

**Selectmen's Meeting Minutes**  
**Anson Town Office, 5 Kennebec Street**  
**December 23, 2025, 6 p.m.**

Present were Jim Smith, Brenda Garland, and Sharon Mellows. Larry McHugh was absent.

1. Call meeting to order. The meeting was called to order at 6:05 p.m.
2. Old business:
  - A) Execute CCS Disaster/Emergency Shelter Plan.** Termination of the agreement was discussed as this was new to the agreement. Sharon made a motion to adopt. Brenda seconded. Motion carried, vote 3-0-1 (absent).
  - B) Discuss bid award for Revaluation services/contract.** Sharon made a motion to award the Revaluation contract to RJD appraisal at a bid price of \$236,500. Brenda seconded. Motion carried, vote 3-0-1.
  - C) Review and approve the minutes of November 25, December 3, 16, 17.** Brenda made a motion to approve the minutes as stated. Sharon seconded. Motion carried, vote 3-0-1.
3. New business:
  - A) Discussion with Somerset County Commissioner Donald Skillings.** Commissioner Skillings wanted to thank the board for our support in electing him to county office. He also gave the town a check in the amount of \$250 to support food or shelter needs. The board agreed to give the funds to Centre Point Food cupboard.
  - B) Discuss sewer abatement request of Geraldine Rinaldi.** Sharon made a motion to approve the abatement for Geraldine Rinaldi in the amount of \$36.40. Brenda seconded. Motion carried, vote 3-0-1.
  - C) Approve Franklin County Animal Shelter Contract for 7/1/26 – 6/30/27.** Brenda made a motion to approve the animal shelter contract. Sharon seconded. Motion carried, vote 3-0-1.
  - D) Approve Commercial Hauler's License for Chris Roy d/b/a Somerset Disposal.** Brenda made a motion to approve the commercial hauler's license for Chris Roy. Sharon seconded. Motion carried, vote 3-0-1.
  - E) Discuss changes to Employee Handbook.** Holidays were discussed, Section E. Brenda made a motion to add a half day on Christmas Eve to the handbook and to give the highway employees holidays at their current 10-hour day. Sharon seconded. Motion carried, vote 3-0-1. Section P. Health Insurance, Section Q., Income Protection and Section R Retirement were discussed. Brenda made a motion to offer 100% health insurance premiums for the employee's health coverage, to offer 70% of the employee's wage for income protection and to offer 6% for a matching contribution in retirement benefits. Sharon seconded. Motion carried, vote 3-0-1.
  - F) Discuss vacation carry forwards for town employees.** The board discussed the balance for two employees – Nancy Gove and Adam Moore both have more than 40 hours of vacation time on the books at year end. Brenda made a motion to payout excess vacation hours to each employee who is over the allowed amount of

vacation carryforward. Sharon seconded. Motion carried, vote 3-0-1.

**G) Approve job descriptions for Customer Service Specialist, Animal Control Officer, EMA Director.** The Board agreed to wait until a full board before discussing the EMA job description. Brenda made a motion to approve the job descriptions for the customer Service specialist and the Animal Control Officer. Sharon seconded. Motion carried, vote 3-0-1.

**H) Approve closing office Friday, December 26.** Brenda made a motion to close the town office on December 26. Sharon seconded. Motion carried, vote 3-0-1.

**I) Discuss opening Town Office to the public on Thursday's effective week of January 5<sup>th</sup>.** The Board agreed to open to the public Monday through Friday beginning in January 2026.

4. Discuss financial matters with the Treasurer.

A) Treasurer warrants #125 - #132. Brenda made a motion to approve warrants #125 - \$10,364.03; #126 - \$277,120.78; #127 - \$2,898.97; #128 - \$8,674.99; #129 - \$7,714.43; #130 - \$8,571.61; #131 - \$61,882.80; #132 - \$3,635.43. Sharon seconded. Motion carried, vote 3-0-1.

B) Carry forwards (LRAP revenues, Fire budget for generator, highway budget balance for road bond, etc.) Brenda made a motion to carry forward any balances in LRAP, the Windmill Repair and the Fountain. Sharon seconded. Motion carried, vote 3-0-1.

C) Negative account balances. **Planning Board:** Brenda made a motion to move the overage to Special Officers. Sharon seconded. Motion carried, vote 3-0-1. **Summer Rec:** Brenda made a motion to move the overage to After School Program. Sharon seconded. Motion carried, vote 3-0-1. **Solid Waste:** Sharon made a motion to move the overage to Admin. Brenda seconded. Motion carried, vote 3-0-1. **Road bond:** Sharon made a motion to move the overage to highway. Brenda seconded. Motion carried, vote 3-0-1. **Sewer Line Repair – Capital Project:** Sharon made a motion to move the overage to the sewer department. Brenda seconded. Motion carried, vote 3-0-1.

5. Department head reports: Road Commissioner; Fire Chief; EMA Director; Administrative Assistant. **Road Commission** absent (storm). **EMA Director** said they have water to give out if anyone is in need. They have the cots and one bariatric cot at each station for the shelter. **Fire Chief** – engine 83 was serviced. #82 will be the next to be serviced. Stacy ordered structural gloves - \$740. The side-by-side needed new tracks and had a couple other issues that were repaired at same time. Danger, falling ice signs were purchased for \$51,92. Santa is coming to the fire station tonight. Stacy will ask Arty if highway can plow front of stations without sand? She will speak to Arty. No heat on the new fire station floor. Floor appears to be cold, wondering if radiant heat is working. **Administrator** – Nancy mentioned that nomination papers are due back to town office by January 6, 2026. She read the legal opinion from MMA legal department concerning the controlled substance facility ordinance and told the public that the town's attorney was reviewing it with the understanding that the town desires to make it as restrictive as legally possible. Town office will be closed on 12/31/25 to close the books for

the year. 2023 tax liens will mature on January 16, 2026, if not paid in full. The draft 2024 audit was emailed today. Nancy forwarded it to the board. She hasn't had a chance to review it yet. The 2025 audit has been scheduled for January 21<sup>st</sup> and 22<sup>nd</sup>.

6. Selectmen concerns. Jim – has someone interested in highway job but was told that a high school diploma or GED required. He wanted to clarify that it is desired but not required. Sharon asked about the Deputy Fire Chief's pay and why a second payout was made. Board had approved to pay the deputy chief stipend at a rate of half of the fire chief's pay.
7. Public session. A reminder for website that dog licenses are due 12/31/2025.
8. Executive Session to discuss a legal matter pursuant to 1 MRSA §405(6) (E). Brenda made a motion to go into executive session at 7:56 p.m. Sharon seconded. Motion carried, vote 3-0-1. The board came out of executive session at 8:02. Sharon made a motion not to investigate nor pursue the matter as it was determined to be a civil matter in nature. Jim seconded. Vote 2-0-1 absent, 1 abstained Brenda.
9. Executive Session to discuss a personnel matter pursuant to 1 MRSA §405(6) (A). Sharon made a motion to go into executive session at 8:04 p.m. Brenda seconded. Vote 3-0-1. The Board came out of executive session at 8:16 p.m. No action taken.
10. Adjourn. Sharon made a motion to adjourn. Brenda seconded. Vote 3-0-1. The meeting was adjourned at 8:18 p.m.