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Minutes of the Meeting of the Board of Selectmen
Town of Cooper
7:10 P.M. Tuesday **April 4, 2006**
15 Cathance Lane (House of Stuart Shotwell and Mary Dunn)

PRESENT: Jeff Crowe, Justin Day, Mary Dunn, Norm Howe, Kathy Hull, Diane Hunnewell, Kathy Keene, Stuart Shotwell, Bob Von Rotz, Terry Viselli

The next meeting will be held Tuesday, April 11, 2006.

Terry Viselli was sworn in as Registrar for one year and Dianne Hunnewell was sworn in as Democrat Ballot Clerk. Stuart noted that the Registrar should be sworn in again next year for a two-year cycle.

Kathy Hull gave some information having to do with transferring town offices, paying of bills, etc. She noted that electric, postal, and Registry of Deeds bills can be overpaid in an even amount to establish a credit; this credit is periodically renewed as expenses are charged against the respective account. The town currently has about a \$20 credit with the Registry of Deeds. She delivered various articles of mail that have been sent to her. She offered to keep the town records and some office furniture until the town has a place to keep it. She noted that Dan Sullivan has the CPU of the town-owned computer.

Over the course of the meeting the appointment of the following officers was either made or, if previously elected, now noted:

John Viselli, Constable (at March Town Meeting)
William Krider, Sexton
James Slowe, Code Enforcement Officer
Terry Johnson, Plumbing Inspector
Road Commissioner, Dan Ackley
Town Fire Warden, Justin Day
Assistant Fire Warden, Norm Howe
Acting Fire Chief, Justin Day
Arline Flood, Health Officer
Democrat Ballot Clerk, Lenny Dodge (term expires in June)
Republican Ballot Clerk, Ralph Flood (sworn in at caucus)
Republican Ballot Counter, Sandra Lyon (sworn in at caucus)
911 Coordinator, Norm Howe
Planning Board (with end of term dates) : Doug Pelletier (2007), Pat Green (2008), Callie Hatton (2008), Lynn Brown (2009), Dan Ackley (2009)

There was a discussion of hiring the Kriders to mow the cemeteries. Kathy Hull explained the situation and said that they had done a great job last year. It was agreed that the town should hire them again.

The arrangement with the plumbing inspector was discussed. Kathy said to wait until the state bills the town for the permits submitted.

Justin explained that he is only an acting Fire Chief—that is, he receives the mail addressed to the Fire Chief. He agreed to continue “acting in the capacity of acting Fire Chief.” He and Norm described the mutual aid arrangement with Alexander and Meddybemps, and said that they have been to assist Alexander several times over the years—perhaps four or five times. Norm pointed out there is no charge for such mutual aid except in the case of forest fires. There was some discussion of getting new members for the fire department.

There was a discussion of the duties of the Health Officer. Kathy Hull mentioned that Arline runs a rabies clinic in the fall every second year, and has a workshop on another topic at the Grange.

Stuart described receiving a call from Larry Colorusso of Charlotte, who offered to be Animal Officer for \$1000 retainer, \$20 per incident, plus mileage. There was some talk about how this seemed excessive. Jeff suggested that we ask Jimmy Smith of Meddybemps if he would be interested. Bob said he had checked the typical charge for Animal Officer with the MMA; the usual charge for small towns was \$50 to \$300 per year, and sometimes a sliding scale depending on the incident. The MMA contact suggested that we choose someone in town and pay for their training. A decision about this was deferred to a later meeting.

Norm explained the function of the 911 coordinator, and agreed to continue in that role.

TREASURER'S REPORT

Kathy Keen reported a checking account total of \$39,538.53 and a money fund account total of \$134,712.48.

There was a discussion of the normal process of payment. The bill goes to the Selectman, is put on the Treasurer's Warrant, and then is surrendered to the Treasurer with the warrant. The officers of the town are usually paid at the end of the fiscal year, usually on the last warrant of February, unless they prefer payment by the quarter.

There was some discussion of a possible conflict of interest if Kathy Keen is on the school board; it was pointed out that the Selectmen have to see the School Warrant sooner or later, which acts as some kind of check on the process. Furthermore, the School Warrant is developed by the Superintendent.

CLERK'S REPORT

Terry reported that the taxes had not yet been committed to her, but would be as soon as Dedi Greenlaw had accounted for about \$200 that is out of balance.

The transfer of various functions from Kathy Hull to Terry Viselli and Kathy Keen was arranged for. There was a discussion of security arrangements for the Clerk, as well as equipment issues.

Kathy Hull further noted that Kathy Keen and Stuart Shotwell would be primary and secondary signatories on the cemetery accounts.

JUSTIN DAY REPORTS

Justin Day mentioned the necessity of getting the Lakeview developers to pay in full for removing their property from Tree Growth before a permit is issued to them; the amount in question is substantial. They will be taking over forty acres out of tree growth. He said the state tax officials could confirm the penalty amount if it is contested.

Justin has the deeds to the town properties and can hold them until we have a fireproof safe to put them in. He said there are about eight deeds.

Bob asked about the value of the road that had been created to service the Lakeview development. Justin said that because it was built on an easement on land not in Tree Growth it does not constitute a removal of the land from that status. He thought that the assessment for roadways was something like \$10,000 per acre.

Justin has about thirty aerial photos to give the assessors; Kathy Hull mentioned that she had copies of the tax maps.

Justin turned over a map of one of the cemeteries and volunteered his services answering other questions with regard to them.

NORM HOWE REPORTS

Norm Howe mentioned the necessity of attending Marion Township Transfer Station meetings. The town officials should be watching out for the town's interest. The meetings are held at the same time as the Selectman's meetings, at 6 P.M. at the Pembroke School. Norm said that the demo station was supposed to last for twenty years, but the two cells are almost full because of the trash taken in from out of state. It's a multi-million dollar business and town officials really should be giving input into its operation.

FIRST SELECTMAN'S REPORT

Stuart handed out the draft of the minutes of the town meeting of March 27 for later reading and approval.

He distributed copies of the letter received from TRC, the third-party outfit doing a survey of the environmental impact of the LNG pipeline, to which he is going to ask the Planning Board to respond; he also had maps of the pipeline route.

Other items mentioned:

—The 2005 Hazard Mitigation Plan has to be adopted by the Selectmen.

—The priorities request form for DOT work needs to be returned. Jeff suggested that the DOT fix the top of Cooper Hill for starters.

—Since we did not elect anyone to be on the road committee after that item was approved at the Town meeting, it was decided to create an ad hoc committee and seek later approval from the town.

—Bill Krider has reported that the sides of the East Ridge Road need attention; there is some undermining. This was seconded by Jeff. Jeff suggested David Lee as a possible resource for gravel and grading work.

—The beach committee was discussed. John Viselli agreed to convene the first meeting.

—The idea of renting a trailer as a town office was discussed; the general feeling was that it would be better to build a small addition to the fire department if possible. We need a committee to develop a plan for this for presentation to the town.

The meeting adjourned around 9:45 P.M.

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Minutes of the Meeting of the Board of Selectman
Town of Cooper
7:00 P.M. Tuesday **April 11, 2006**
15 Cathance Lane (House of Stuart Shotwell and Mary Dunn)

PRESENT: Lynn Brown, Mary Dunn, Neal Halle, Kathy Keene, Stuart Shotwell, Bob Von Rotz, Terry Viselli

The minutes of the last meeting could not be approved, as they had not yet been prepared.

Next Selectman's meeting is to be April 25, 2006; Bob will post the agenda.

CLERK'S REPORT

Terry will attend a training for new town clerks; the cost is \$60. The meeting discussed joining Maine Town and City Clerks Association for \$30, which would reduce cost of this and future workshops; the request should be on the warrant for June meeting.

Terry presented a form for committing taxes from Dedi Greenlaw; she needed a signature from Selectmen (amount committed is \$19,324.80); the form was reviewed and signed by Stuart and Bob.

Terry presented a list of unpaid taxes from Dedi Greenlaw.

TREASURER'S REPORT

Two deposits have been made.

There was discussion of the 941 tax forms; they need to be filed by April 30, to cover all employees of the town.

Stuart discussed a Department of Audit report from 2004 containing internal control observations. In this process, auditors come to town and observe how

business is done and make suggestions for improvement. These suggestions were shared with Terry and Kathy.

ITEMS ON TREASURER'S WARRANT

Stuart presented and explained the Treasurer's warrant. He described the items on present warrant, including \$40 for the town officials' workshop; \$60 to the MTCCA for Terry's training; \$100 for the Washington Hancock Community Agency per the March warrant; \$345 to the Marion Transfer Station; \$3 to The Office; the final payment for C&M transport (on the warrant, but already paid); amounts of school warrant as single line entry (as suggested by Dedi Greenlaw); \$20 fee for Dianne Tilton for moderator; \$50 advance payment to Postmaster of Meddybemps.

Neal Hallee suggested raising the fee paid to the moderator of the March town meeting, as it usually requires more work than the other meetings.

FIRST SELECTMAN'S REPORT (with discussion of various items)

Peter Coughlin of the Department of Transportation (DOT) has sent a letter saying that the DOT intends to review the status of Rt. 191; we need to get requested input back to DOT by 5/12. Neal Hallee and Bob Von Rotz offered to work with Dan Ackley on this committee

ITEMS TO DO

- Contact Terry Johnson to confirm plumbing inspector position.
- Contact Danny Sullivan re town computer.
- Determine if the snowmobile refund came through.
- There was discussion of getting the free computer for the Clerk to keep the voter list, but it seems we would be obligated to link into a national system. No one was interested in doing this, even if it got the town a free computer.
- There was some discussion of getting approval for a petty cash on the next warrant, but Terry thought it was not necessary.
- Bob took responsibility for completing the state code enforcement status record.
- There was discussion of the cemetery contract, which is to go to the Kriders again.
- It was mentioned that we still need to swear in Lenny Dodge before the June elections.
- Per a state requirement, we need an affidavit to be attached to the deed of the old landfill that will inform potential purchasers of the property in future years that this was once a dump (Joyce Myckleby will do this.)
- We need to find out if we need approval to add members to planning board, as several people are interested in joining.
- We need to purchase a fireproof locking file cabinet or safe.
- We need to discuss setting a Selectman's meeting schedule to facilitate attendance at Marion Transfer Station meetings.
- We have to arrange for the audit of the town's financials.
- We need to get bid out for winter maintenance. There was discussion of a separate contract for Rt. 191.
- We need to put an item on the June warrant for Animal Control Officer.
- We need to arrange for a Porta-Potty for beach before the end of June.

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--We need to hold a meeting of the Beach Committee; this will be set up by John Viselli.

--On the subject of reassessment of the town, Lynn reported getting a copy of a contract on MMA site; she will seek out a few more examples. The lawyer at MMA said we don't have to put it for bid.

--Stuart gave Lynn the Homestead Exemption list (people who have it or have taken applications). Terry will have the form available.

-- Bob will review the Resolution of Municipal District requested by the Machias Savings Bank and will call the bank for clarification if necessary

-- There was discussion of possibly developing a phone tree for the town for use in emergencies or other town business.

-- Stuart noted that the Town of Cooper is exempt from paying sales tax, and showed the form needed when making purchases.

THIRD SELECTMAN'S REPORT

The MMA risk pool application has been filled out.

OLD BUSINESS

--The Town Meeting Minutes were approved. After the draft minutes had been circulated, there were some useful comments from Sandy Lyon that resulted in corrections. Terry signed the minutes.

--Lynn mentioned that the Lakeview developers will be presenting at the May 2 meeting of the Planning Board.

The meeting adjourned at 9:10 PM

Minutes of the Meeting of the Board of Selectman
Town of Cooper
7:00 P.M. Tuesday April 25, 2006
15 Cathance Lane (House of Stuart Shotwell and Mary Dunn)

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PRESENT: Dan Ackley, Lynn Brown, Jeff Crowe, Mary Dunn, Kathy Keene, Chris McCormick, Stuart Shotwell, Bob Von Rotz, Terry Viselli

The next Selectmen's meeting will be Tuesday, May 9, 2006, at the Dunn/Shotwell house.

The minutes of the last meeting could not be approved, as they had not yet been prepared.

Jeff advised calling for bids for plowing; there was a suggestion that we go to the town at the June meeting to ask for approval for a two-year contract.

There was a further discussion of the town hall issue. Stuart suggested using part of the Lakeview Tree Growth windfall, in whatever year it is paid in, to match a grant for the town hall. Chris McCormick pointed out that it is not likely to come in soon. There was a strong feeling among those present that if Justin Day and

the Fire Department were willing to go along with the plan, the best option is to add a small building using donated materials and volunteer labor.

ASSESSORS' REPORT

The assessors reported on their progress in getting the town reassessed and computerized. The contents of the "big book" will be going on a spreadsheet, along with the transfers. The spreadsheet will allow sorting under various criteria--e.g., resident vs. nonresident, tree growth, etc. The initial tree growth applications would be scanned in. The town file cabinet at Kathy Hull's was mentioned for possible use by the Assessors.

Lynn noted that April 1st is the cut-off point for new building that will be taxed on this year's books.

The Assessors are going to hold an open meeting 7-9 A.M. on Saturday, May 13, to field comments and complaints about assessments at a place to be decided; notice will be posted in the store.

The lack of an appeals board was discussed. Bob noted that appeals from the planning board could be addressed to the Code Enforcement Officer.

Dan has not been able to contact Brenda Gove yet (she is an appraiser who could do a reassessment of the town).

There was some discussion of the matter of paying the Code Enforcement Officer, who is owed some money.

Lynn passed around a list of the tree growth tax assessments per acre for the various counties of Maine. The value of tree growth acres in Washington County is far below that of comparable acres in other counties, which has a serious effect on the money that is raised from taxing them.

Lynn reported that though the Assessment book has not been copied, the cards are kept in a separate location, a practice that provides at least some form of data backup.

CLERK'S REPORT

Terry said that things had been going smoothly, though she is thinking about setting up two mornings a week, perhaps at the fire hall, during which she would be available for walk-in business.

ROAD COMMISSIONER'S REPORT

Dan observed that the East Ridge Road needed shoulder work, ditch work, etc. He plans to get some contractors (David Lee, Lynn Wallace) in to give some estimates on the work. There was some further discussion of the problems on the road. Dan said that all the roads were in the same tough shape--for instance, Vining Road needs to be cut back; it's just that the East Ridge Road is a new investment that has to be looked to or it will be lost.

