Selectboard Meeting Agenda
Anson Town Office, 5 Kennebec St.
November 10, 2026
Meeting begins at 6:00 p.m.

5:00p.m. Executive Session in accordance with M.R.S.A. Title 1§ 405 (6)(A) personnel discussion.

1. Call meeting to order and Pledge 0f Allegiance.
2. Consent agenda:
    a. Review to approve selectboard meeting minutes for 10-27-2026.
    b. Review and approve Treasurer Warrants:

Warrant #116	Payroll #43	$13,480.09
Warrant #117	Sewer A/P	$12,015.07
Warrant #118	Town A/P	$23,051.00
	Total	$47,843.94

3. Presentation: Office Renovations

4. Regular Agenda:
    a. Discussion and decision to accept quote for $710.00 from K Tronics for the installation of a camera in the Town Office to alleviate surveillance blind spots being created by bathroom remodel.
    b. Discussion and decision regarding live Christmas tree donation to the town.
    c. Discussion and decision regarding resident request for written agenda and packet policy.

5. Updates of Past Items:
    a. Resident Lien on Acct. 1441
    b. Fee Schedule
    c. Bathroom Clean Up and ADA Remodel

6. Other Business:
    a. Items from the Board:
    b. Items from the Administrator:

7. Department Head Reports:
    a. Highway
    b. Fire
    c. Town Office
    d. EMA Director

8. Public Hearings:

9. Items by the Public:

10. Adjourn

Selectboard Meeting Agenda
Anson Town Office, 5 Kennebec Street
October 27, 2026
Meeting Minutes

1. Meeting called to order and Pledge Allegiance by Vice Chair, Brenda Garland.

   Motion for Brenda Garland to be Selectboard Chair, Leann Dickey as Vice Chair. Motion by Leann Dickey, seconded Larry McHugh. Larry McHugh motioned for Vice Chair. Approved 4-0.

2. Consent agenda:
   a. ***Motion to approve selectboard meeting minutes for 9-22-2026, 9-23-2026, 10-05-2026, 10-13-2026, and 10-16-2026. Motion by Sharon Mellow, seconded by Larry McHugh. Approved 3-1, Leann Dickey abstained.***
   b. ***Motion to approve Treasurer Warrants. Motion by Larry McHugh, seconded by Leann Dickey. Approved 4-0.***

Warrant #111	Payroll #41	$42,890.63
Warrant #113	Town A/P	$4,953.31
Warrant #114	Payroll #42	$11,271.46
Warrant #115	Town A/P	$103,074.55
	Total	$162,189.95

3. No Presentation

4. Regular Agenda:
   a. ***Motion to approve supplemental tax to accts. 2103, 2401, 1277 & 1846 due to removal from tree growth. Motion Larry McHugh, seconded by Sharon Mellows. Approved 4-0.***
   b. ***Motion to approve supplemental sewer bill for acct. 175. Motion by Sharon Mellows, seconded by Larry McHugh. Approved 4-0.***
   c. ***Motion to approve sewer abatements for accts. 199 & 229. Motion by Larry McHugh, seconded by Leann Dickey. Approved 4-0.***
   d. ***Motion to approve closing office for an hour (12:30-1:30) on Nov. 17, 2026, for all staff "Open Enrollment" meeting with Maine Municipal Association. Motion by Larry McHugh, seconded by Leann Dickey. Approved 4-0.***
   e. ***Motion to approve Burgess Technology to take care of ensuring backups for administrative offices workstations. Motion by Sharon Mellows, seconded by Larry McHugh. Approved 4-0.***

f. Discussion regarding remote security surveillance access. Reviewed camera access at the North and South Fire Stations. North Station access has been restored. Coordination with vendors will continue regarding South Station access, system compatibility, and secure retention of credentials. Will continue coordinating system access and potential future upgrades.

g. Discussion and decision to place water fluoridation question on upcoming ballot. The fluoridation question cannot be placed on the upcoming ballot. A future general election and coordination with other participating communities will be necessary.

h. Motion to approve 2027 Mason's Toll Bridge Requests for May 29, 2027, July 3, 2027, and September 4, 2027. Motion by Larry McHugh, seconded by Sharon Mellows. Approved 3-1, Leann Dickey abstained.

i. ***Motion to remove documents from employee's personnel file. Motion by Leann Dickey, seconded by Larry McHugh. Approved 4-0.*** Brenda Garland will coordinate with the employee.

j. Reviewed corrections associated with Account 1864 and veterans' exemptions for tax years 2024–2026. Documentation discrepancies were noted and to be discussed with the assessing agent for correction. No final approval motion was recorded for the additional abatements.

