

CHAPMAN MUNICIPAL OFFICERS MEETING

Wednesday, April, 10, 2024

4:00 PM – Town Office

Minutes

Call to Order at 4:00 PM 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; Chris Woodworth, Road Commissioner

Public –None

2023 Financial Audit Presentation

Tim Poitras from Chester M. Kearney presented the 2023 Financial audit via Zoom. The 2023 Audit was completed and it was in compliance with the Governmental Auditing Standards. The Town of Chapman now has \$321,215 in undesignated funds or 36.13% of total general fund expenditures.

Board of Assessors Reviewed the 2024 6-Month County Bill

The County has begun its transition from calendar year to a physical year. The Board of Assessors reviewed the 6 month budget for January 1, 2024 to June 30, 2024. There will be another budget received by June for the full year budget of July 1, 2024 to June 30, 2025. Both bills will be due in September 2024. The 6 month bill is \$32,785 and will be paid from the undesignated fund balance.

Motion by **Hanlon** to approve and sign the 6 month County Tax Bill as presented with payment from the undesignated fund balance

Second by **Braley**

Motion passed **3 - 0**

Approve Minutes of Previous Meeting, March 25, 2024 Town Meeting

Motion by **Braley** to approve minutes of the Select Board meeting as presented.

Second by **Hanlon**

Motion Passed **4 - 0**

Review, Approve and Sign Treasurer Warrants #17-26

Motion by **Beaulieu** to approve the Treasurer's Warrants as presented

Second by **Hanlon**

Motion Passed **4 - 0**

Old Business – None

New Business

Reviewing Paving Bid Proposals

Bid packages were open on Wednesday, April 10, 2024. Trombley Industries had the winning bid of 101.35 per ton for Machine Placed.

Motion by **Brale**y to approve **Trombley Industries** to do the paving for Chapman for the 2024 year

Second by **Hanlon**

Motion passed **4 - 0**

Elect Board Chair

Motion by **Hanlon** to nominated **Sutherland** to be the Board Chair for the 2024 year

Second by **Brale**y

Motion passed **3 - 0**

FOAA Training

All newly elected and reelect board members must complete the FOAA Training. The Town Manager distributed the information needed to complete the training. Board members to complete the training are Milford Maynard and Terrence Hanlon

Board Appointments to Consider – Planning Board, Zoning Board of Appeals, and Town Clerk Nominations of Election Staff

Planning Board – Alden Swanson and Bryan Caron have both agreed to accept the appointment for a 3-year term.

Zoning Board of Appeals – Peter Goheen has agreed to accept appointment for an additional 3-year term

Town Clerk Nominations of Election Staff – The Town Clerk offers a variety of names to choose from to ensure that there will be enough staff for any election

Motion by **Brale**y to approve and sign the Planning Board, Zoning Board, and Election Staff Appointments as presented

Second by **Beaulieu**

Motion passed **4 – 0**

Review, Approve, and Sign Board Policies

On an annual basis, the Select Board sign to authorize two (2) designated board members to act on their behalf, to review, approve, and sign the municipal treasurer’s disbursements, pursuant to 30-A M.R.S.A. §5603. The Board also considers the request of the Tax Collector and Treasurer, to apply any tax payment received against outstanding or delinquent taxes due on said property, in chronological order, beginning with the oldest unpaid tax bill.

Motion by **Brale**y to approve Select Board Member **Hanlon** and Select Board Member **Maynard** to sign weekly Warrants Disbursements

Second by **Beaulieu**

Motion passed **4 – 0**

Motion by **Hanlon** to approve the Tax Collector Payments Policy as presented

Second by **Brale**y

Motion passed **4 – 0**

Town Manager's Report

The 45 day notices have been sent out to residents that have not paid their 2023 taxes. They have until May 23, 2024 to pay before tax liens are placed on their property. The backhoe has been repaired and the loaner returned. The Animal Control Officer will be giving notices to dog owners who have not registered their dogs. The next step will be a summons for not complying with the state law. The Town Manager will be on vacation from April 17, 2024 to April 29, 2024.

Set Next Meeting Date(s):

Joint Board Meeting – Tuesday, April 16, 2024 @ 6PM

Select Board Meeting – Wednesday, May 15, 2024 @ 4PM

Adjournment at 4:50 PM by Chair Sutherland

Respectfully submitted

Lisa Foster

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