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TREASURER'S REPORT

Various items were added to the Treasurer's Warrant, including School Warrant #9 (which has already been paid).

Pratt Chevrolet may have overcharged the town for \$549 on a recall. Jeff is to call them and question them on this.

There was discussion of the federal and state 941 forms.

VARIOUS

The plumbing inspector's bill seems to show a credit. Stuart will clarify the situation with this bill.

Bob reported that Machias Savings Bank has Kathy Keen and Stuart Shotwell properly listed as signatories on the accounts.

Jeff will sound out Justin Day on use of the Fire Hall for various meetings as well as for the possible addition for official town use.

Jeff and Dan pointed out that we needed two "sharp curve" warning signs and two speed limit signs for the East Ridge Road.

The DOT review for reclassification was discussed. Lynn suggested a form letter that could be given to various trucking agencies--e.g., Marion Township Transfer Station, Jonesboro Ultrapower, Prestige Homes of St. Stephen, Blue Bird Trucking, Sunbury, FedEx, etc., to allow them to easily document an increase in traffic over the past nine years. Bob spoke of monitoring traffic on the road for a twenty-four hour period. Dan pointed out that the value of getting documentation on Rt. 191 as the preferred highway. The methadone clinic in Calais is also drawing more traffic from Machias. Lynn volunteered to try to get information on the number of its clients who live to the south of Calais.

The possibility of changing the Selectmen's meetings to the first and third Tuesday of the month was briefly discussed.

Another inconclusive discussion concerning the necessity of purchasing fireproof safes was held. The necessity of buying such a safe for the town's deeds still remains, even if no other documents are protected.

Dan encouraged the Selectmen to push to hold the Town Beach committee meeting as soon as possible.

Dan reported on the possibility of annexing certain shore properties to Cooper to increase the tax base. The selectmen were favorable to exploring this idea.

The meeting was adjourned at about 9:30 P.M.

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**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, May 9, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

Present: Lynn Brown, Mary Dunn, Kathy Keene, Stuart Shotwell, Terry Viselli, Bob Von Rotz

1. Approval of Minutes of last three Selectmen's Meetings
The minutes will be considered approved if no corrections are received by the meeting following distribution.
2. Date and time of next Selectmen's meeting
The next meeting will be May 23 at 7:00 P.M.
There was a discussion of moving to first and third Tuesdays beginning in July; we will need to both post notice and mention at June town meeting.
3. Assigning tasks at meetings
We need to be prevent uncertainty about assigned tasks; we should issue a list for each person at the end of the meeting.
4. Clerk/Tax Collector's Report
We need to swear in all officers to include Planning Board and Road Commissioner.
The assembling of materials for the audit was discussed.
Terry submitted Inland Fisheries and Wildlife and Marion dump warrants. 30-day notices are to go out before end of May; recipients will get a certified letter with notice and then have 10 days to pay up; she will send friendly reminders first. There are about 20 tax payers involved.
Dedi got paperwork for Terry to take class to do automobile registrations; Bob and Stuart signed/approved
5. Treasurer's Report
Things are going smoothly, though the question of unemployment contributions on the 941 are a bit of a bump in the road. Dedi said that elected town officials cannot collect unemployment, and so the town should not pay in on their behalf. The question is, has this been occurring? In 1999 the contributions seem to have gone up significantly; is this because contributions changed then? We can get a refund for as much as the last four years, but we will need to submit a correction for those years. Kathy talked to Emily Morse at the Department of Labor, who confirmed that no unemployment contributions should be made for elected officials voted in at town meeting; only those hired or appointed should have contributions made on their behalf. Kathy will set up an appointment with Dedi to discuss towards end of May.
Federal 941 went out at \$1166; the State 941 was all zeroes.
6. Items on Treasurer's Warrant #4
 - a. Jim Slowe \$400 (He seems to be claiming he has not been paid, but the January to March 2006 records suggest he has; we'll pay disputed amount now and apply to next year if he we can demonstrate that he has already been paid.)
 - b. MMA Maine Municipal Association, for Assessor's manuals, etc. \$175

- c. Inland Fisheries and Wildlife \$227
- d. Marion Transfer Station \$504.30
- e. Plumbing permit \$55 to DHHS
- f. Breakneck Mountain Snowmobile Club \$52.56 (from State snowmobile reimbursement, per article on Town Meeting Warrant)
- g. School warrant #10 in amount of \$6031.43
- h. We decided to hold the Electric Co. payment until the address is changed.

7. Road Commissioner's Report

Dan was at the dump meeting, so he phoned in his report earlier. He received an estimate of \$65 an hour to have roads graded; it will probably take 8 hours.

8. Constable's Report

a. Town Beach meeting

Reported by Terry: First beach meeting was held last Sunday; it was well attended. Frank Green started the meeting by discussing past problems such as unidentified guests, broken glass, 4-wheelers, parties at night, property lines, tables in water, port-a-potty tipped over. John suggested not to worry about non-town people unless they are causing a problem. Dan said he would take care of buoys. There was a decision to change sign to say no dogs and discussion of closing the gate at night. It was decided to keep gate as is for now and to put signs on either side designating boundaries. It was also decided to get a Plexiglass sign with rules listed and/or put the rules in the newsletter. We do need a new sign to indicate: No Lifeguard On Duty, No Pets Allowed, No Glass, No Motorized Water Craft or Vehicles, No Open Fires, Carry In/Carry Out, Closed After Dark. The group will meet again in 2 weeks on 5/21 at 12 P.M. This will be a work meeting. John should talk to Dan about having sign made as he is ordering signs for roads or discuss with Lance Keene (who could submit a bid).

9. First Selectman's report

We will aim at last Friday in May for next newsletter, welcoming submissions.

a. Dot Review of classification of Rt. 191

Bob will try and do a survey between now and Saturday. We need to write up and submit by Friday. We may be reduced to merely supplying a list of trucking companies that frequent Rt. 191. Though we have e-mailed to request extension, we haven't heard back. Companies should be asked to fax their letters of support.

b. School Budget meeting: Consider June 12th; must post warrant ahead of time. If we held it earlier, we would not be able to get the warrant together.

c. An agreement for mowing was sent to be signed by Bill Krider.

e. We'll change the Selectman's meetings date to first and second Tuesdays starting in July, pending Jeff's agreement.

f. Steve Hendershot has agreed to participate in the project to build archival space in Alexander. He will be Cooper's Project Team Member. Lucas Viselli was also suggested to John Dudley as a possible Team Member.

h. Items to do:

The Selectmen approved the combining of cemetery passbook accounts. Kathy will explore this possibility.
 Lynn reported that the Maine Townsman subscriptions were changed to Assessors, Callie, Kathy K., Terry, Stuart.
 Hazard mitigation grant: Bob will look into it.
 Machias Bay C of C. Two invitations were belatedly received to a party in April. Louise West of the MBCC is willing to come and talk to Selectmen.
 Maine Readiness Campaign: Bob will take a look at this.

9. Second Selectman's report

Jeff was unable to make the meeting.

10. Third Selectman's report

- a. Hazard mitigation acceptance; Bob has not had a chance to digest this yet.
- b. Terry Johnson; Bob will call.
- c. Danny Sullivan in re: computer: Bob has two calls in, but no answer.

11. Other business

Board of Assessor's will hold a meeting at the Fire House Saturday for people to come and ask questions about assessments.

On the 22nd the assessor will meet with William Skinner (Bureau of Taxation) to look at last year's assessments. He will review what was done last year. They will go with him and assess a few places.

Meeting adjourned @ 9:10

**Minutes of the Meeting of Selectmen
Town of Cooper**

Tuesday, May 23, 2006, 7:00 p.m.

15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

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PRESENT; Dan Ackley, Stuart Shotwell, Kathy Keene, Jeff Crowe, Bob Von Rotz

1. Approval of Minutes

No corrections have been received for minutes up to the May 9 meeting, so those minutes were accordingly considered approved. The minutes of the May 9 meeting were distributed and will be considered approved if no corrections are received by the next meeting.

2. Date and time of next meetings

- a. There will be a special meeting to approve the Special Town Meeting Warrant, Sunday, June 4, 2006, at Stuart Shotwell and Mary Dunn's, at 5:00 P.M.
- b. The June Special Town Meeting will be held Monday night, June 12, 2006, at 7 P.M. at the Grange Hall. The Warrant will be posted on June 5, 2006.

c. There will be a regular meeting of the Selectmen on Tuesday, June 13, 2006, at Stuart Shotwell and Mary Dunn's, 7:00 P.M.

3. Clerk/Tax Collector's Tasks and Reports

Terry Viselli could not attend the meeting, but she was advised of the following tasks:

- a. To attend the Planning Board meeting to swear in Jim Slowe (till 2007), Dan Ackley, John Viselli, Callie Hatton (all till 2009)
- b. To prepare for June Elections
- c. To keep list of all concealed weapons permits for public inspection (though they cannot be listed in annual report)

4. Treasurer's Tasks and Reports

Kathy Keen attended the meeting briefly and was advised of the following tasks:

- a. To look into which payments Jim Slowe received 2005–2006 (copies of bank records should be returned to Kathy Keen)
- b. To find out when we paid the County Assessment bill last year. What seems a good timeframe to pay it this year? (The bill is \$26,242, and there is a 2 percent discount for paying before July 31, 2006)

Reports:

- a. We decided to wait to look into question of 941 unemployment until after June Town Meeting.
- b. Kathy said she is still waiting for her computer to be set up before looking into purchasing financial software.

5. Items on Treasurer's Warrant #5

- a. School Warrant #11, \$22,874.66
 - b. Calais Advertiser Assessors' notice bill, \$36.00
 - c. Fundy Bay Printing for copies of tax book, \$26.75
 - d. Calais Advertiser Plowing and Sanding notice, \$24.00
 - e. Cathance Grange for rent of hall for March Town Meeting, \$100
 - f. Registry of Deeds, \$50
 - g. Jeff Crowe for repair of town grader, \$100
- Payment of the WCEMSA ambulance bill for \$2,250 was postponed till after the Town Meeting because only \$1000 was appropriated by the town.

6. Road Commissioner's Tasks and Reports

Tasks:

- a. Road survey: Get road status report--are roads private, public easement, Town Ways? Condition of roadways and ditches; upcoming maintenance issues.

Dan is looking into estimates on ditching and other work on East Ridge Road; he will meet with Hanscom's on Thursday

Dan reports that we will need gravel on Vining Rd, Grove Pond Rd, and Carlton Cooper Rd

Reports:

- a. We have a bond to cover damages to the East Ridge Road for logging operations there.

- b. Under state law, the DOT has to put in speed limit and curve signs. Speed limit signs are not binding otherwise.

7. Assessors' Tasks and Reports

Stuart reported news received from Lynn Brown.

- a. Lynn has made a backup copy of the town tax book at a cost of \$26.
- b. Lynn is working on computerizing the town tax data.
- c. Dan reported that the Assessors would meet on Wednesday with a possible appraiser for the town, Nan Sprague.

8. Constable's Tasks and Reports

The Constable was not present.

9. Third Selectman's Tasks and Reports

Reports:

- a. Bob reported no objections to signing the hazard management form, and the Selectmen duly signed it.
- b. We need more information about the necessity for having a Planning Appeals Board

10. Second Selectman's Tasks and Reports

Tasks:

- a. Jeff advised that as the Crowe Road was not a private road, there was no need to get written agreement to plow it down to Jeff's house in exchange for parking the school bus in his driveway. (Stuart has raised this issue after attending the MMA training for town officials.)
- b. It was decided to get Dick Brown to bushhog the old town dump site, then examine it to see what further maintenance it requires. We should also check to see if Steve Hendershot has any understanding about doing cutting/maintenance.

Reports:

- a. We still need to find out the response of Fire Department and Justin Day to request for use of land for town office. It was decided to inset this as an article on the town warrant, with the understanding that we would use donated labor and materials.
- b. The bill from Pratt's for repair of the school bus proved to be correct.

11. First Selectman's Tasks and Reports

Tasks:

- a. Stuart will contact Ralph Flood or Justin Day to check on the use of Grange on June 12; also the use of Grange on Election Day.

Reports:

- a. Dot Review of classification of Rt. 191—We're waiting on information from several sources, including the Sheriff's Department, Ultra Power, and Dana Brown Trash transport. Bob handed in a good summary of his survey of road use.
- b. Norman Howe has agreed to be Emergency Management Director for the town.

- c. The Kriders cemetery agreement has been issued, though they have not sent back their signed copy.
- d. Concerning the salt purchasing co-op: It apparently is not necessary to buy until October. We should be able to get in on the co-op through the county sometime in September or August. This is the same discount we would get if we joined the Washington County Council of Governments.
- e. On the Rural Road Initiative (a possible grant for work on the Alexander Road). The state will provide 64 percent of costs for capital improvement. However, it will do a skim coat (5/8 inch thick) as summer maintenance (that is, for no cost to the town). Stuart explained that per his information from DOT official Terry Hannan, the state used to pay the 100 percent of costs for capital upgrades to the road, but this policy changed sometime during the 1990s; now the best they offer is the 64 percent grant. Dan, Stuart, and Bob will meet with Hannan on June 2nd at 9 A.M. to review the condition of the road and determine the best course of action. We would prefer to go with the skim coating, but we might have to put pressure on the DOT to get even this done.
- f. The selectmen decided not to contract with the State Police to do conceal weapons permits for the town.
- g. Copies of the school budget were distributed. The superintendent will attend the meeting to answer questions. Copies will be posted with the school warrant.
- h. Stuart had a conversation with the LNG pipeline contact, Andrea Barstow. She has provided her home and office numbers (printed in the newsletter) to answer questions, and has expressed a willingness to hold an open meeting with residents if there is interest.
- i. We did finally receive the full paper copy of the audit for last year. James Wadman of Ellsworth is doing the audit for FY 2005–2006.

12. Other business

Jeff Crowe reported the repair of the the town grader for the cost of \$100. It was decided to put an article on the town warrant to join the Maine Municipal Association using donated money.

The meeting was adjourned about 9:10.