5. Updates of Past Items:
   ~~a. Fire Department Volunteer Request Update.~~
   b. Resident Lien on Acct. 1441 -Public records documentation is being compiled in response to an ongoing request.
   c. Fee Schedule on hold till Assessing Agent discussion -Final review of figures is pending before presentation to the Board.
   d. Bathroom Clean Up and ADA Remodel -Mold remediation is complete. Previously approved funding is available and proposed structural changes will address ADA accessibility. ***Motion to proceed with completion of the bathroom renovations. Motion by Larry McHugh, seconded by Leann Dickey. Approved 4-0.***
   e. Security Camera Install on hold -Additional camera placement remains on hold pending bathroom renovations. Updated quotes will be presented at a future meeting.

6. Other Business:
   a. Items from the Board: The Board thanked Christopher Savage, Liz Caruso, and Skowhegan Economic Development Organization for providing and installing the television for meetings and training.

b. Items from the Administrator: Presented an application from Mattingly's Alcohol License. ***Motion to approve the golf course's alcohol license renewal. Motion by Leann Dickey, seconded by Larry McHugh. Approved 4-0.***

7. Department Head Reports:
    a. Highway: Vehicles inspected and prepared for winter. Road grading, roadside brush removal, leaf collection, and garage improvements are underway. Winter sand is ready. Two pump station generators require repairs; quotes will be presented at a future meeting.
    b. Fire: Reported recent fire responses, pending pump testing, and heating system concerns at the North Station. Air dryer installations are anticipated at both stations. Upcoming training and participation in a firefighter funeral procession were discussed.
    c. EMA Director: Recognized Finley for her outstanding volunteer assistance during the recent water fluoridation incident. Finley assisted with distributing bottled water, moving cases of water, and other necessary tasks to support the community. Finley was presented with a certificate and a gift in appreciation of her willingness to help and her dedication to the community.
    d. Town Office: Training Reimbursement: The Town's training reimbursement program is active. Two recent training courses qualified for 50% reimbursement. Departments must submit training information for approval before attending. Three public information sessions were conducted regarding the proposed 18-month budget transition. Additional sessions may be scheduled upon request. A new volunteer has begun assisting in the administrative office. Discussed the need to schedule a website workshop to address upcoming ADA accessibility requirements. November 24 was discussed as a possible date. The assessor has condemned the tax acquired manufactured home. Legal counsel recommended obtaining written assessments from three independent real estate professionals before proceeding with demolition. Documentation and cost tracking are ongoing. MMA Insurance confirmed that no tax-acquired properties are currently listed on the Town's policy. The Administrator requested selectboard assistance in identifying previously acquired properties and reviewing foreclosure records which resulted in them proposing utilization of the new volunteer.

8. Public Hearings: None

9. Items by the Public: A resident expressed concerns regarding a selectboard member not voting on agenda items. The Board member explained that she had not received the minutes in sufficient time to review them and therefore could not vote in favor of their approval. This raised concern with the timely distribution of meeting packets and ability to review supporting materials before voting. Friday distribution remains the administrative goal, subject to staffing capacity. Reported intermittent operation of the electronic sign. Further troubleshooting is needed. Discussed electricity usage differences between pump stations, including pump capacity and utility providers. A resident expressed appreciation for newly installed wheelchair warning signs, adjusted speed limit signage, and no-passing markings. An inquiry was made regarding filling the vacant administrative position. An incoming employee was expected to report the following day. A resident expressed concern in how motions were made for Chair and Vice Chair. New motions were made. ***Motion Brenda Garland for Chair. Motion by Leann Dickey, seconded by Larry McHugh. Approved 3-0, Brenda Garland abstained. Motion Leann Dickey for Vice Chair. Motion by Larry McHugh, seconded by Sharon Mellows. Approved 3-0, Leann Dickey abstained.***

10. ***Motion to adjourn. Motion by Leann Dickey, seconded by Larry McHugh. Approved 4-0.***

Prepared by: Angel Aguirre, Town Administrator October 29, 2026.

Approved and signed on _____.

