

Town Council Meeting
July 29, 2025

Open Town Council Meeting: Councilor Ketch opened the Town Council meeting; all members were present. Also present was Town Manager Melissa Doane

Executive Session: Motion to enter executive session under 1 MRSA § 405 6 E for consultation with legal counsel made by Councilor Ketch, seconded by Councilor Clemons, vote 5/0.

Motion to exit executive session under 1 MRSA § 405 6 E made by Councilor Hatch, seconded by Councilor Lugdon, vote 5/0.

Review of Minutes: Councilor Ketch made a motion to accept the minutes of July 15, 2025, as presented, seconded by Councilor Lugdon, vote 5/0.

Citizens Request: None

Managers' Report: Melissa provided an update for the public regarding the pending court case of 114 Cram Street. She attended a hearing on July 23, 2025, and there was no action from the court regarding the contempt of court. The next step is to schedule a judicial settlement conference.

Melissa stated that she accepted an offer of \$45,000 for 43 Highland Avenue. The attorney is working with Treworgy and Baldacci to complete the sale; the cash sale is expected to take place within two weeks. The offer was made by a person from the area who has purchased tax foreclosed property before and rehabilitated it.

Melissa noted that the shim has been done on Boynton Street and Cram Street. The chip seal on Boynton Street, Cram Street, and Highland Avenue to the Milford town line is slated to be completed on August 18. Melissa noted she is scheduled to be on vacation with a return date of the 20th, but will be available via email or phone if there are significant issues.

The clean-up has been set for Saturday, October 4, from 8:00 to noon, with a fee of \$20.00 and a two-load limit.

The new photocopier was delivered last week and seems to be working ok. The IT tech is coming tomorrow morning to complete the copier setup and assist us at the fire station with the old copier.

Melissa is having the driveway cracked, sealed, and re-stripped next week. The company Mainely Seal Coating is also going to be doing crack sealing on all town roads.

Included in the 2025-2026 municipal budget was a change from the SQL-based municipal software program Trio to the web version. She reminded Council that a reserve was established in the 2024-2025 budget, and with the discount offered by Trio, the Town can do the upgrade. The training for this new software is scheduled for October 16th. Melissa would like to close the office for the 2 ½ hour training so

that she and the staff can fully participate. The upgrade includes a play install that allows staff to work in a play environment before the go-live date of November 18th. Melissa was also reminded while doing the minutes of the last meeting, Councilor Ketch asked about the invoice for Harris Computer for \$17,470. Melissa incorrectly reported that it was for two new computers, which she did have installed. That invoice was for the yearly cost of the municipal software.

Councilor Ketch asked if, while the parking lot striping was being done, a white line could be painted at the Cram Street Baker Lane intersection. Melissa stated she is still working with DOT on what can be done. They reviewed the sign and suggested replacing it with a yield sign, as that is what most of the traffic is doing anyway. She asked them about the legality of painting a strip at the intersection and has not received a response.

New Business: None

Unfinished Business: Councilor Lugdon asked if there had been any response from the Viola Rand School RFP. Melissa stated that they are not due back until the 21st; however, she has communicated with Derek King. He looked at the school and asked to meet with her this week.

Municipal Warrants: Councilor Ketch made a motion to accept the municipal warrants as presented, seconded by Councilor Wade, voted 5/0.

Next Meeting: After discussion regarding Manager Doane's vacation, it was determined it would be appropriate to cancel the meeting of August 12, 2025. The next meeting was set for August 26, 2025.

Adjourn: Councilor Lugdon made a motion to adjourn, seconded by Councilor Ketch, vote 5/0.