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**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, June 13, 2006
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

Present: Lynn Brown, Kathy Keen, Stuart Shotwell, Bob Von Rotz

1. Approval of Previous Minutes

No corrections were received to the minutes of meetings before May 23. Per our policy, minutes before that meeting are considered approved. Minutes for the May 23 meeting and the Special Town Meeting of June 12 were handed out for review.

2. Date and time of next meeting

Tuesday June 27th, 7 P.M. at Shotwell-Dunn residence.
Thereafter Wednesday July 5
Thereafter Tuesday July 18
Thereafter every first and third Tuesday of the month

3. Treasurer's report

- a. No progress as yet on purchase of financial software.
- b. Consolidation of cemetery accounts has begun.
- c. Process of getting new signatories for Recreation account has begun.
- d. The town now has a safe deposit box for the Town deeds; it is box #210 at the Machias Savings Bank, Calais office. Both Stuart Shotwell and Kathy Keen have keys.
- e. Town received a funeral trust fund donation from Ewel and Virginia Walker in Robbinston. We need to find out how this should be credited to the trust fund.

4. Treasurer's Warrant

- a. Use of Cathance Grange—\$100 for primary elections
- b. Neal Hallee—\$25 for moderating Special Town Meeting
- c. Anita Ihler—\$70 for election
- d. Ralph Flood—\$70 for election
- e. Arline Flood—\$80 for election
- f. Sandy Lyon—\$10 for election
- g. Diane Hunnewell—\$10 for election
- h. DHHS—\$25.00 for plumbing permits
- i. IF&W—\$648.00
- j. Calais Advertiser—\$24.00
- k. Dickie Brown—\$50.00 for bushhogging old dump
- l. Marion Transfer Station—\$415.80
- m. Hallowell Construction—\$455.00
- n. WCEMSA—\$2,250
- o. MMTC&TA—\$30
- p. School warrant #12
- q. Machias Valley Publishing—\$54

r. Cathance Grange—\$20 for Special Town Meeting
Total \$5384.71

5. Assessors' Report

Assessors have entered almost all data on computer. Dan is updating the cards. They need to have a few meetings to look at tree growth information, and then need to work with the Selectmen during the budget process. They are trying to get new tax transfers inserted in the file. The state has done its audit and okayed current work. The committee met with Nan Sprague from Grand Lake Stream about reassessing the town; however, she only does maintenance work, following Brenda Gove's full initial reassessment. We are next on Brenda Gove's list; she has spoken with Dan and will make an appointment to speak with the full board and give the Town a bid. She may be available in late fall. In passing, Lynn noted that real estate values are rising rapidly in the area, and many towns have experienced tax inequities as a result.

6. Discussion of plowing contract

a. The selectmen agreed that it would be good to include a contract performance bond requirement and a fuel adjustment clause in the contract. We still need to seek the opinions of Jeff, Dan, and Joyce on the contract when it is drawn up.

7. The situation concerning an expired lien was discussed. We need to write the lienholder explaining the situation, find out information about the property from the assessors, and review our responsibilities concerning it in the meantime.

8. Selectmen's Reports

Danny Sullivan has reported that the town computer needs a new operating system and more memory, but is worth saving.

The meeting was adjourned about 8:45.

Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, June 27, 2006, 7:00 P.M.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

6 / 27

Present: Mary Dunn, Jeff Crowe, Kathy Keene, Stuart Shotwell, Terry Viselli

1. The minutes of the three previous meetings and the Special Town Meeting were considered approved, inasmuch as no corrections have been received.

2. The next meeting will be held Wednesday, July 5th, at 7:00 P.M. Meetings thereafter will be held on the first and third Tuesdays of the month until further notice.

3. Treasurer's report

- a. There have been no developments on the purchase of financial software.
- b. The consolidation of the cemetery accounts is complete.

- c. Selectman Jeff Crowe and Treasurer Kathy Keen are now the signatories for the Recreation account.
- d. The Town deeds have been placed in the safe deposit box.
- e. Kathy will set up an account with Office Depot to purchase an inexpensive copier for Treasurer's use; something in the \$300 range.
She will need to order checks and ledger sheets soon.

A look at the records has (a) verified that Jim Slowe has been paid up to date; (b) indicated that the last County Assessment bill was paid in August 2005.

4. Clerk's report

Tasks

- a. We need to get a copy of the welfare notice and post it
- b. On other matters relating to filing of welfare audit, we are trying to find out which MMA welfare statement the town adopted.
Terry did a training to learn about car registrations; she will now be certified to do what are termed "limited new" registrations (renewals and new cars with old plates), but not to distribute new plates

5. Treasurer's Warrant

- a. School Warrant #13 in the amount of \$30,719.22
- b. We postponed paying the Clerk's mileage to training pending verification of the mileage involved in the two trips Terry took: to Orono in April and to Cherryfield in June. We agreed to pay the federal mileage rate, as this is simpler for tax purposes and more realistically reflects the current price of fuel.
- c. Although \$1000 was appropriated for the purpose of a retainer to Bunny's Septic Service, we will postpone payment pending the receipt of a bill.
- d. Lance Keen's bill for three beach signs in the amount of \$150 (John Viselli has already installed two of the signs after backing them with plywood)

6. Plowing contract

Two clauses have been picked up from the model contract sent by the DOT:

- a. The stipulation for a performance bond. David Lee thinks he could get one for \$2000. It was agreed that because this had not been described in the original specifications, the Town should make an allowance for this cost. It was also agreed that we might consider not requiring this in future contracts with David if all goes well.
- b. A fuel adjustment clause. This adjustment will be made at discretion of the town upon submission of a request for a supplement after diesel fuel goes over \$4 per gallon. This is similar to the oral agreement the Town had with C & M Transport on previous contracts.

We will try to iron out the final details of the contract before next Selectman's meeting.

David will arrange purchase of salt and sand through the coop, though Stuart will also monitor the coop to make sure we get signed up in time. Per David's experience, the discount for cooperative purchase is substantial—on the order of \$25 per ton, which would save the town \$3000. This coincides with figures Jeff has heard. Stuart's information, from those

- running the coop, was that the discount was on the order of \$5 per ton, which would be a savings of only \$625—still well worth pursuing.
7. Discussion of any East Ridge Road bids
We still need to look at what we have in the way of bids and check with Dan to be sure that we have received all we are likely to get.
8. The town office—the next step
Ideas discussed were:
A small building that will stand alone
John Viselli will be asked to draw up plans and estimates for a 16 x 24 or 24 x 24 structure.
We will start small; use a monitor for heat, with no plumbing at first.
Jeff will discuss the possible donation of land with Justin.
9. Town dump—steps to be taken
Per the State survey of the old dump taken in 2000 and 2003, the following ought to be done. We will try to obtain bids for the first four items.
- a. Spread compost or manure over grassy area (Jeff has offer to supply manure from his land.)
 - b. Add loam over bare spots in clay cover
 - c. Cover new loam with grass seed and hay
 - d. Install new posts with welded eye bolts for cable across access road (The existing cable is on the ground, as one post is broken.)
 - e. Post sign stating: Closed Landfill: No Dumping (It was agreed that this should be posted well out of sight of the road in order not to advertise the mere possibility that trash could be dumped there.)
 - f. Advise Planning Board that according to the State, development within 100 feet is forbidden by law, and other development even further in the surrounding area may not be advisable, considering the likelihood of contaminants traveling through the ground
 - g. An affidavit should be added to the town deed to advise any future purchasers of the property that it was once a dump. Joyce Myckleby is donating her time for this.
10. Selectmen's Reports
- a. Downeast LNG (not to be confused with Quoddy Bay LNG) has begun to ask for information, specifically for the town's land use regulations.
 - b. There will be a meeting with Quoddy Bay LNG on July 13, 2006, at 7:00 P.M. at the Grange. Anyone can attend, though this is officially a joint meeting of the Planning Board and Selectmen.
 - c. We would like offer Marcel \$200 per year salary and \$50 per incident if he will be willing to be animal control officer. We will request that he submit a list of the animal control equipment he needs.
 - d. There was a question on the grant application described in the Washington County Hazard Mitigation document; specifically at the corner of Crowe Rd and East Ridge Road. Has this been done? Jeff was not aware of it. The usual refrain was heard—"Ask Callie."

- e. We have received info concerning the cooperative buying program. It looks better than anticipated, and it was thought that we should attend meetings to see what opportunities are available.
- f. Callie Hatton has brought the matter of missing road signs to the attention of the Selectmen. We will ask Dan for a survey and order those that are missing. Among those Callie mentioned are the double sign at Cooper Highway and East Ridge, the Dodge Road sign and post, and the Day Road sign. Callie also has cones, signs, and other Road Commissioner gear that Dan should pick up.

The meeting was adjourned at 8:40 P.M.

Minutes of the Meeting of Selectmen **7 / 4**
Town of Cooper
Tuesday, July 5, 2006, 7:00 P.M.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Kathy Keene, Stuart Shotwell

Because of Jeff Crowe's work schedule and a commitment Bob Von Rotz had out of state, there was no quorum for regular business at this meeting.

The next meeting will be held Tuesday, July 18, 2006.

Stuart filled out a Treasurer's Warrant to be countersigned by Jeff before payment. It had the following items:

- a. DMV, \$50.00
- b. IFW \$675.00
- c. Calais Printing for copies of reduced-size tax maps, \$24.00
- d. Mileage for Terry Viselli's training, \$61.16
- e. School Warrant #14, \$2333.84
- f. Marion Township \$523.80

Total: \$3667.80

Stuart also passed along to Kathy an offer from Terry to give her a copier that needs only a toner cartridge. This will leave Terry her own computer printer, which doubles as a copier.

Kathy will check with Kathy Hull on what should be done with the state copy of a plumbing inspection from Terry Johnson.

We will have to transfer some funds from savings to checking before the end of the month to pay the county assessment.

We will also have to review the 941s in the next two weeks so that we will be ready to pay them at the final monthly Selectmen's meeting.

The meeting, or non-meeting, was adjourned at 7:30.

Minutes of the Meeting of Selectmen **7 / 18**
Town of Cooper
Tuesday, July 18, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

1. Approval of Minutes of previous Selectmen's Meeting
No corrections were received; the minutes are considered approved.
2. Date and time of next Selectmen's meeting: Tuesday, August 1, 7:00 P.M.
3. The winter maintenance contract was approved and signed by both parties.
4. Discussion of Animal Control Officer job with Larry Colarusso. Mr. Colarusso had suggested a retainer of \$1000, a fee of \$50 per response, and mileage at state rates (\$0.37). This had been turned down in the June Special Town Meeting. The Selectmen initially counteroffered \$200 retainer, \$50 per response, plus mileage. Mr. Colarusso explained that he is fully trained and certified, and has had additional training in how to handle rabid animals; he is on call 24/7. He is not bonded. His mileage can mount up if he transports the dog to a pound; the town would be responsible for pound fees of \$20 per day. Charlotte pays him the \$1000 retainer plus \$25 per incident plus mileage. We estimated one or two incidents per year based on past experience. We asked him to consider \$100 per incident plus mileage. After much discussion, both sides agreed on a \$300 retainer, \$50 per incident, plus mileage at state rate. The full retainer fee is to be authorized at the first Selectmen's Meeting in November. Stuart will send a letter outlining the agreement to Mr. Colarusso. The Selectmen requested copies of Mr. Colarusso's certifications. It was agreed that Mr. Colarusso's phone number (454-7451) should be posted and distributed to the town.
5. Discussion of County Assessment with Assessors. It was decided to pay the County assessment bill at this time to save the discount for paying before July 31.
6. Clerk/Tax Collector's Report
 - a. Terry has a copy of the key for tax maps and will supply to Stuart.
 - b. Reconsideration of computer offered by State. Stuart spoke with Jonni Miehl at Division of Elections. This program has been mandated by the federal government. Pros: Local control of who gets on list remains; duplicate registrations will be avoided, because the Clerk can check the database. Cons: Central database for all voters that can be tampered with electronically. Clerk *must* keep voter list on the computer. The federal deadline was January 1, 2006, so the Division of Elections is under pressure to get compliance. Clerk will be provided with training; internet connection and computer are free, and the connection will be moved at the cost of the state when we set up a municipal office. Terry has suggested we reconsider, and in any case, it is mandated. The "Big Brother" aspects were discussed. Terry willing to undertake the necessary training. The Selectmen reluctantly agreed to accept the computer. For the time being, it will be set up at Terry's house.

c. List of concealed weapons permits. Terry was advised that she is supposed to keep a list that is available for inspection at town office.

7. Treasurer's Report/Tasks

- a. Funds need to be transferred to pay county assessment.
- b. Kathy reported on progress on computerizing accounts.
- c. She was given the Recreation bank statements book to keep with the other records.
- d. She has tried to reach Danny Sullivan re town computer, but still has not connected with him.
- e. She met with Dedi Greenlaw; discussed payroll taxes and the plumbing permit sent by Terry Johnson, plumbing inspector; it seems not to have properly filled out. Dedi sends these in only twice a year. Jeff agreed to call Terry Johnson to find out what the situation is.

8. Treasurer's Warrant

- a. \$50 for use of Grange for pipeline meeting.
 - b. First payment on MMA risk policy, \$2186.00
 - c. County assessment: \$26,242 less 2 percent discount
 $(\$26,242.00 - \$524.84 = \$25,717.16)$
 - d. School warrant #15: \$472.43
 - e. Bill from Preston's: \$270 (to be paid from recreation fund)
 - f. DMV payment \$125
- \$28,820.59 total for warrant

9. Road Commissioner's Report/Tasks

Dan Ackley was unable to attend; his reports were tabled.
 Chris McCormick discussed previous agreement with the town, and agreed to keep Vining Road plowed again for \$1,300

10. First Selectman's Report/Tasks

- a. As noted above, the Winter Maintenance contract was finalized.
- b. DOT review of classification of Rt. 191 has been completed. The report on this can be read in the latest newsletter.
- c. Missing road signs. We have a list from Callie, and we may need to purchase other signs as well. Stuart has asked Norm Howe for 911 info so that we can identify all the roads in town. We're still trying to get speed limit signs on East Ridge Road.
- e. Consideration of Wayne Spear's bid for gravel on the East Ridge Road. Total estimate for the gravel was \$4900; this was the low bid. It was thought that Wayne's price is reasonable and that he has the right equipment, but there was a concern that his sand is not the right type—that it does not compact properly. Jeff proposed we talk to Wayne and see how much more he would charge to run compactor/roller over it, or mix in some kind of stabilizing clay or fine sand. Stuart said he would do this.
- g. Crowe Road grant. Stuart looked into this after it was found listed in the hazard mitigation plan. It turns out that it was only listed as an example; no one has ever applied for it.

