

Selectboard Meeting Agenda  
Anson Town Office, 5 Kennebec Street  
June 23, 2026  
Meeting Minutes

1. Meeting called to order

2. Consent agenda:

**a. Motion to approve the minutes of June 10, 2026. Motion by Larry McHugh, seconded by Leann Dickey. Approved 5-0.**

**b. Motion to approve Treasurer Warrants: Motion by Larry McHugh, seconded by Leann Dickey. Approved 5-0.**

|             |           |              |
|-------------|-----------|--------------|
| Warrant #61 | Payroll   | \$12,256.76  |
| Warrant #62 | A/P       | \$8,213.00   |
| Warrant #63 | Sewer A/P | \$660.24     |
| Warrant #64 | Payroll   | \$12,574.06  |
| Warrant #65 | Sewer A/P | \$12,853.74  |
| Warrant #66 | Town A/P  | \$70,747.75  |
| Total       |           | \$117,305.55 |

Jessica Cobb from KVCOG provided an overview of the Housing Opportunity Program (HOP), explaining that while the original 2022 legislation (LD 2003) primarily required municipalities to increase housing density through zoning changes, subsequent revisions have expanded the program. Municipalities can now apply for up to \$10,000 in grant funding to update local ordinances. After a preliminary review with the Town Administrator, Jessica identified several ordinances that may qualify for updates using the grant, including:

- Site Plan Review Ordinance
  - Subdivision Ordinance
  - Building Notification Ordinance
  - Potentially a standalone fee schedule or other permitting-related ordinances
- Jessica confirmed that KVCOG can assist the Town with the ordinance review and grant process.

She also provided a HOP guidance manual and noted that the State is continuing to update guidance as the legislation evolves. One upcoming requirement will be mandatory land use board training (Planning Board, Board of Appeals, etc.), although the State has not yet released implementation guidance.

Jessica invited Town officials to attend a Housing Opportunity Program Technical Assistance Session hosted by KVCOG on July 13, available both in person and via Zoom. Questions were raised about whether grant funds could be used for Planning Board training through MMA. Jessica indicated she would seek clarification, noting additional funding opportunities for training may also become available.

Jessica encouraged the Town to contact KVCOG with any questions and expressed her willingness to assist throughout the process.

3. Regular Agenda:

- a. ***Motion to approve a commercial haulers license for Waste Management in the Town of Anson with the agreement they pay the \$25 difference. Motion by Leann Dickey, seconded by Brenda Garland. Approved 5-0.***
- b. ***Motion for the Town of Anson to not participate in the KVCOG Household Hazardous Waste Collection Event due to lack of participation last year. Motion by Larry McHugh, seconded by Brenda Garland. Approved 5-0.***
- c. ***Motion to approve a policy authorizing the Town Administrator to Apply for Certain Grants. Motion by Larry McHugh, seconded by Sharon Mellows. Approved 5-0.***
- d. ***Motion to accept signing of the agreement with 4ATD but by doing so does not assume any future funding or any obligation to hire person from that. Motion by Leann Dickey, seconded by Brenda Garland. Approved 5-0.***
- e. ***Motion by Larry McHugh, seconded by Brenda Garland. Approved 5-0.***
- f. ***Motion to approve Angel Aguirre to sign a Letter of Intent – Supplemental and Dependent Life Insurance Benefits to add the benefit to be offered on a voluntary basis to Town Employees. Motion by Leann Dickey, seconded by Brenda Garland. Approved 5-0.***

4. Updates of Past Items:

- a. Fountain: Research has since confirmed that while documentation proving ownership of the fountain itself has not yet been located, the entire property where the fountain is located is owned by the Town. Sharon has offered to assist in locating any remaining ownership records.

It was noted that the fountain was originally donated and has historically been installed and removed by volunteers. The Town has already approved funding at Town Meeting for improvements to the area.

Regarding repairs, the electrical conduit has been excavated and backfilled. The issue appears to have been caused by the utility pole shifting, which damaged the electrical line. Peter Dow has been coordinating the repairs with the electrician and is waiting to test the electrical service before determining the remaining work needed. The Selectboard requested to be kept informed as repairs progress.

- b. Campground Rd. resident driveway concern: Angel reported on follow-up regarding a resident paving concern due to his difficulty accessing his

driveway due to the increased elevation of the roadway. Legal counsel confirmed the Town is responsible for ensuring residents can reasonably access their properties after road work.