_____ _____

_____ _____

Payroll Warrant

Pay Date: 11/04/2026

Payroll

WARRANT: 116

Check	D / D	Check	Employee	Gross Pay
12462	1,043.59	0.00	150 Angelica Aguirre	1,528.80
12463	556.29	0.00	151 Teri J Fernald	798.00
12464	722.79	0.00	148 David P Hupper	966.00
12465	284.06	0.00	148 David P Hupper	312.50
12466	884.60	0.00	007 Floyd A Lane	1,422.01
12467	366.52	0.00	007 Floyd A Lane	400.00
12468	803.05	0.00	110 Henry R Mellows Jr.	1,100.00
12469	284.06	0.00	110 Henry R Mellows Jr.	312.50
12470	175.48	0.00	118 Kimberly J Moody	190.02
12471	779.58	0.00	035 Adam W Moore	1,100.00
12472	284.06	0.00	035 Adam W Moore	312.50
12473	932.23	0.00	105 Madison M Murray	1,278.04
12474	0.00	7,116.31	D / D 4 Camden National Bank	
12475	0.00	1,966.00	T & A 1 IRS	
62145	0.00	1,048.29	T & A 3 Mission Square (ICMA)	
Total	**7,116.31**	**10,130.60**		**9,720.37**

Put into A/P	**6,363.78**
Taken out of A/P	**(3,014.29)**
Total Payroll	**13,480.09**

Count	
Checks	15

To the Treasurer of the Town of Anson:
This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule

Sharon Mellows, Selectman

Brenda L. Garland, Chair

Leanne E. Dickey, Vice Chair

Larry McHugh, Selectman

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00284 Eagle Rental						
0741	3911	11	Trench box	1-512918		
PO#51 New Portland Rd			E 90-10-70-35		900.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
			Vendor Total-		**900.00**	
00121 Madison Electric Works						
0741	3912	11	Pump St River Rd	354700200		
000354700200 River RD			E 90-10-30-10		291.00	0.00
			Sewer / Sewer - Utilities / Electric			
			Invoice Total-		**291.00**	
0741	3912	11	River RD Sewer Meter	359750200		
000359750200 Sewermeter			E 90-10-30-10		17.05	0.00
			Sewer / Sewer - Utilities / Electric			
			Invoice Total-		**17.05**	
			Vendor Total-		**308.05**	
00129 Mattingly Products						
0741	3913	11		STMNT 9/30/26		
INV #POS23343			E 90-10-70-35		163.13	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
INV #POS23430			E 30-10-15-50		193.38	0.00
			Public Works / Highway - Supplies / Gravel			
INV #POS23449			E 30-10-15-50		3,463.13	0.00
			Public Works / Highway - Supplies / Gravel			
INV #POS23490			E 30-10-15-53		2,388.00	0.00
			Public Works / Highway - Supplies / Sand/Salt			
INV #POS23495			E 30-10-15-53		140.00	0.00
			Public Works / Highway - Supplies / Sand/Salt			
			Vendor Total-		**6,347.64**	
00438 Priest Industries, Inc						
0741	3914	11	Pump St pipe repair	3952		
Pump Station pipe repair			E 90-10-70-35		1,200.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
			Vendor Total-		**1,200.00**	
00196 Skowhegan Equipment & Tool						
0741	3915	11	Mud Sucker 3"	20005E		
Mud sucker, dis hose, rd			E 90-10-70-35		185.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
			Invoice Total-		**185.00**	
0741	3915	11	14" RD saw w/blade	21570		
14" RD saw w/blade			E 90-10-70-35		125.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
			Invoice Total-		**125.00**	
			Vendor Total-		**310.00**	
00356 Stevens Electric & Pump Service, In						
0741	3916	11	Maintenance Contract	43663		
Anson PWD PS #4			E 90-10-70-35		700.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
			Invoice Total-		**700.00**	
0741	3916	11	Maintenance Contract	43563		

Warrant 117

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Anson PWD PS #2			E 90-10-70-35		600.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
				Invoice Total-	**600.00**	
				Vendor Total-	**1,300.00**	
00754 The W.W. Williams Co, LLC						
0741	3917	11		STMNT 11/01/26		
INV #030W23534			E 90-10-70-35		440.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
INV #030W23535			E 90-10-70-35		395.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
INV #030W23536			E 90-10-70-35		395.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
INV #030W23537			E 90-10-70-35		395.01	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
				Vendor Total-	**1,625.01**	
00264 TREASURER, STATE OF MAINE (DOT)						
0741	3918	11	HIGHWAY OPENING PERMIT	R3-2627-017		
HIGHWAY OPENING PERMIT			E 90-10-70-35		25.00	0.00
			Sewer / Sewer - Capital Proj / Sewer Maint			
				Vendor Total-	**25.00**	
				Prepaid Total-	**0.00**	
				Current Total-	**12,015.70**	
				EFT Total-	**0.00**	
				Warrant Total-	**12,015.70**	

To the Treasurer of the Town of Anson:
This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