- h. Schedule to attend Marion Transfer meetings. Dan has been attending. There was some discussion about the new proposed demolition materials dump. Selectmen do have a vote on behalf of the town and should attend the next meeting.
 - i. Stuart had a conversation with JoAnn Mooney at Maine Emergency Management Agency about flood hazards in Cooper and about getting exemption from National Flood Insurance so that we can apply for emergency management grants. The official who has the document we need is Lou Sidell, who has not responded to attempts to get in touch with him. We could theoretically get a grant for maintaining or even paving Vining Road or other roads; this is worth pursuing.
 - j. Consequent to the town's request, a proposal to pave the shoulders of Route 191 has been added to the DOT safety program. Stuart spoke with Darryl Bezl at MDOT on 7/18/06. There will be a field review sometime in July–August, 2006; the DOT will come up with an estimate and do a benefit analysis; that benefit will be compared to the benefit of about 100 other projects. Historically, the DOT has funded 15–28 out of 100 per year.
 - k. We have received and signed a quote from Cargill, Inc., reserving 250 tons of salt at approximately \$56 a ton. This is not an order, and we may be able get a discount by working with the cooperating buying program. We probably will not need as much as 250 tons, but at least it is reserved.
 - l. Cooperative buying program. Stuart has looked into the cooperative buying program, and it looks as though it might have some advantages for the town. In this program, various towns buy together to reduce prices on items like sand, salt, fuel, etc. There is a meeting upcoming, but no information yet as to when or where it will be.
 - m. Public payphone initiative. The state is trying to find appropriate locations for public telephones at which people could make local calls free and long distance calls using cards. The info has been given to the Cathance Lake Variety, and it was suggested that the fire department also receive it.
 - n. Stuart will be meeting with John Dudley and various other officials in Alexander on Wednesday about the archive building.
 - o. MMA award. The Ethel Kelly memorial award is for an elected or appointed official currently serving or recently retired. The Board considered a possible candidate; Stuart will request letters of recommendation.
 - p. The General Assistance audit was completed by Stuart and approved by the G. A. administration. The General Assistance notice is now posted at the Grange and displayed in Terry's office.
 - q. The school bus is to receive a new engine at no cost to taxpayers. The bus will be ready by the beginning of school.
 - r. Selectman's Report. Stuart showed the preliminary version of the Selectmen's Report, the board's accounting of all monies spent by the town; it serves as a check against the Treasurer's reports.
11. Second Selectman's Report/Tasks
- a. Property for town building. There was a discussion of siting the town office building.

12. Third Selectman's Report/Tasks

- a. MMA voting. The MMA holds an election for officers 8/7. We have the ballot. Bob has the campaign letters sent out by candidates; the board agreed to delegate the decision to Bob.
- b. Stuart asked Bob to see if we can get cemetery maps from Justin. We already have a map of the West Ridge. It was mentioned that the town should have a sexton who would maintain the maps. Justin has done it for so long that others have lost sight of what is involved. We ought to take a look at how other towns of comparable size handle this. We have a cemetery fund that should pay for an actual official to take care of removing old flowers, etc.
- c. Bob agreed to draw up plans for a municipal building.

The meeting adjourned at 9:35 P.M.

**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, August 1, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

8 / 1

PRESENT: Mary Dunn, Kathy Keen, Stuart Shotwell, Terry Viselli, Bob Von Rotz

1. Approval of Minutes of previous Selectmen's Meeting
No corrections having been received, the minutes were declared approved.
2. Date and time of next Selectmen's meeting: Tuesday, August 15
3. Clerk/Tax Collector's Report
 - a. Utility pole permit has been given to Callie for planning board review.
 - b. The town has received a letter from the state asking for comment on Alexander's comprehensive plan. The Selectmen will pass it on to the Planning Board.
4. Treasurer's Report/Tasks
 - a. Progress on computerizing accounts: Kathy has received the town computer from Danny Sullivan, but needs to pick up the monitor and keyboard; she has purchased Quickbooks Pro; if she needs a printer, Bob will pick one up this week.
 - b. Balance of money market is \$45,858.50.
5. Items on Treasurer's Warrant
 - a. Mark's Printing House, for Assessors' book, \$83.00
 - b. Eastern Maine Electric Cooperative, \$50
 - c. Meddybemps Postmaster, \$250. (We will need to send out about forty 30-day notices certified with return receipt; they will cost about \$5 each.)
 - d. \$497.43 for school warrant #16

- e. QuickBooks Pro, \$188.99
 - f. Fisheries and Wildlife, \$392
 - g. DMV, \$163
 - h. Marion Transfer, \$564.60 (It would be useful to find out how the fees are determined so that we can check these bills.)
- Sum total of warrant: \$2,189.02
Checks for building permits to be deposited, \$70 (two \$35 checks)

6. Road Commissioner's Report/Tasks

Dan was absent, so his tasks were tabled at this time.

7. First Selectman's Report/Tasks

- a. East Ridge Road gravel bids from Wayne Spear and David Lee: David Lee's bid was \$14,800; Wayne Spear's bid was \$4,900. Wayne's bid was accepted.
- b. Animal control officer—insurance update: Larry Colarusso's worker's compensation insurance will cost \$9 a year. Because he carries a gun on occasion, the risk pool liability insurance will cost additional \$293, but the MMA seemed to indicate that we will not be charged the fee for this year.
- c. Update on meeting with John Dudley in Alexander about archive building: Stuart met with John Dudley and several other officials, including Richard Holst of Alexander. John Dudley is putting out request for proposals and qualifications. The building will be an annex to the Alexander Municipal Building.
- e. Callie Hatton mentioned the importance of having the wording "Swim at your own risk" on a sign at the beach to avoid liability. Bob will double-check for this wording.
- f. The MMA salary survey and MMA Legislative Policy Committee nominations were briefly discussed, and it was decided not to participate at this time.

8. Second Selectman's Report/Tasks

- a. Jeff has reported on his conversation with Terry Johnson about the apparently incomplete plumbing permit. This is just a copy of the state copy of the permit, nothing to be concerned about.
- b. No news yet on the property for the proposed municipal building.

9. Third Selectman's Report/Tasks

No progress yet on getting cemetery maps from Justin or sketching plans for office.

The meeting was adjourned at 8:15.

8 / 15

**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, August 15, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

PRESENT: Kathy Keen, Stuart Shotwell, Terry Viselli, Bob Von Rotz

1. Approval of Minutes of previous Selectmen's Meeting
No corrections having been received, the minutes were declared approved.
2. Date and time of next Selectmen's meeting: Tuesday, September 5
3. Animal Control Officer Larry Colarusso's report
Larry did not attend, but reported earlier in the day by phone that he has obtained the equipment he needs.
4. Clerk/Tax Collector's Report
There was discussion of the timetable for sending out tax bills. Terry reported that the state has advised that the computer for keeping the voting lists is being shipped. The internet connection will be installed free and the cost of the connection will be paid for the first three years. The thirty-day notices have been sent out, and \$1247.67 has come in as a result.
5. Treasurer's Report/Tasks
 - a. Progress on computerizing accounts: Kathy has the equipment assembled and the program should be up and running soon.
 - b. Status of accounts: Currently there is \$45,361.17 in the checking and \$45,858 and change in the savings. It would seem that the county has not cashed its assessment bill for \$26k.
6. Assessors' report
 - a. The assessors did not attend, but reported earlier in the day by phone that they are working on checking over the assessments and all is going well.
7. Items on Treasurer's Warrant
 - a. Carleton Hatton, for mowing East Ridge Road, \$350
 - b. DMV, \$245
 - c. Terry Johnson, \$50
 - d. School Warrant #17, \$472.43
Total warrant: \$1117.43
Deposit: \$300 from Vance Libby for Burial Plot #15 in West Ridge Cemetery
8. Road Commissioner's Report/Tasks
Dan did not attend, but he has been advised of the letter to Louisiana Pacific (see below).

9. First Selectman's Report/Tasks

- a. Alan Spear has been asked to give us a bid on topping off gravel on the sides of other parts of the East Ridge Road in addition to the portion by the newly paved area. The Spears should be getting to this work sometime in August.
- b. We sold a cemetery plot in the West Ridge Cemetery. According to Justin, only the West Ridge and Evergreen cemeteries are still open for burial, as the locations of the graves and the ownership of the plots in the other graveyards is too uncertain.
- d. Justin has said that he will try to prepare a map of the Evergreen Cemetery this winter. The map he made of the West Ridge Cemetery was invaluable in the recent sale of the burial plot there.
- e. Louisiana Pacific has been advised that if they do not install a culvert at the logging site on the East Ridge Road as of August 19, we will do it ourselves and charge them for the cost. It was agreed to go ahead and get a bid to do so after the deadline.
- f. Status of MMA award nomination: No responses have been received to requests for information that could be used in the letter of nomination. It was decided to make our own award of recognition within the town.
- g. The problem of finding a laborer to cut and clear the East Ridge Road ditch was discussed. Bob Smith's name has been mentioned, but there are no other obvious candidates for the job.
- h. It has been suggested that the town should not be plowing the Dodge Road, as it is not a Town Way. It was agreed to talk to Jeff and Justin as a preliminary to determining status of the road.
- i. The Tonizzos have contributed two first-class speed limit signs for the East Ridge Road. Stuart will order other necessary signs.

10. Second Selectman's Report/Tasks

Jeff was working and unable to attend.

11. Third Selectman's Report/Tasks

- a. Bob showed plans for the proposed Town office. It would be 20 x 24 and have large overhanging eaves to give it a distinctive look. The upstairs (attic) could be used for storage if a trussless construction were used. The downstairs would have a fold-down counter, ample shelf area on the walls, and be largely open to allow for meeting space.

The meeting adjourned about 9:00 P.M.

**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, September 5, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

9 / 5

Present: Stuart Shotwell, Terry Viselli, Jeff Crowe, Kathy Keene, Bob VonRotz; Betty Morrison, Keith Hollowell, Merrill Hollowell, Rene Lincoln, Bob Smith

1. Approval of Minutes of previous Selectmen's Meeting

No corrections having been received, the minutes were declared approved.

2. Date and time of next Selectmen's meeting: Tuesday, September 19
Kathy will be absent because of other work obligations.
3. Bob Smith discussed East Ridge road trimming project, as well as several ditching issues. There is a need to ascertain the actual width of the right of way. The existing stakes from the old state survey support Bob S.'s contention that the right of way is not 16 feet but 28 feet from centerline, allowing for a 7-foot shoulder, a 6-foot downslope from the shoulder to the bottom of the ditch, and a 6-foot upslope to the outside of the ditch. In some sections this shoulder area is less than 2 feet. Obviously these standards have to be adapted to the existing conditions and the uses of the property owners abutting by the road. For example, Bob S. suggested a way that the edge of the road by the McMahon property could be preserved without ditching. He pointed out that when ditching is done, the material removed should be used to fill the dirt end of the East Ridge Road, which is just as much the obligation of the town to keep up, and is currently much in need of fill. Stuart suggested a summit meeting of interested parties to create a long-term plan for the upgrading of the road. There was a consensus that we would do what we could year by year, taking the problems a little at a time as we can handle them. The Selectmen agreed with Bob S. that he should continue cutting back to the grade stakes but should first make a try at getting rid of the brush and thereafter get the brush out as he proceeded. Bob S. was asked if he would consider being east side road commissioner and expressed a willingness to do so. The question was raised as to whether this would create a conflict with his current work on the road, and the situation with the road commissioner was left as is. Stuart and Bob S. will research the road width issue. So far Bob S. has 37 hours on the trimming work.
4. Clerk/Tax Collector's Report/Tasks
 - a. Before the meeting was called to order, the family of Betty Morrison, Keith Hollowell, Merrill Hollowell, and Rene Lincoln discussed a tax issue with Terry, Stuart, and Jeff: The tax for last year on their joint property seems to have been either improperly billed or improperly computed. Terry undertook to consult with the Assessors and have response to the family by Thursday, September 7. Such requests for reconsideration should properly be directed to the Assessors.
 - b. A preliminary consideration was made about determining how to handle a request for tax abatement due to poverty. It was concluded that Stuart would do the necessary research and contact the individual making the request.
 - c. Terry said she might need to issue fourteen liens. Each lien costs \$13; she needs check for the Registry of Deeds, because our balance there will not cover the cost.
 - d. The town elections computer was set up today, though not connected to the internet. It has a printer, scanner and label maker.
5. Treasurer's Report/Tasks
 - a. Kathy has discovered that the computer is too old to run the tax program; we'll need to install an updated version of Windows first.

- b. A deposit of \$17,939.97 recently brought the checking balance to \$71,260.33; this would seem not to include the County Tax bill.
 - c. The Walkers' cemetery contribution should go to general upkeep.
 - d. The Recreation Committee checkbook was turned over to Kathy. She should repay the town account for the Porta-Potty payment previously made from it.
6. Items on Treasurer's Warrant
- a. Terry Johnson's bill, \$112.50 (to replace incorrect payment previously issued)
 - b. Refund of \$2000 to Louisiana Pacific for bond check cashed
 - c. Marion Transfer Station, \$679.20
 - d. To Stuart Shotwell for cash advance to Bob Smith for trimming, \$60
 - e. Wayne Spear, grading shoulder of new asphalt of East Ridge Road, \$4,900
 - f. Wayne Spear, grading shoulder of old asphalt of East Ridge Road, \$1000
 - g. DMV \$130
 - h. \$19 Inland Fisheries and Wildlife
 - i. Registry of Deeds, for liens, \$172.00
 - j. School Warrant #18, \$762
- Total: \$9834.70
 Deposit: \$38 dividend from the MMA Workers Comp Fund
 A check for road upgrades (\$3,246) has come in from the Rural Roads Program
7. First Selectman's Report/Tasks
- a. The proposed annual Town budget in the amount of \$269,625 was approved. This is down from \$294,694, thanks to school budget savings, and despite the \$20,000 appropriation for East Ridge Road work.
 - b. Stuart received a call from Animal Control Officer Larry Colarusso. He has resigned from Charlotte ACO position. As a consequence, he will not be receiving equipment from the Town of Charlotte. If we purchase two five-foot catch sticks, he will pay for one, and the other will belong to the Town of Cooper. (A six-foot stick is available from Public Space for \$79.95.) The selectmen okayed this purchase.
 - c. Response to MDOT Rural Road Initiative Program. It was agreed that this was a miscommunication, and that we would decline decisively by the response deadline.
 - d. During a review of list of Cooper roads to be plowed, it was noted by Jeff that we should add the bus turn around on the west side of town. Stuart noted the need to add the beginning of the Breakneck Mt. Road.
 - f. The fix for the culvert at beginning of ERR was discussed.
 - g. The Selectmen agreed it would be advisable to try to move the General Fund reserves out of the General Fund into a separate Reserve account little by little.
8. First Selectman's news (announcements requiring no decisions)
- a. Co-op purchasing meeting, September 7, 10 A.M., Columbia Town Office
 - b. Meeting of Safe Storage Building Committee (for archive building) September 8, 4:00 P.M. Alexander Town Office
 - c. The road signs have been ordered.