The Selectboard discussed options, including continuing to add gravel to improve the driveway grade or installing paved aprons, which would be significantly more expensive. The Road Commissioner explained that additional grading may need to extend beyond the Town's right-of-way to achieve an acceptable slope and requested Selectboard authorization before proceeding.

Following discussion, ***motion to authorize the Road Commissioner to continue making the necessary improvements to restore safe access to the residents' driveway, coordinating with the resident as needed.***

***Motion by Larry McHugh, seconded by Leann Dickey. Approved 5-0.***

- c. Adobe Creative Cloud: Angel provided additional information regarding the purchase of an Adobe Creative Cloud subscription. The Town currently pays separately for Adobe Pro and Adobe Express for the front office, while the Fire Department's Adobe Acrobat license is managed separately through the BTS contract.

Angel recommended replacing the separate office subscriptions with a single Creative Cloud license, which includes both Pro and Express along with additional Adobe applications, potentially reducing costs. Although a significant promotional discount was recently available, approval was requested for the full annual subscription price to avoid delaying the purchase if the discount was no longer available.

The Selectboard discussed subscription costs, future pricing, and whether upgrading the existing office license would be more cost-effective than purchasing a new one. Angel stated she would choose the lowest-cost option within the approved budget.

***Motion to approve town administrator to purchase Adobe Creative Cloud at full price. Motion Sharon Mellow, seconded by Larry McHugh.***

***Approved 5-0.***

- d. Fee Schedule: Angel reported that work is underway with the Planning Board and KVCOG to develop an ordinance supporting the Town's proposed fee schedule. Because some existing ordinances contain their own fee provisions, a coordinating ordinance will be needed to ensure the new fee schedule governs until those ordinances are updated.

Angel also provided an update on data centers, noting that the State's proposed moratorium was defeated. KVCOG recommended the Town consider adopting a 180-day local moratorium, with the option to renew it for another 180 days, to allow time for public input and determine whether a

permanent ordinance is needed. A sample moratorium from another municipality will be shared with the Selectboard, and the legal process for adoption will be confirmed.

- e. Sidewalk and ADA Compliance: Arty and Angel updated the Selectboard on discussions with the Maine Department of Transportation (MDOT) regarding sidewalk and ADA accessibility improvements. MDOT advised that any sidewalk project must be engineered to state standards and would likely require extending sidewalks to provide safe pedestrian access rather than ending at the roadway.

MDOT also indicated it would provide pedestrian signs, but the Town would be responsible for installation. Requests for speed limit changes, no-passing zones, or other traffic control measures require a traffic study, which MDOT stated it would conduct at no cost if the Town formally requested it.

***Motion to authorize the Town Administrator to submit a letter requesting MDOT to perform a traffic study. Motion by Sharon Mellows, seconded by Larry McHugh. Approved 5-0.***

#### 5. Other Business:

- a. Items from the Board:

Copier: reported that the Town Office copier is outdated, unreliable, and still under contract. Efforts are underway to contact the vendor about replacing it with a newer machine.

Road Line Painting: Arty confirmed that centerline and edge line striping will be completed on newly paved roads once paving is finished.

Finally, the Selectboard reviewed the updated Employee Handbook adopted in January 2026. It was confirmed that the revised handbook includes the previously approved policy changes and signed acknowledgment forms. Board members questioned whether Good Friday had been formally adopted as a holiday, noting it is not listed in the handbook despite a prior office closure. The Town Administrator agreed to verify the policy and ensure employee acknowledgment forms are maintained in personnel files following printer upgrade.

- b. Items from the Administrator:

Municipal Website Review: Angel provided an update on research options to replace the current Wix website. Wix is not designed for municipal use and may not meet upcoming federal ADA compliance requirements by 2028. Angel met with two municipal website providers and plans to review additional options before bringing recommendations and costs to the

Selectboard. Municipal platforms offer improved ordinance and policy tracking, accessibility features, and resident services.

Website Maintenance: Discussion was held regarding current website maintenance responsibilities and ensuring agendas, minutes, and public information are consistently updated. Angel recommended implementing a more formal process for approved minutes, including Selectboard signatures, to improve recordkeeping and transparency.

Town Office Pest Issue: Angel reported an ongoing ant and insect issue in the Town Office. The Selectboard agreed the issue needs to be addressed. The Administrator will obtain estimates for extermination services, while a temporary borax treatment may be used as an interim solution.

