incorporated and some of them might not be needed. Chair Chapman stated that this is a policy and asked how it gets adopted by the Board. Kim stated that the Board would need to vote it in. Selectman Oickle stated that the Board could also amend it as needed. Selectman Oickle asked if we could ask them to state their name and their address. Selectman Oickle stated that he would question limiting a person to only speaking once as he finds the conversation to be helpful. Selectmen Milliard stated that when he started on the Board, he changed the agenda to have 2 options for public comment, one at the beginning of the meeting and one at the end to give folks more opportunity to add their comments.

Selectman Oickle questioned about advance posting of our meeting agenda. Selectman Oickle asked if we do that now. Kim explained that she doesn't post the agenda now. Selectman Milliard stated that Kim could post the agenda on our new website. Kim stated that she would be willing to do that. Selectman Oickle suggested that we boil this down to five or six items. Selectman Milliard stated that we should think about making this policy our own and use what works for us.

3.10 – Side conversations

Selectman Oickle stated that he finds that very distracting and difficult to hear. Kim asked if the Board would like to take note of which items are the most important to keep in the policy and you can discuss that at your next meeting. Selectman Oickle stated that it would be nice to boil this down to a one page document that we can give to those attending our meeting so that the meeting will go as well as it can. Chair Chapman stated that there are a lot of people who have never been to a Selectmen's meeting so this would be helpful. All agreed to review the list and work on simplifying the policy at the next meeting.

Item 13: Comments from the Public. - None

Item 14: Meetings and Events

- June 19th – Juneteenth – Town Office is closed
- July 1st – Planning Board Meeting, 5:30pm GTO
- July 2nd – Conservation Committee Meeting, 10:00 am GTO
- July 2nd – Selectmen's Meeting, 5:00pm GTO
- July 15th – Planning Board Meeting, 5:30pm GTO
- July 16th – Selectmen's Meeting, 5:00pm GTO
- Aug. 6th – Selectmen's Meeting, 5:00pm GTO
- Aug. 20th – Selectmen's Meeting, 5:00pm GTO

Item 15: Adjourn - Having no further business, Selectman Milliard motioned and Selectman Oickle seconded to adjourn the meeting at 5:50pm. Vote: 3-0. Meeting is adjourned.