- d. Marion Transfer meeting is scheduled for September 12, 6:30, Pembroke Elementary School.
 - e. Community impact grant material has been received.
 - f. Grant Fund for the Efficient Delivery of Local and Regional Services has been announced. Unfortunately, it doesn't look applicable to us, despite the name of the fund.
 - g. Downeast EMS Rider A certification has been sent in.
 - h. Sustainable Forestry Initiative materials have been received from the Department of Conservation.
8. Second and Third Selectman's Report/Tasks
- a. Jeff and Bob reported on their separate talks with Justin about the land available at the proposed town office site.
- The meeting was adjourned at 10 P.M.

Minutes of the Meeting of Selectmen **9 / 19**
Town of Cooper
Tuesday, September 19, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Dan Ackley, Lynn Brown, Jeff Crowe, Scott Jamieson, Stuart Shotwell, Terry Viselli,, Bob Von Rotz,

1. Approval of Minutes of previous Selectmen's Meeting
 No corrections having been received, the minutes were declared approved.
2. Date and time of next Selectmen's meeting: Tuesday, October 3
3. Assessors' Report
 The Assessors reported that the tax collection list had been completed. They asked Justin to review their work and received his okay.
 The Assessors have met with Brenda Gove, the independent appraiser who will be doing an new appraisal of Cooper properties. She can start in March and finish in time for the following tax season; she sees no problem getting taxes done for next year. She will be looking at every property. She is currently preparing a contract for the Town.
 The Assessors also reported on a abatement arising out of a disagreement about joint ownership of a lot.
4. Clerk/Tax Collector's Report/Tasks
 Terry reported that she had issued liens for ten properties.
 She will receive training in using a voting table for the disabled. The Grange will require a phone line, to be installed at state expense.
 She also has a training in Calais on learning how to use computer to keep voting records.
 The state computer has been delivered and set up. Terry should be able to use the laser printer for tax bills.
5. Treasurer's Report/Tasks
 Treasurer's Warrant
 Kathy Keen was unable to attend the meeting because of a work training.
 Items on the warrant were as follows:
 - a. Public Space Plus, road signs and poles, \$472.20

- b. DMV, \$61.00
- c. School warrant #19, \$1194.50
- d. Deanne Greenlaw, admin cost, \$50.00
- e. Scott Jamieson, road work, \$585
- f. Lisa Jamieson, road work, \$318.75
- g. Bob Smith, road work, \$740.00
- h. Terrance Little, road work, \$1340

\$4761.45 total for warrant

The status of accounts was as follows:

Checking: \$53,320.36

Money Market: \$45,960.12

Cemetery Fund: \$1,831.71

The County Tax bill check has been cashed and cleared.

7. First Selectman's Report/Tasks

- b. Increased expense for Animal Control Officer catch sticks. The Town of Cooper share will be \$99.95, not \$79.95, and not including shipping.
- d. Finalizing list of Cooper roads to be plowed
- f. Report on Marion Transfer Meeting: Stuart attended the monthly meeting of the MT on September 12. It was noted that there that there will be a public hearing on the proposed new demo dump on November 9 at 6 P.M. in Machias. Some information on the dump: It will occupy 20 acres of a 30-acre set-aside; the other 4700 acres (approximately) will be dedicated to other use, possibly conservation/recreational, though the previous owner has retained cutting rights for fifty years. Because of permitting delays, there will be a one-year interval in which demo will have to be transferred elsewhere at a cost of \$115 to \$120 per ton. Dean Bradshaw reported that because of the proposed use of the other 4700 acres, most groups he has made presentations to have received the proposal favorably. Other issues discussed included equipment purchase and maintenance.
- g. No one was able to attend the co-op purchasing meeting.
- h. Dedi Greenlaw has suggested that we clarify the payment of taxes by adopting the following resolution: "We, the Municipal Officers of the Town of Cooper, Maine, do hereby authorize and direct the Tax Collector and Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer." This was approved by the Selectmen.
- i. An MDOT map/plan of East Ridge Road drawn in 1978 has been received. It shows the State survey of the road, including rights of way, from the Rt. 191 end up to approximately the Crowe Road. The rest of the plan has been requested. The right of way on East Ridge Road was examined on the map; it is quite wide—the same width as the right of way for Rt. 191, that is, 66 feet. [Note added later by Stuart for the record: This map is the only part of the road surveyed by the state, according to MDOT; in any case, no other survey is available from them, and the survey is marked as consisting of the two sheets we now have. While there is thus no direct evidence that the right of

way on the rest of the road is uniform, the 66-foot ROW width is described as the "existing right of way," so it is likely that the East Ridge Road has a 66-foot ROW throughout. The map is available for inspection at Stuart's house.]

j. Review of East Ridge Road work.

There was a discussion of chipper rental options, and it was agreed that we need to get a good-sized chipper to make it worthwhile. We may need extra hands to run the chipper operation. The crew should complete brushing by Thursday. Dan suggested we consider sending them to Grove Pond Rd. to cut a very small stretch of road, and also the Vining Lake Rd.; these shouldn't take more than day or two. Jeff will co-ordinate the chipper rental.

The signs for East Ridge Rd and 191 have arrived; they just have to be bolted onto the existing pole. Jeff volunteered. We now have four speed limit signs for the East Ridge, two donated by the Tonizzos. Dan will help put them up, checking with the Tonizzos re location. We have ordered four posts for the speed limit signs; Dan thought there were more behind the fire house. The sign for the Dodge Road also needs replacing. It has been stolen twice; now the entire post is gone. We also have two curve signs, one right and one left; we could put the left-hand curve sign before the curve by the Camp Road (on the sandpile side of the curve) or we could put it before the Crowe Road (on the Marion side of the curve).

k. We will need to update Shoreland Zoning Ordinance in Town Meeting before July, 2008

l. There was a discussion about procedure for changes to plowed roads. It was decided to continue plowing all roads currently plowed by the Town unless citizens bring a petition to the Selectmen requesting a hearing on changing winter maintenance to any road. That is, the Selectmen will not themselves as of this time initiate any action to change winter maintenance in defiance of tradition. They will, however, bring before the town at the March Town Meeting a resolution to cease winter maintenance of the Dodge Road and the Grove Pond Road when the current occupants of those roads cease to live there. (The resolution should reserve the right of the Town to reconsider winter maintenance at any time.)

8. First Selectman's news (announcements requiring no decisions)

a. Meeting of Safe Storage Building Committee (for archive building)
September 20, 6:00 P.M. Alexander Town Office

b. Marion Transfer meeting scheduled for October 10, 6:30, Pembroke Elementary School

9. Second Selectman's Report/Tasks

a. This year's bus turnaround on west side of town will be the Tower Road.

10. Third Selectman's Report/Tasks

a. Plans for Town office still in development.

11. Executive Session to deliberate over an abatement pursuant to 36 M.R.S.A § 841 (2).

12. The Selectmen returned to regular session and voted to grant an abatement request pursuant to 36 MRSA §841(2) in the sum of \$510.22 for the tax year 2005.

**Minutes of the Meeting of Selectmen
Town of Cooper**

10 / 3

Tuesday, October 3, 2006, 7:00 p.m.

15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Jeff Crowe, Mary Dunn, Kathy Keen, Bob Von Rotz, Stuart Shotwell, Terry Viselli

1. Approval of Minutes of previous Selectmen's Meeting

The minutes of the last meeting were not ready for review.

2. Date and time of next Selectmen's meeting: Tuesday, October 17

3. Assessors' Report/Tasks

The Assessors did not attend the meeting. Stuart will be giving some written feedback to the Assessors to make the Excel database of properties more readily usable for sending out tax bills next year.

4. Clerk/Tax Collector's Report/Tasks

Terry report that the tax bills could be out by Friday.

She requested mileage for going to Orono for the voter registration workshop; she will submit a bill at the next meeting. She also was pointed out that she was paid only for one-way travel the last time she requested mileage.

5. Treasurer's Report/Tasks

Treasurer's Warrant

a. Whitney's Rental, \$937.20

b. Postmaster Meddybemps, postage \$100

c. DMV \$115

d. Terry Little, advance on diesel fuel for chipper, \$100

e. Marion Transfer, \$446.40

f. School Warrant #20, \$16,353.21

g. Scott Jamieson, road work, \$610.00 [later corrected to \$413.26]

h. Lisa Jamieson, road work, \$225.00

g. Terry Little (for brushing only), \$380.00 [later corrected to \$330.18]

Kathy reported on the status of spending by category.

There was discussion of the road amount, and a rough check was made off the warrants; it was thought that this was probably too high; that something is miscategorized. Stuart will compare the amounts to the Selectmen's Report for the next meeting.

We will have to be prepared to specify checks for the State and Federal 941 forms at the next meeting.

Income:

September 2006 Education subsidy payment, \$9,698.22

State revenue sharing, \$329.84

There was a discussion of purchase of computer to run QuickenPro. The Town computer is already too antiquated to run the software we have. We need to give authorization to spend up to a certain amount from the administration reserve. Danny Sullivan suggested a particular model that costs around \$520. The Selectmen authorized the purchase, as well as buying a mid-range (\$200) flat screen monitor, a mouse and keyboard, and a printer, for a total of about \$1000.

- b. There was an overpayment to Bob Smith by \$60; the cash advance paid to him was not deducted. Kathy will write a note, giving him the option to work it off or pay it back.
7. First Selectman's Report/Tasks
 - a. Animal Control Officer catch sticks have arrived; need to charge Larry Colarusso for his catch stick when the bill arrives. Stuart will check to see where the bill is, as it seems overdue.
 - b. Purchase of road salt: Our independently obtained bid from Cargill is \$56.25 per ton delivered, on 250 tons; the Washington County Coop bid is \$62.50 per ton. Thus we save \$1563.00 by not going with the Coop. Jeff will confer with Callie Hatton to determine the amount to buy. [Note added by Stuart for the record: Callie recommended 200 tons; this was ordered on October 6. Jeff also specified that the sand should come from Goding's sandpit in Charlotte, not from the Meddybemps pit.]
 - c. The Selectmen signed the letter of notification of abatement voted on at the last meeting.
 - d. The resolution passed at the last meeting concerning the application of payments was signed.
 - e. Downeast Aids Network claims we made a contribution last year and is asking for another. We saw nothing in the minutes of the town meeting on this. No decision was made.
 - f. The fix for the culvert at the beginning of the East Ridge Road was discussed. Stuart reported a conversation with Alan Spear on the subject. Alan said that the technique proposed, which is to put a 20-inch culvert through the existing 24-inch culvert (a procedure called slip-lining) is not possible in this case because the existing culvert is too badly damaged and apparently bent about six feet up from the downstream end. He said slip-lining can only be done when the existing culvert is in good enough shape to allow a poured concrete seal to be set in the interior of the existing larger culvert to prevent flow-through around the smaller culvert; this would be impossible in this case. He will submit a bid for replacing the existing culvert completely with a sixty-foot culvert, adding about fifteen feet of fill on either side, sloping the fill off, and rocking it up. He believes this would make a guardrail unnecessary because it would increase the width of the shoulders to an acceptable size. He said this would require the road to be closed for half a day. This is probably something for which we may need to specially budget and perhaps undertake next summer, with plenty of notice to residents. It was decided that we would get another opinion from the MDOT agent Dennis Gillespie; Stuart will make an appointment to meet with him when Jeff is available next week. We'll try to find a cheaper workaround, but the culvert is in tough shape; the bottom is rusted out.
 - g. There is a potential remittance to town of \$522 for FEMA grant to repair roads in 2000 (it has been certified but the check has not yet been received).
 - h. Stuart has received a notice of the interest of certain landowners (Cathance Shores, LLC, and Gib Greenway) on the southern shore of Cathance Lake to have their property annexed by the Town of Cooper. This could increase the tax base at no (or little) cost to us. Stuart has looked into the effect on the education subsidy, and even though the subsidy would decrease when the Town's assessment rose, there could be a substantial gain in net revenue. We

will need to research the consequences thoroughly, hold a town hearing, and if the Town concurs, take the request to our state representatives. Annexation can only be done through a private bill in the state legislature, and will require a two-thirds majority vote of all parties concerned. The Selectmen decided to pursue the possibility.