Future Website Considerations: The Selectboard discussed previous website arrangements and costs. It was noted that moving to a municipal website platform would provide additional functionality and better serve residents. The Administrator will continue gathering information and bring options forward for review.

#### 6. Department Head Reports:

- a. Highway: The Road Commissioner reported that paving work is complete on Haven and in-town streets, Campground Road, and Horseback Hill. Shoulder work is ongoing, with shoulders brought up to eliminate drop-offs and improve safety. Approximately \$6,000 has been spent using the Town's equipment and labor, compared to an estimated \$200,000+ contractor cost. Arty noted positive feedback from residents regarding the work and cost savings.

Driveway Improvements: Campground Road has approximately 46 driveways requiring material work, with Horseback Road having approximately 82. Work will continue on major roads before addressing remaining in-town street needs.

Pump Station #3: The back door valve at Pump Station #3 is broken, leaving the system operating on one pump. A quote has been requested from Stevens Electric, and the Commissioner is awaiting pricing.

Highway Position Interviews: Reported receiving three completed applications, with a possible fourth, for the highway position. Interviews will be scheduled after July 5 due to vacation schedules. The Selectboard discussed allowing adequate time to interview all applicants.

Equipment Costs: Reported a significant increase in cutting-edge prices for equipment, noting increases from approximately \$165 to \$275 per blade. Alternative suppliers were checked, and efforts continue to find the most cost-effective options.

Fire: The Fire Chief reported the department is currently at 73 calls. Estimated payroll expenses for the upcoming quarter are approximately \$9,158 with additional recent bills expected to be reflected in future budget reporting.

Turnout Gear Request: Stacy presented a proposal to purchase updated turnout gear for firefighters, particularly members who are not interior-certified and may benefit from lighter equipment without PASS devices. The proposal includes five sets of gear through IPS, a vendor the department regularly works with, at a cost not to exceed approximately \$6,600. The purchase is within the department's approved budget.

Grant Opportunity: Discussion was held regarding possible grant funding opportunities for turnout gear, including potential federal funding previously associated with similar equipment purchases. The Chief will explore possible grant options, but the department requested approval to proceed due to the need for replacement gear.

Job Description Review: Stacy provided updated job descriptions for review by the Selectboard.

***Motion to approve the purchase of turnout gear through IPS, not to exceed \$6,600. Motion by Sharon Mellows, seconded Larry McHugh. Approved 5-0.***

Town Office: The Town Administrator shared concerns regarding the challenges of balancing transparency requirements under Maine's Freedom of Access Act (FOAA) with the impact public disclosure can have on municipal employees. She explained that she accepted the position because she believes she can help the town and supports Maine's process of ensuring residents have a voice in local government.

She discussed the posting of employee names and wages on municipal warrants, explaining that this information is required to be publicly available. When the warrants were first posted, some employees were upset that their names were being shared on social media. In an effort to be responsive, a summary format was briefly considered; however, after concerns were raised about transparency, the full information was restored.

The Town Administrator emphasized that employees are working hard to serve residents and that public criticism and negative comments on social media can affect morale. She acknowledged that residents have the right to

express their opinions but asked residents to consider how their comments may impact the people who work for the town. She noted that everyone makes mistakes and that municipal employees are doing the best they can with the information and guidance they have received.

Residents discussed concerns that misinformation about transparency and town processes may have existed for years, making the transition to increased transparency difficult. The Town Administrator acknowledged that previous practices were not something she could speak to but explained that she is committed to following current laws and being open about why decisions are being made.

She clarified that her comments were not directed at any specific person or social media page, nor was she asking anyone to remove posts or limit public discussion. Rather, she was asking residents to approach conversations with courtesy and recognize that town employees are members of the community who are working on behalf of residents.

The discussion concluded with agreement that residents have the right to speak openly, while also recognizing the importance of respectful communication between the community and the employees who serve them.

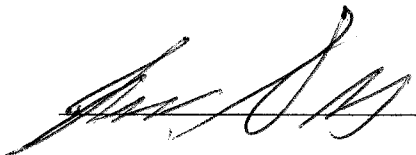
7. No Public Hearings:

8. Items by the Public: No items by the public

9. Meeting adjourned at 8:08 pm.

Prepared by: Angel Aguirre, Town Administrator July 9, 2023

Approved and signed on July 23, 2026

 \_\_\_\_\_

Sharon A Mellows \_\_\_\_\_

Jeanne Dickey \_\_\_\_\_