Sharon Mellows, Selectman

Brenda L. Garland, Chair

Leanne E. Dickey, Vice chair

Larry McHugh, Selectman

Warrant 118

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00374 Adam Moore						
0742	55226	11	BOOT REIMBURSEMENT	A MOORE		
A MOORE BOOT REIMBURSEMEN			E 30-10-10-42		100.00	0.00
			Public Works / Highway - Operate Cost / Uniforms			
			Vendor Total-		**100.00**	
00776 Burgess Technology Services						
0742	55227	11	November Stmnt	INV #141481		
IT Services			E 10-10-25-08		1,180.00	0.00
			Gen Gov't / Admin - Rep & Maint / Software			
IT Services			E 30-10-25-08		146.50	0.00
			Public Works / Highway - Rep & Maint / Software			
IT Services			E 20-10-25-08		284.00	0.00
			Public Safet / Fire - Rep & Maint / Software			
			Vendor Total-		**1,610.50**	
00400 Fastenal						
0742	55228	11	STMNT 10/31/26	MEEAS130459		
Hazard Spill Euipment			E 30-10-25-30		781.86	0.00
			Public Works / Highway - Rep & Maint / Building			
			Vendor Total-		**781.86**	
00350 Grainger						
0742	55229	11	Pressure Switch	9059707696		
Pressure Switch			E 30-10-20-40		192.24	0.00
			Public Works / Highway - Equipment / On Rd Diesel			
			Vendor Total-		**192.24**	
00254 LegalShield						
0742	55230	11	GROUP #0148425	10/25/26		
10132589895 F LANE			G 10-2830-00		18.95	0.00
			General / Legal Shield			
10157353680 A MOORE			G 10-2830-00		23.95	0.00
			General / Legal Shield			
70062503456 A MOORE			G 10-2830-00		8.95	0.00
			General / Legal Shield			
			Vendor Total-		**51.85**	
00823 Madison Murray						
0742	55231	11	ELECTION REIMBUSEMENT	M MURRAY		
ELECTION REIMBUSEMENT			E 10-10-10-77		61.58	0.00
			Gen Gov't / Admin - Operate Cost / Elections			
			Vendor Total-		**61.58**	
00650 NAPA - Coastal Auto Parts						
0742	55232	11	TRUCK LITE STOBES	924646		
TRUCK LITE STOBES			E 30-10-25-20		229.76	0.00
			Public Works / Highway - Rep & Maint / Equipment			
			Vendor Total-		**229.76**	
00409 New England Salt Company, LLC						
0742	55233	11	BULK DEICING SALT	50025		
BULK DEICING SALT 67.60TN			E 30-10-15-53		5,816.98	0.00
			Public Works / Highway - Supplies / Sand/Salt			
			Vendor Total-		**5,816.98**	

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00794 Northeast Coffee Company						
0742	55234	11	WATER RENTAL	OFFICE		
2527605 WATER			E 10-10-30-20		30.49	0.00
			Gen Gov't / Admin - Utilities / Water			
2534061 WATER			E 10-10-30-20		17.24	0.00
			Gen Gov't / Admin - Utilities / Water			
2531637 RENTAL			E 10-10-30-20		16.99	0.00
			Gen Gov't / Admin - Utilities / Water			
2536413 RENTAL			E 10-10-30-20		16.99	0.00
			Gen Gov't / Admin - Utilities / Water			
				Vendor Total-	**81.71**	
00169 Power Plan						
0742	55235	11	PARTS/FILTERS	11808585		
JOHN DEERE 672G 500HR SER			E 30-10-25-20		2,077.36	0.00
			Public Works / Highway - Rep & Maint / Equipment			
				Vendor Total-	**2,077.36**	
00807 Richardson's Custom Cut						
0742	55236	11	6 8X8X8 HEMLOCK BAMS	940873		
6 8X8X8 HEMLOCK BAMS			E 30-10-25-30		256.00	0.00
			Public Works / Highway - Rep & Maint / Building			
				Vendor Total-	**256.00**	
00318 Stephen K Lucas						
0742	55237	11	COSSWALKS	7060		
crosswalk lines			E 30-10-25-50		6,898.00	0.00
			Public Works / Highway - Rep & Maint / Roads			
				Vendor Total-	**6,898.00**	
00236 Town of Anson						
0742	55238	11	ELECTION MEALS/SNACKS	10/03/2026		
ELECTION MEALS/SNACKS			E 10-10-15-15		200.00	0.00
			Gen Gov't / Admin - Supplies / Postage			
				Vendor Total-	**200.00**	
00230 Treasurer, State of ME (BMV)						
0742	55239	11		WK10/22-10/29		
BMV Reg			G 10-2100-00		2,028.00	0.00
			General / BMV Reg			
BMV Sales Tax			G 10-2120-00		1,639.00	0.00
			General / BMV Sales Tx			
BMV Titles			G 10-2110-00		66.00	0.00
			General / BMV Title			
				Vendor Total-	**3,733.00**	
00215 Unifirst Corp.						
0742	55240	11	HWY UNIFORMS	SEPT INV'S 2026		
INV #1054114943 Uniforms			E 30-10-10-42		90.04	0.00
			Public Works / Highway - Operate Cost / Uniforms			
INV #1054116419 Uniforms			E 30-10-10-42		90.04	0.00
			Public Works / Highway - Operate Cost / Uniforms			
INV #1054117822 Uniforms			E 30-10-10-42		90.04	0.00
			Public Works / Highway - Operate Cost / Uniforms			
INV #1054119290 Uniforms			E 30-10-10-42		90.04	0.00
			Public Works / Highway - Operate Cost / Uniforms			