8. First Selectmen's items held over from last meeting because of lack of time:
 - a. Stuart described his discussion with Dennis Gillespie about MDOT work on Rt. 191. The MDOT goal is to widen shoulders on the whole road, gradually linking up finished sections. Gillespie said they have never finished work on the top of Cooper Hill; he is trying to get back to it. He also said that work on the North Union Road is not in the budget for several years out, and that the Cooper Road in Alexander is worse and will probably receive attention first.
 - b. Stuart received a phone call and email from Lou Sidell of Maine Emergency Management on September 18, 2006. Sidell reported: "Cooper has not been mapped and is not a participating community in the National Flood Insurance Program. I checked our community file and found no information on past flooding history and did not find any data related to flooding in either Cooper or the adjoining No. 14 Township to the south that shares Lake Cathance. To join the NFIP the community must adopt a Resolution stating it recognizes flooding problems within the town and is desirous of joining the Program. It must agree to regulate development that may be flood-prone by establishing a permit review process and establishing some criteria by which it will determine if a proposed development is flood-prone. The Shoreland Zoning Ordinance is a great starting point. If the Town of Cooper has any flooding history that has been documented that is also helpful when establishing a floodplain management ordinance. The community must also fill out an application to join. These actions must be taken to town meeting for approval." Sidell stated that the minimum flooding that takes place in a lake the size of Cathance is 1 foot; some such Great Ponds have flooding of 14 feet. There simply is no hydrological data on what would happen to Cathance Lake given a hundred-year storm scenario of, e.g., three feet of rain in twenty-four hours. The advantage of being in the program is that it would allow (not require) homeowners to get insurance for flooding, and it might help them get bank loans. There would be no monetary cost to the Town, and no governmental cost aside from the increased hassle that would go along with permitting issues. The Selectmen referred this matter to the Planning Board for a decision. Stuart will continue to try to get the certification from Sidell that was the original purpose of the phone call to him. This would allow Cooper to apply for FEMA grants.
 - c. The Selectmen will review Brenda Gove's reassessment contract for return to her this week.
9. First Selectman's news (announcements requiring no decisions):
 - a. Meeting of Safe Storage Building Committee (for archive building) September 20, 6:00 P.M. Alexander Town Office
 - b. Marion Transfer meeting scheduled for October 10, 6:30, Pembroke Elementary School
 - c. MMA annual convention October 4-6
 - d. TABOR debate in Machias October 3
10. Report of Second Selectman and Road Commissioner on Road Work

Scott and Jeff reported on the chipping work on the East Ridge Road. It is going very well. The chipper is very powerful and is performing well in general, though there have been a few mechanical glitches. In one day the brush was chipped from the Camp Road to Kriders; it looks as if the entire road will be finished this week.

11. Third Selectman's Report/Tasks

- a. Plans for Town office are still in development.

10 / 17

**Minutes of the Meeting of Selectmen
Town of Cooper**

Tuesday, October 17, 2006, 7:00 p.m.

15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Jeff Crowe, Mary Dunn, Kathy Keen, Terry Viselli, Stuart Shotwell

1. The minutes of previous two Selectmen's meetings (9/19 and 10/3) were distributed for review and approval at the next meeting.
2. Date and time of next Selectmen's meeting: As the first Tuesday of November is Election Day, we will change the date. Jeff will check his schedule and report back.
3. Clerk/Tax Collector's Report/Tasks
 - Downeast Health Services sent letter requesting \$120 (We will check on this item before approving—is this a request for 2006 or 2007 funds?)
 - Bunny's Septic sent a bill for \$300
 - Terry was sent an audit by the IFW that indicated the Town should have returned stickers in past years. She will check on this.
4. Treasurer's Report/Tasks
 - a. Bob Smith has paid back the \$60 overpaid to him
 - b. The remittance to the town of \$522 for FEMA grant to repair roads in 2000 has not yet been received
5. Items on Treasurer's Warrant #15
 - a. Additional reimbursement to Terry Viselli for mileage to workshops (she was only paid for one-way travel on the July 5 warrant), \$61.16
 - b. Reimbursement to Terry Viselli for mileage to workshop in Orono, \$81.00
 - c. Circuit City for computer, keyboard, mouse, printer, monitor, \$915.16 [later corrected to \$915.76]
 - d. Public Space Plus, for ACO equipment, \$239.85
 - e. Terrance Little, for chipping, \$440 [later corrected to \$378.34]
 - f. Scott Jamieson, for chipping, \$355 [later corrected to \$327.84]
 - g. Stuart Shotwell, for copies of town deeds, \$4.00
 - h. Lisa Jamieson, for brushing, \$50.00
 - i. Terrance Little, \$34.26 for fuel for chipper
 - j. School warrant, \$4990.78
 - k. BMV \$125.00
 - l. Bunny's Septic, \$300.00
 - m. Federal 941, \$158.62
 - n. State 941, \$9.50

We can get a \$130 rebate on the computer equipment we've purchased.

6. First Selectman's Report/Tasks

- a. ACO Larry Colarusso has been sent a bill for his catch stick.
 - b. David Lee has arranged for delivery of road salt—eight truck loads, a total of 184 tons. The board thought we should order another load. Stuart will call David. David wants to purchase a load for his own use from the amount reserved for the Town at Cargill in St. Stephen.
 - c. Report on meeting with Dennis Gillespie of MDOT on East Ridge Road culvert. Stuart will write up description/specs; they will include specification of a smooth walled plastic pipe, 44 feet in length.
 - d. Annexation of southern shore of Cathance Lake: The Town could not consider taking on road maintenance and/or plowing in the new land; it would also need to consider the fact that a new section of 191 would become a Town responsibility. We need to crunch some numbers to see what the breakpoint for increased income would be. Stuart will write a letter to the landholders setting out our reservations.
 - e. The committee working in Alexander to create the new archive storage building is gradually putting together a plan; construction is likely to begin in the spring.
 - f. Possible appointment of new road commissioner. Scott Jamieson has been approached and is interested. We will discuss further with Scott; he could consider doing it on a trial basis until the town meeting.
 - g. Report on Community Development Block Grant workshop: Stuart attended it and found it useful and interesting but apparently such a grant cannot be used for building a town hall; we could, however, use it for a community center/library or a salt/sand storage building.
 - h. Stuart purchased a computer for Kathy's use last weekend. The monitor has not yet been delivered.
 - i. Stuart distributed copies of the Selectmen's Report, showing amounts spent so far and breaking them down into categories. The item to watch is the Marion Transfer Station expenditures, which are about \$3800 out of \$4700 budgeted.
 - j. The remaining work on roads was discussed: Cold patch; sealing cracks; getting signs installed; final cleanup of Vining Road brushing. We are hoping Scott will be willing to undertake this. We will contact Chris McCormick to see if he has a spot where we could pile the brush still lying in the ditches on the Vining Road.
- ## 7. First Selectman's news (announcements requiring no decisions)
- a. Meeting of Safe Storage Building Committee (for archive building) October 25, 6:00 P.M. Alexander Town Office
 - b. Marion Transfer meeting scheduled for November 14, 6:30, Pembroke Elementary School
 - c. Public hearing on the new demo debris site of the Marion Transfer Station, November 9, 2006, 6:00 P.M. at U.M.M. Speakers must prefile their testimony with LURC.

8. Second Selectman's Report/Tasks

Jeff will check his schedule to determine a good date for the first Selectmen's meeting in November. He will get Scott Jamieson set up to install road signs. Kathy will gather Marion Transfer Station records and

bring them to the next meeting; Stuart will get a copy of the number record from Kathy Hull; Jeff will check over the figures.

- 9. Third Selectman's Report/Tasks
Bob could not attend.

11 / 2

**Minutes of the Meeting of Selectmen
Town of Cooper
Thursday, November 2, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

- 1. Approval of Minutes of previous Selectmen's Meetings
- 2. Date and time of next Selectmen's meeting: Tuesday, November 28
- 3. Clerk/Tax Collector's Report/Tasks
 - a. Biweekly BMV and IFW reports: No IFW this week; BMV is only \$25.
 - b. Status of search for 2004 IFW stickers or report: The report we are looking for could not be found in the box of returned audit materials. We have narrowed down the number of items unaccounted for, so the penalty should be relatively small.
 - c. Elections are all ready to go; all the poll workers are lined up.
- 4. Treasurer's Report/Tasks
 - a. Progress of computerization: The computer is set up and has a connection with the internet; data has not been entered yet.
 - b. The checking account is now well over \$100,000 as a result of tax deposits. We should consider resolving to transfer some funds to the savings account at the next meeting.
 - c. The remittance to town of \$522.66 for Maine Emergency Management Agency (MEMA) grant to repair roads in 2000 has been received, but apparently it was paid by the state out of a veterans' account, because that is what the check stub says. However, the amount is exactly the same as what we were given notice to expect by MEMA.
 - d. Kathy will look into concluding the abatement issued by the Selectmen—specifically, by discharging the lien in question.
 - e. We'll draw up a resolution for the next meeting to transfer \$825 back to General Fund from Cemetery Trust Fund per auditor's instructions on 10/18/06.
- 5. Items on Treasurer's Warrant
 - a. Marion Transfer Station,\$421.50
 - b. BMV\$25
 - c. Reimbursement to Terry Viselli for envelopes:32.54
 - d. Cargill Deicing Technology, first load of salt\$1,797.65
(This load went to David Lee for his use; he is to reimburse us and has been advised that he is responsible for paying the sales/use tax on it.)
 - e. Larry Colarusso, ACO\$300.00
 - f. David Lee, (November 1 plowing installment).....\$6375.73
 - g. School Warrant #22,\$6053.41
 - Total warrant\$15,005.93
- 6. First Selectman's Report/Tasks
 - a. Status of sales tax issue with regard to Larry Colarusso and David Lee:
Stuart spoke to the auditor, who advised us that as long as Colarusso

and Lee were given notice that they were responsible for sales/use tax for the items they purchased through the town (the catch stick and the load of road salt, respectively), we should not be concerned about this transaction.

- b. Status of annexation of southern shore of Cathance Lake: Stuart sent a letter to the parties interested in the annexation of their properties. Among other issues he brought out were: (1) the town's finances are too fragile to risk the possibility of increased school costs; (2) the town would not be able to offer any municipal services, such as plowing, increased fire protection, etc., to the newly annexed property; (3) the landowners of the new land would not be able to escape LURC regulation until such time as Cooper adopted a land use ordinance at least as strict as the LURC regulations.
 - c. The new sign for Beach Road was approved; Stuart will order it.
 - d. General Assistance Appendices A and C were approved.
 - e. The Representation Document for 2005 audit was signed.
 - f. The remaining work on roads was discussed again: Cold patch; sealing cracks; getting signs installed; final cleanup of Vining Road brushing. It has proved difficult to find anyone willing to do this work.
 - g. The Assessors sent the Municipal Return to the state via overnight mail well before the deadline, but it was lost, either by the postal service or the state; the Assessors then had to send it again. It has finally arrived at the proper state office.
7. First Selectman's news (announcements requiring no decisions)
- a. Meeting of Safe Storage Building Committee (for archive building)
November 8, 6:00 P.M. Alexander Town Office
 - b. Marion Transfer meeting scheduled for November 14, 6:30, Pembroke Elementary School
 - c. Public hearing on the new demo debris site of the Marion Transfer Station, November 9, 2006, 6:00 P.M. at U.M.M. Speakers must prefile their testimony with LURC.
8. Second Selectman's Report/Tasks
- a. Letter from First Selectman of Charlotte
 - b. MTS names and reports. Jeff checked over the Marion Transfer Station reports and found two haulers who seemed to be bringing an usual amount to the station. He is to check on this. [Added by Stuart after the fact: These haulers proved to be legitimate.]
9. Third Selectman's Report/Tasks
- a. Plans for Town office: no further progress
 - b. Culvert specs: not ready yet

Minutes of the Meeting of Selectmen **11 / 28**
Town of Cooper
Tuesday, November 28, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Jeff Crowe, Mary Dunn, Scott Jamieson, Kathy Keen, Stuart Shotwell, Terry Viselli, Bob Von Rotz

1. Approval of Minutes of previous Selectmen's Meeting
 No corrections have been received for meeting minutes before the November 2nd meeting; the previous minutes are therefore considered approved.
2. Date and time of next Selectmen's meeting: Tuesday, December 5
3. Clerk/Tax Collector's Report/Tasks
 - a. Terry gave the biweekly BMV and IFW reports, \$82 and \$75 respectively.
 - b. She reported on the status of the IFW stickers audit. We will pay \$82 to reconcile the 2002 items not accounted for and then we will be current with the bureau.
4. Treasurer's Report/Tasks
 - a. Kathy is going to get together with Dedi to get up to speed on computerizing the accounts.
 - b. The Selectmen signed the resolution to transfer \$825 from the cemetery account to the General fund per the auditor's request; this will leave about \$1000 in the account.
 - d. We decided not to transfer funds from the checking to money market account considering the large size of the last warrant (#17).
5. Items on interim Treasurer's Warrant #17, issued November 19

William I. Krider, Jr. (cemeteries)	\$1,600.00
David Lee (Vining Road work)	\$600.00
David Lee (Sand).....	\$12,375.00
David Lee (December 1 Payment).....	\$6,375.73
Cargill (salt).....	\$12,503.25
MMTC&A dues (Kathy Keen)	\$15.00
School Warrant #23.....	\$7,660.54
Ralph Flood (Election).....	\$70.86
Lennie Dodge (Election).....	\$70.86
Arline Flood (Election)	\$84.38
Dianne Hunnewell (Election).....	\$20.25
Sandy Lyon (Election)	\$20.25
BMV	\$105.00
IFW	\$66.00
Cathance Grange (Election)	\$100.00
Total	\$41,667.12

Items on Treasurer's Warrant #18, issued November 28

James Wadman (audit of 2005)	\$2,825.00
IFW reconciliation.....	\$82.00
IFW biweekly report.....	\$33.00
BMV report	\$75.00
McBee (Tax Collector supplies).....	\$149.41
MMTC&TA (Terry's dues)	\$15.00
School Warrant #24.....	\$23,352.92
Jeff Crowe, bus repairs	\$300.00
Total	\$26,832.33

Larry Colarusso reimbursed \$120 to the town for catch stick.

- 6. First Selectman's Report/Tasks

- a. The high tipping charges Jeff noted on the Marion Transfer Station bill at the last meeting have proved to be the legitimate charges of trash haulers taking Cooper trash to the Transfer Station.
 - b. Stuart reported that the road budget is in good shape.
7. First Selectman's news (announcements requiring no decisions)
- a. Meeting of Safe Storage Building Committee (for archive building) November 29, 6:00 P.M. Alexander Town Office
 - b. Marion Transfer meeting scheduled for December 12, 5:30, Friendly Restaurant, Pembroke
8. Second Selectman's Report/Tasks
- a. Jeff brought a letter from First Selectman of Charlotte describing that town's experience with the ACO. The Selectmen will review it for discussion at the next meeting.
 - b. Jeff reported on the status of the school bus. The repairs done to the bus by Pratt were a disaster. When the engine was pulled, about half the transmission fluid leaked out and was never replaced; the transmission was whining badly, and it may well be damaged. The brakes were also affected. There is a hole in the oil cooler, and the alternator needs to be replaced. Hydraulic hoses were not returned to their brackets, and the grounding strap was dangling loose. He presented quite a list of repairs he had to make to the bus himself at 6:00 A.M., to say nothing of other times, to make it adequately for the day's run. He is going to take it back to Pratt personally to make sure the repairs are done properly.
9. Third Selectman's Report/Tasks
- a. Plans for Town office; no progress pending exploration of other options.
 - b. Culvert specs; no progress.
 - c. At Bob's urging, the Selectmen appointed Scott Jamieson as Road Commissioner. (Dan Ackley has been too overloaded with other town and personal work and expressed a willingness to see someone else take over this post.) Scott was heartily thanked for taking this on. There was a discussion about the work remaining to be done before winter, including putting some cold patch down on the East Ridge Road potholes, for what it's worth, and putting up the rest of the signs.

