

**CHAPMAN SELECT BOARD & BOARD OF ASSESSORS
MEETING**

Wednesday, September 14, 2022

4:00 PM – Town Office

MINUTES

Call to Order at 4:00PM by Chair Sutherland

Present – Chair Patricia Sutherland, Charles Beaulieu II, Isaac Braley, and Terrance Hanlon

Absent – Milford Maynard

Staff Present – Sandra Fournier, Town Manager; Lisa Foster, Treasurer; Becky Adams, Assessing Agent

Public Comment - None

Approve Minutes of Previous Meeting July 13, 2022

Motion by Beaulieu to accept the July 13, 2022 minutes as presented

Second by Braley

Motion passed 4 - 0

Review, Approve, and Sign Treasurer Warrants # 48-63

Warrants 48 – 63 were discussed and signed

Motion by Hanlon to accept the Treasurer’s report on expenditures (warrants), investments, and financial reports as prepared and presented.

Second by Braley

Motion passed 4 - 0

Old Business – None

New Business

Review and Sign Municipal Valuation Report (Assessors Only)

There was discussion about the Municipal Valuation Return. This is done on a yearly basis and is to be returned to the State by November 1. This is part of the Tax Commitment process.

Motion by Braley to approve and sign the Municipal Valuation Return as presented

Second by Sutherland

Motion passed 2 - 0

Discuss Election Sign Purchase

There was discussion of purchasing a sign to be placed at the Chapman Ridge Runners for the election postings. Chapman Ridge Runners will be helping with the purchase of the sign.

Motion by Hanlon to approve the sign purchase from Condon Signs

Second by Braley

Motion passed 4 - 0

Review 2023 Budget & Town Meeting Schedule

The schedule for the 2023 Budget and Town Meeting was discussed.

Motion by Hanlon to approve the 2023 Budget and Town Meeting Schedule as presented.

Second by Braley

Motion passed 4 - 0

Other – None

Town Manager Report

The Treasurer/Tax Collector has issued a final demand letter for past due Personal Property Tax. The tax payer has until September 30, 2022 to make payment. The next step is small claims court.

The Clerk is preparing for the November 8, 2022 General Election. Absentee ballots will not be processed early. There are 16 unregistered dog owners that the Clerk and ACO are working with the Sheriff's Department to provide court summons.

The Code Enforcement Officer has issued 4 building permits and 1 plumbing permit. These will require follow-up visits and inspections.

The Towns were awarded a \$7,000 grant through the Emergency Management Performance Program. This grant will be used to purchase a new generator, install a cement pad, and pay for ground work for our emergency communications tower.

The Town did not receive the grant to fix the culvert on West Chapman Road through Northern Border Regional Commission. We will be able to complete this project on a smaller scale due to \$150,000 grant we received through Maine DEP Stream Crossing.

The Chapman Ridge Runners Snowmobile Club was awarded \$56,243 from the USDA to help towards their purchase for a new groomer. The contract dates are September 1, 2022-August 31, 2023.

Set Next Meeting Date(s):

Select Board Meetings – October 12, 2022 @ 4:00 PM

Salary Committee Meeting – October 18, 2022 @ 5:30 PM

Joint Select Board Meeting – Tuesday, October 18, 2022 @ 6:30PM

Adjourn at 4:40PM by Chair Sutherland

Respectfully submitted

Lisa Foster

Treasurer/Tax Collector