Town

Warrant 118

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
				Vendor Total-	**360.16**	
00456 White & Brandstreet, Inc						
0742	55241	11	#103B P/S FUEL TANK		INV# 5375	
#103B P/S FUEL TANK			E 30-10-25-20		600.00	0.00
			Public Works / Highway - Rep & Maint / Equipment			
				Vendor Total-	**600.00**	
				Prepaid Total-	**0.00**	
				Current Total-	**23,051.00**	
				EFT Total-	**0.00**	
				Warrant Total-	**23,051.00**	

To the Treasurer of the Town of Anson:
This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

Brenda L. Garland, Chair

Larry McHugh, Selectman

Sharon Mellows, Selectman

Leanne E. Dickey, Vice Chair

To the Town of Anson Select Board, Town Administrator, and Town Clerk:

Dear Brenda Garland Chair, Leanne Dickey Vice Chair, Larry McHugh, Sharon Mellows,

Angel Aguirre Administrative Assistant, Madison Murray Clerk.

I am writing to request compliance with Maine's public-meeting notice and public-records requirements and a consistent policy for distributing board meeting materials in advance.

Public Notice and Records Requirements:

1. Immediate Public Records Disclosure

Under 1 M.R.S. § 403, Once a meeting packet, memorandum, or financial warrant is compiled and distributed to the majority of the Select Board, those materials instantly become open public records. Withholding these completed background documents or packets from the public up until the hour of the meeting violates the mandatory inspection rights granted to citizens under FOAA.

2. Failure of 'Ample Time' Notice Mandate

Under 1 M.R.S. § 406, notice of covered board meetings must be provided "in ample time to allow public attendance" and disseminated in a manner reasonably calculated to notify the public.

3. Public Records Available for Public Inspection and Copying

Under 1 M.R.S. § 408-A, existing nonexempt public records must be made available for inspection and copying within a reasonable time after a request.

3. Fiduciary Risks and Personal Board Liability

A town administrator assistant operates under the direct supervisory control of the elected Select Board. Springing complex town financial warrants on the board at the time the meeting prevents the board from performing mandatory fiscal oversight. Under Maine municipal law, if Select Board members carry the ultimate legal accountability for improper expenditures, not the administrative staff.

Request for existing policies and procedures:

Please provide copies of any existing Anson ordinances, adopted board rules, policies, or procedures governing:

- Preparation and distribution of meeting agendas.
- Delivery of agendas, warrants, and supporting materials to board members.
- Public access to those materials before meetings; and
- Late additions to agendas or meeting packets.

Request for a consistent advance-distribution policy:

To bring the town into immediate alignment with state law, I formally request that the Board exercise its lawful oversight authority and implement the following directives:

. Adopt a 48-hour Transparency Policy:

Enact an immediate procedural rule dictating that no regular agenda item, ordinance draft, or financial warrant may be voted upon unless the complete materials are delivered to the Board and published on the official town web portal at least 48 hours prior to the session.

. Enter Formal Letter and Statement into Minutes:

Direct the Town Clerk to enter this formal letter and statement in its entirety into the official minutes on November 10,2026, Board public proceedings to establish an unalterable administrative record.

Records for the upcoming meeting:

For the upcoming meeting on November 10th, 2026, please email me electronic copies of the currently existing agenda, warrants, and nonexempt supporting documents. I also request that these materials be emailed to Marianne Ayotte for each meeting thereafter. Please send readily available records promptly and advise me of the estimated production time for any remaining records. Please acknowledge this records request within five working days as required by 1 M.R.S. § 408-A(3). Dated October 28, 2026

Sincerely,

Marianne Ayotte

207-431-7391

ayottes3@hotmail.com