**Minutes of the Meeting of Selectmen
Town of Cooper**

Tuesday, December 5, 2006, 7:00 p.m.

15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

12 / 5

Present: Kathy Keen, Scott Jamieson, Stuart Shotwell, Bob Von Rotz

1. Approval of Minutes of previous Selectmen's Meetings
No corrections have been received for meeting minutes before the November 28th meeting; the previous minutes are therefore considered approved.
2. Date of next Selectmen's meeting: Tuesday, December 19
3. Clerk/Tax Collector's Report/Tasks (Terry was absent, but sent her report.)
4. Treasurer's Report/Tasks

- a. There is currently \$206,536.41 in the checking account. We definitely need to move some of these funds into the money market at the next meeting.
- b. Progress of computerization: Kathy will be meeting with Dedi for a tutorial in QuickBooks on Wednesday.

5. Items on Treasurer's Warrant

BMV	\$155.00
School Warrant #25.....	\$14031.31
Marion Transfer Station	\$331.80
Anita Ihler (error abatement)	<u>\$181.22</u>
Total	\$14,699.33

The \$130 rebate on the computer has been received.

A check for \$3,246 from the state Urban/Rural Roads Initiative Program, "Quarterly Payment 2," has been received.

6. First Selectman's Report/Tasks

- a. DOT has been informed of the two problems on Rt. 191, and DOT head Peter Coughlan reported back that they have been considered in a DOT meeting. Stuart received a call from Dennis Gillespie, who said that they are looking into putting some grindings (cold patch) along the shoulder of the culvert opposite Vining Road to protect it until they can do an overhaul next spring. The bottom of this culvert is rotted out; it will need to be completely replaced. Fortunately this will not be a town expense. Dennis is also aware of the shoulder problem near Terry Little's house, and has authorized a crew to do filling and reshaping of the shoulder at the site. The new snow may delay this work, however. Both areas have been marked with DOT warning panels.
- b. Stuart passed along news about the Marian Transfer Station: There is a proposal by Coastal Compost to share MTS facilities; and Milan Jamieson has circulated a proposal to purchase new equipment, a 2006 John Deere 310G Loader Backhoe, for a price after discount and trade-in of \$32,875.
- c. The Selectmen authorized payment for the assessors' error abatement.
- d. Stuart reported several updates from the Assessors: (1) The first spec house at Cathance Shores is going to be priced at \$850,000, not at the lower figure originally supplied. Lots will sell for \$200,000 minimum. We should look at the figures concerning annexation in this light. There is, of course, no guarantee that the other houses will be priced on this scale. (2) The state mistakenly built a cell tower on Cooper Hill on land that includes the property of several abutters. There is also an issue of access to the various properties on the tower site. Lynn Brown is looking into this issue; she is also one of the affected property owners. (3) Dan reports that Cherryfield Foods has a portable building on their land that could possibly be transported elsewhere and used for a town office. He thought Cherryfield might be talked into donating it to the town.

It was agreed in discussion that this last item was well worth looking into.

7. First Selectman's news (announcements requiring no decisions)

- a. Meeting of Safe Storage Building Committee (for archive building)
Wednesday, December 6, 6:00 P.M., Alexander Town Office
 - b. Marion Transfer meeting scheduled for December 12, 5:30, Friendly Restaurant, Pembroke
 - c. Public meeting on December 12, 2006, from 6:00 to 9:00 P.M at the American Legion Hall in Cherryfield, hosted by the Maine Department of Conservation, Bureau of Parks and Lands, to review and hear public comment on its Final Draft Management Plan for Public Reserved Lands in the Downeast Region. The plan may be viewed at <http://www.state.me.us/doc/parks/programs/planning/Downeast/index.html>.
8. Second Selectman's Report/Tasks
- a. School bus repairs: Jeff could not be present, but he reported that the requested repairs are complete. In addition, Pratt's will replace the turbo and install a new battery. He will road test when that work is complete, and hopes that the bus will be ready on Wednesday or Thursday of this week at the latest.
9. Third Selectman's Report/Tasks
- a. Culvert specs still in the works.
 - b. Bob worked with Scott on installing signs and cold patch.
10. Road Commissioner's Report
- a. The signs have all been installed. Scott suggested that we ought to get a left-hand curve sign for the most dangerous curve on the East Ridge Road, which is the curve at Crowe Road heading north. It was agreed to purchase this sign.
 - b. Some cold patch has been put in the worst pothole on the East Ridge Road, the one by the Crowe Road. It had to be purchased and was very expensive—about \$17 for a very small bag. At this point it is too late in the season to expect a good bond. It was also concluded that we should not attempt to seal the cracks on the East Ridge Road until spring. Scott said that the cracking is caused by the poor base and the lack of good shoulders.

The meeting was adjourned at 8:00 P.M.

**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, December 18, 2006, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

12 / 18

Present: Kathy Keen, Scott Jamieson, Stuart Shotwell, Terry Viselli, Bob Von Rotz

- 1. Approval of Minutes of previous Selectmen's Meeting
No corrections have been received for meeting minutes before the December 5th meeting; the previous minutes are therefore considered approved.
- 2. Date of next Selectmen's meeting: Tuesday, January 2, 2007
- 3. Clerk/Tax Collector's Report/Tasks
 - a. No IMF activity this week.

4. Treasurer's Report/Tasks

- a. Status of accounts: Money Fund \$46,260.27 as of 12/1; \$198,146.58 in checking as of 12/13.
- b. After a conference with Deanne Greenlaw, Kathy has made great progress on computerization of the accounts; she should have this completed by the next meeting.
- c. Upcoming task: Issuing tax forms for the 2006 calendar year. (Stuart has ordered forms.)
- d. The Selectmen authorized moving \$100,000 into savings account.
- e. Status of liens: The town now has eight new liens.
- f. The BMV amount in Warrant #19 was corrected; this should have been \$155 instead of \$55. The total of the warrant should be \$100 higher.

5. Items on Treasurer's Warrant #21

MMA Risk Insurance, 2nd install	\$2,186.00
BMV	\$58.00
McBee Office Supplies.....	\$216.06
Registry of Deeds/Lien Discharge	\$13.00
David Lee / Winter Maintenance.....	\$6375.73
Scott Jamieson/Road work{	\$95.00
[Later corrected to \$87.74]	
Total	\$8943.79

Scott's hours were as follows: 6 hours @ \$12.50 for putting up signs and other work; 1 hour @ \$20.00 for chainsaw work on downed tree in roadway.

6. First Selectman's Report/Tasks

- a. DOT has done some filling of the problem site on Rt. 191 opposite Vining Road. Nothing has been done to the shoulder by Terry Little's. Other problems with the shoulder of 191 were also reported in the meeting.
- b. Former town officials are not sure what the MSW contingency funds are. Stuart is going to research this some more.
- c. A Concealed Firearms Permit renewal request has been received and is being processed.
- d. Stuart and Bob reported that the structure on Cherryfield Foods land seems as if it could be adapted for use as a town office, if it could be acquired and moved to a proper site. They also noted that the road leading to the blueberry fields at the end of Grove Pond Rd is washed out badly at the culvert; there is some question about who actually owns the road at this point, which is directly before the landowner's gate.
- e. The Beach Road sign and the left curve sign have arrived; Scott will install them.
- f. Written feedback has been sent to plowman after last week's storms.
- g. Stuart suggested the Selectmen request a guardrail or other safety improvement on Rt. 191 across from the Johnson house. He is trying to find the best official in the MDOT to send it to.

7. First Selectman's news (announcements requiring no decisions)

- a. The meeting of Safe Storage Building Committee (for archive building) has been postponed until after the holidays.
 - b. Marion Transfer meeting scheduled for January 9, 6:30, Pembroke School
8. Second Selectman's Report/Tasks
- a. Report on condition of school bus. Jeff was not present, but the bus was reported to be functioning.
 - b. Letter from Charlotte Selectmen. This was discussed briefly by Bob and Stuart, and it was decided that no action was necessary.
9. Third Selectman's Report/Tasks
- a. No progress on the culvert specs
10. Road Commissioner's Report/Tasks
- a. The signs have all been installed.
 - b. Scott gave some information about the problems in the winter storms of the previous week. Apparently at the beginning of the storm the plow truck was unable to make it up Cooper Hill from Twp. 14 because it had no sand in it. David Lee had to call in his backup, which caused a delay in the plowing; he'll leave the truck at the sand pile from now on. He also had an equipment breakdown and had to use a smaller truck to do follow-up plowing after the storm; that too, was delayed.

**Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, January 2, 2007, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)**

1 / 2 / 07

Present: Jeff Crowe, Kathy Keen, Scott Jamieson, Stuart Shotwell, Terry Viselli

1. No corrections have been received for meeting minutes before the December 19th meeting; the previous minutes are considered approved.
2. Date of next Selectmen's meeting: Tuesday, January 16, 2007
3. Clerk/Tax Collector's Report/Tasks
 - a. There was only \$50 of BMV activity, no IMF business
 - b. There was brief discussion about the necessity for the tax collector's report being ready for printing in the annual report.
4. Treasurer's Reports/Tasks
 - a. Progress of computerization: Kathy has been entering the data as time allows. One complication is that all the detail represented by a check has to be entered separately.
 - b. The tax forms for the 2006 calendar year arrived the day of the meeting. Stuart and Kathy will discuss this again on Tuesday, January 9.
 - c. There was a brief discussion of employees to be paid for 2006-2007 service. There are so few that this is no big deal; the important thing is to make sure everyone is included. In a related issue, we should make sure that Chris McCormick and Bob Smith have been/are paid for plowing.
 - d. There was a brief mention of the upcoming annual report.

e. Balance of Town checking is (as of 12/28) \$90,157.59; of Money Fund (as of (12/20) \$146,260.27.

5. Items on Treasurer's Warrant #21

Public Space Plus for signs	\$118.21
BMV	\$50.00
School Warrant #26.....	\$7,959.71
School Warrant #1.....	\$5,215.31
Eastern Maine Electric/ sand pile light	\$50.00
Maine Chiefs of Police Association/ for Concealed Firearms Permit law books to give prospective applicants.....	\$7.00
MMA / Worker's Comp	\$594.00
Total	\$13,994.23

6. First Selectman's Report/Tasks

- a. The town has received notice that the Quoddy Bay LNG facility has filed its application for a permit with the Federal Energy Commission (FERC). The literature sent by FERC claims that taxes on the pipeline easements are the responsibility of the landowner, which seems at odds with Quoddy Bay's claim that Cooper would see a considerable increase in tax revenue from the pipeline. Stuart is looking into this. [Later note: It seems the FERC literature is incorrect.]
- b. Stuart has found a reference to the \$899 MSW contingency fund in the 1995-1996 annual report, but has not found anyone able to explain what it was created for. He'll have to look back in the old Town meeting minutes.
- c. Stuart has called Cherryfield Foods about that structure that might be used as a town office, but has had no call back.
- d. Stuart mentioned the upcoming State training for "procedures for participating in Maine's new shared responsibility system for the recycling of household televisions and computer monitors." We ought to attend this.
- e. We were notified that we were required by law to report injuries received by our highway department during the upcoming year for a survey being conducted by the Department of Labor. The Department of Labor backed off on this demand after being informed we had no highway department.
- f. At the meeting the Selectmen received a copy of a 2006-2007 school budget update sent to Callie Hatton from Barry McLaughlin. The Maine Department of Education has released the 2006-2007 tuition rates. The total elementary tuition costs for our enrolled students will actually be approximately \$5,600 less than budgeted, but the secondary will be \$14,200 more than budgeted, leaving a projected shortfall of \$8600. Most of this is due to an unexpected student enrolled at Washington Academy. The town will have to tap into reserves to avoid raising extra money. McLaughlin reports that "the other accounts are being expended pretty much as expected."

- g. Stuart has written to Duane Brunell, Safety Performance Analysis Manager in the Safety Office at the Maine Department of Transportation (MDOT) to request a guardrail or other safety improvement at the site of the recent rollover across from John Johnston's house. He noted in his letter that children gather at the top of the lower hill during sledding season; if a rollover or other accident occurred such a time, the consequences could be unthinkable.
7. First Selectman's news (announcements requiring no decisions)
 - a. Marion Transfer meeting scheduled for January 9, 6:30, Pembroke School
 8. Second Selectman's Report/Tasks
 - a. Jeff reported that the school bus is now running all right. The front heater has just blown out; a new part has been ordered.
 - b. Jeff reported that the road shoulder has been repaired by MDOT at Terrence Little's house. The grindings used by the MDOT should hold up pretty well.
 9. Road Commissioner's Report/Tasks
 - a. Scott is still looking to get information from Norm Howe about the location of Beach Road. He has installed the left curve sign just before the Crowe Road (going north).
 - b. The Chubb Cove Road sign is missing.
 - c. Scott wanted to know whether we were going to continue the plowing arrangement with Bob Smith to plow as far as his house on the dirt portion of the East Ridge Road. It was agreed that we wanted to do this; Scott will talk to Bob about it.

The meeting was adjourned at 7:45 P.M. after a record short meeting.

Minutes of the Meeting of Selectmen
Town of Cooper
Tuesday, January 16, 2007, 7:00 p.m. **1 / 16 / 07**
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Kathy Keen, Stuart Shotwell, Terry Viselli, Bob Von Rotz

1. No corrections have been received for meeting minutes before the January 2nd meeting; the previous minutes are considered approved.
2. Date of next Selectmen's meeting: Tuesday, February 6, 2007
3. Clerk/Tax Collector's Report/Tasks
 - a. No IMF activity.
 - b. Terry has begun the checking process in preparation of Tax Collector's report. Several issues were discussed relating to who reports the taxes that have been placed on lien, etc.
4. Treasurer's Report/Tasks

- a. There has been no major change in the status of accounts since last meeting.
- b. Inputting the year's financial data/learning the financial program continues; the process is tedious, but will be easier when the past data has all been entered.
- c. Taxes for 2006: Kathy expects to have W-2's and 1099's ready this weekend.
- d. Invoice for November work by Jeff Crowe on school bus: A copy of this should be transmitted to Callie Hatton so she can submit it to the Superintendent; it should approved by the School Board on their warrant.

5. Items on Treasurer's Warrant #22

BMV	\$75.00
School Warrant #2.....	11,909.92
David Lee, payment to be issued 2/1	\$6375.73
Dues for MMA.....	\$994.00
Treasurer, State of Maine, for Concealed Weapons	
Permit renewal	\$15.00
U.S. Treasury (Form 941)	\$178.17
Treasurer, State of Maine (Form 941-ME)	\$14.00
Jim Slowe, CEO	\$400.00
Total	\$19,961.82

6. First Selectman's Report/Tasks

- a. The town has received notice of an accident insurance program for volunteer firefighters offered by the Maine Municipal Association. The cost would be \$52.48 per firefighter per year, and it looks as if paperwork and administration time and cost would be minimal. Stuart will pass this along to the fire department for consideration. If the volunteers would like this insurance, membership in the program could be considered at the town meeting.
- b. The following items are all on Stuart's to-do list, but he has not had a chance to attend to them:
 - Tracking down the purpose of the MSW contingency reserve
 - Getting in contact with someone at Cherryfield Foods about the structure that might be moved and used as a town office
 - Ordering the Murphy Point Road and Chubb Cove Road signs
- c. The request for renewal of a Concealed Firearms Permit mentioned at the last meeting has been approved and the permit issued.
- d. We have obtained information from Quoddy Bay LLC that indicates that the taxes on the LNG pipeline will be the responsibility of owner of the pipeline, contrary to the information issued by FERC. This communication from Quoddy Bay LLC was cc'd to the Assessors for their review.
- e. There was a question about whether Cathance Lake would be affected by the 250-foot setback for shorebirds. The official DEP map seems to indicate this is not the case, though some land in Cooper is affected.

- f. Stuart corresponded with the DEP about a Small Community Grant for some local homeowners. He will contact the homeowners to see if they wish to proceed with this process.
 - g. Stuart corresponded with the Washington County Soil and Water Conservation District for a clarification of their request for dues. The town has never been a dues-paying member, so the request (in the form of an overdue bill) seemed improper. The director did offer an explanation that seemed satisfactory, though obviously we are going to disregard the "bill." This item may go on the Town Meeting warrant if it seems worthy at the time the warrant is being drawn up. There have been many such requests for contributions.
7. First Selectman's news (announcements requiring no decisions)
 - a. Marion Transfer meeting scheduled for February 13, 6:30, Pembroke School
 - b. Training on universal waste management for recycling of household televisions and computer monitors. February 1, 9:30-noon, University of Maine at Machias, Science Building, Room 102.
 8. Second Selectman's Report/Tasks
Jeff could not attend the meeting.
 9. Third Selectman's Report/Tasks
 - a. No culvert specs as yet.
 - b. Bob has been appointed Cooper's recycling information contact. He will attend the waste management training in February.
 10. Road Commissioner's Report/Tasks
 - a. Stuart will get a copy of the winter maintenance contract and the official list of roads to be plowed/not plowed to Scott.

Adjourned 8:00 P.M.

Minutes of the Meeting of Selectmen
Town of Cooper
Wednesday, February 7, 2007, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

2 / 7 / 07

Present: Jeff Crowe, Kathy Keen, William Krider, Bill Krider, Stuart Shotwell

1. Approval of Minutes of previous Selectmen's Meeting
2. Date of next Selectmen's meeting: Tuesday, February 20, 2007
3. Clerk/Tax Collector's Report/Tasks
Terry could not attend, but dropped off her reports earlier in the day. She presented an accounting that showed that of the \$249,317.36 to be collected in this tax year, \$36,641.81 is still outstanding. This matches the figure for outstanding taxes at this time last year.
4. Treasurer's Report/Tasks

a. Status of accounts:

Checking 1/31/07	\$94,028.94
Savings 2/2/07	\$146,840.33
Cemetery 1/31/07	1,160.20

The figure for the Recreation fund was not available.

b. Kathy will be able to issue a rough draft of the Treasurer's report as of next week.

c. She reported that the snowmobile refund this year was \$13.24.

5. Items on Treasurer's Warrant #23

BMV	\$271.00
IFW	\$191.00
The total of School Warrant # 3 was \$16,613.28, but we have to subtract \$300 paid to Jeff Crowe on Treasurer's Warrant #18, for a total to be paid out of this warrant of	
.....	\$16,313.28
Bob Smith, for plowing	\$500.00
Jim Slowe next installment	\$400.00
Animal Welfare (dog license report)	\$18.00
Reimbursement to Kathy Keen for office supplies	\$14.92
Marion Transfer Station	\$286.20
Marion Transfer Station	\$378.60
Total	\$18,373.00

6. Cemeteries

- a. The Kriders presented an estimate for mowing the cemeteries. They would like a three-year contract in order to justify continued replacement of their equipment, including a twelve-year-old push mower. (Last year they had to replace their old riding mower.) Gasoline has also been steadily increasing in price. Their bid is for five cemeteries, seven mowings per summer @ 28.5 hours at a labor cost of \$1650, which works out to \$8.27 per hour. They would like \$150 for gas (60 gallons @ \$2.50), with a clause that allows them to bill for the excess if the price goes about \$2.50 per gallon. The totals for mowing would be \$1800 in 2007, the same in 2008, and \$2000 in 2009. Their equipment includes a 2006 John Deer mower with a 46-inch deck, a Snapper push mower, a Stihl weed whacker, a new Echo weed whacker, and Mazda pickup with trailer
- b. Mr. Krider suggested that a cemetery committee be formed to make a list of the work that needs to be done to repair the cemeteries and to oversee it. He mentioned such problems as cutting back trees along the boundaries, replacing and repairing fences, painting the metal signs at the East Ridge and Evergreen cemeteries, resetting stones. We could spend a small amount of money every year and gradually bring the cemeteries back into presentable condition. He volunteered to be on the committee, though he deferred the chairmanship to another individual in town he mentioned who has always been interested in their upkeep.

7. First Selectman's Report/Tasks

- a. Stuart contacted Cherryfield Foods about the rumor that they might be willing to give one of their structures to the town for use as a town office. They were polite, at any rate.
 - b. Stuart has still not tracked down the purpose of the MSW contingency reserve. The simplest thing to do will be to get the town to reallocate this reserve explicitly for payment of MSW costs in years that cost exceed the appropriated amount.
 - c. It seems that an LD 1 worksheet was never filled out for the Town of Cooper, though by law we are supposed to have been operating under LD 1 limits for the last two years. Stuart is starting this process. (LD 1 is the law that limits spending and thus tax increases; it is comparable to the recently proposed Taxpayers' Bill of Rights (TABOR), without the red tape and other problems associated with TABOR.)
 - d. The new road signs have been ordered.
 - e. A Small Community Grant application for a new septic has been submitted.
 - f. Stuart received a call from Duane Brunell at the safety department of the Maine Department of Transportation. The MDOT inspected the stretch of roadway in front of John Johnson's farmhouse where the rollover accident occurred earlier this winter and concluded that is what is technically called an "unbuilt road," that it is hazardous, and that it should be put on the schedule for complete reconstruction in the next budget cycle—which, unfortunately, will not even be starting up for another eighteen months. He said that the installation of a guardrail was considered, but the shoulder is so narrow that there isn't even enough room for one, and since fill would have to be added anyway, it would be just as easy to build the shoulder out to make a guardrail unnecessary. Furthermore, a guardrail would not correct the incorrect camber of the road, which tends to lead cars onto the shoulder. He said that the department would remain alert to the possibility of using other funds to fix the road or attempting some kind of temporary repair, but that we would have to wait until the next budget cycle started and ask for correction of the problem then.
 - g. Stuart received notice that a new federal survey is being done of all "navigable roads." Also somewhat puzzling: someone called to set up a faxing of a list of "cable franchisees" and then never sent it. Maybe they figured out we don't have cable in Cooper.
 - h. The MDOT is offering communities the loan of its radar speed trailer. Do we want to borrow this? We have to respond by February 16.
8. Just a few of the items received recently in the Selectmen's office:
- a. A new map of "Town of Cooper Moderate & High Value Freshwater Wetlands." This map shows virtually no land on Cathance Lake to be zoned under this designation, though it is not clear whether this is the infamous 250' setback category currently under attack in the legislature.
 - b. Two census bureau questionnaires

- c. A demand from the General Assistance administration that we submit a monthly report even though we never have any activity
 - d. A request for a contribution to the Downeast Hospice service
 - e. An invitation from Kevin Raye to attend forums on the governor's plan to reduce the number of school districts
 - f. The quarterly balance sheet of the Marion Transfer Station, as well as the annual auditor's statement. A quick look at them suggests that the station is financially healthy at the present time. Last quarter the solid waste site ran at a loss of \$48,812; the demo waste site ran at a profit of \$46,745. Expenditures on the new proposed demo site total about \$34,000. Citizens who wish to review these documents in greater detail should contact Stuart.
 - g. Request from the Maine State Housing Office to conduct a survey of homeless people
 - h. MMA Workers Compensation Audit due March 1.
9. First Selectman's news (announcements requiring no decisions)
- a. Marion Transfer meeting scheduled for February 13, 6:30, Pembroke School
 - b. Training on universal waste management for recycling of household televisions and computer monitors. February 13, 9:30–noon, University of Maine at Machias, Science Building, Room 102.
10. Second Selectman's Report/Tasks
- a. Jeff reported that the bus will be serviced (a new fuel pump) over vacation.
 - b. Jeff mentioned that the bus heater he runs off his own meter runs 1500 watts. An estimate should be made to see whether this adds up to a significant cost over the course of the winter.
11. Third Selectman's Report/Tasks
- Bob was not be able to be present.

Minutes of the Meeting of Selectmen **2 / 20 / 07**
Town of Cooper
Tuesday, February 20, 2007, 7:00 p.m.
15 Cathance Lane (House of Stuart Shotwell & Mary Dunn)

Present: Kathy Keen, Stuart Shotwell (and Callie Hatton by phone)

Because of scheduling issues, several officials could not attend the meeting, which as a result focused on preparing the list of Town employees to be paid for the 2006–2007 fiscal year and on discussing other financial issues, rather than on the full proposed agenda, which was deferred until the next meeting.

1. Treasurer's Warrant #24 was prepared as a consequence of the meeting and was signed and issued before the end of the fiscal year. It contained these items:

- a. BMV25.00

b.	Chris McCormick, Roads (Plowing Vining Rd.)	1,300.00
c.	School Warrant # 4, Schools	4,354.48
d.	Stuart Shotwell, Admin (First Selectman)	1,385.25
e.	Jeff Crowe, Admin (Second Selectman).....	692.63
f.	Robert Von Rotz, Admin (Third Selectman).....	692.63
g.	Chris McCormick, Admin (First Assessor)	1,385.25
h.	Dan Ackley, Admin (Second Assessor)	692.63
i.	Helena Brown, Admin (Third Assessor)	692.63
j.	Teresa Viselli, Admin (Clerk, Collector, Agent)	5,174.38
k.	Teresa Viselli, Admin (Mileage: 50 x \$.405)	20.25
l.	Kathy Keen, Admin (Treasurer)	1,477.60
m.	Arline Flood, Health Officer.....	50.00
n.	John Viselli, Constable.....	100.00
o.	Scott Jamieson, Road Commissioner.....	200.00
p.	Carolyn Hatton, Planning Board Chair	<u>100.00</u>
	TOTAL	18,342.73

Four \$100 checks and a \$25 check made out to the Town of Cooper have been received from Terry Johnson for plumbing permits, along with both the state and town copies of the permits. The oldest check dates back to October 2005. There was some question about whether it would even be possible to deposit checks that old. The problem seems to be with Johnson's office; there is no excuse for holding checks so long. There is also some question as to who should send the state copies of the permits to Augusta, our view being that Johnson should send them. In any case, the permits have now been sent to Augusta.

A recent issue with the IFW, in which the agency claimed it had not receive a check from Cooper, was resolved when the IFW found it had separated the check and the cover sheet accompanying it. This seems to be a common blunder on the part of the agencies with which we deal.

A request by the IRS for copies of certain 941 forms from 2000 and 2002 was resolved with the assistance of Kathy Hull. The forms seem to have been appropriately filed, but once again were misplaced by the bureaucracy. It is incredible that the IRS is wasting its agents' time searching for obscure forms of this kind. (An agent actually drove from Bangor to Cooper and tried unsuccessfully to find Kathy Keen's house.) To make matters even more ridiculous, the IRS already *had in its own records* the amounts reported on the forms—\$0 in one case, and an \$11 credit in the other.

2. Date of next Selectmen's meeting: Tuesday, March 6, 2007. We should finalize the March warrant at this meeting.

3. First Selectman's Report/Tasks

- a. Stuart's report on the recent Marion Transfer Station meeting was postponed to the next Selectmen's meeting.
- b. We should look into whether we have signs to post the roads with this spring. We've received an offer from a printer for very durable-looking

signs, \$99 for 50. They look like they would last for about the next ten years.

- c. The road signs for Chub Cove Rd. and Murphy's Point Road have been received.
 - d. In a phone call made to Callie Hatton during the meeting on another matter, Callie suggested we take the school bus stop sign that is near Terry Little's and move it to the North Union Road. (Rt. 191 near Tower Road was later suggested as another possibility.) This might be something we could get the MDOT to do, as the sign is probably theirs.
4. First Selectman's news (announcements requiring no decisions)
- a. Marion Transfer meeting scheduled for March 13, 6:30, Pembroke School
 - b. Workshop on "Writing an Effective Grant Application." 8:30 A.M. to 4 P.M., March 28, Waterville Elks Lodge