TOWN OF ANSON
SELECT BOARD MEETING MINUTES
Tuesday, October 13, 2026

Board Members Present: Vice Chairman Brenda Garland, Selectman Leanne Dickey, Selectman Larry McHugh, and Selectman Sharon Mellows.

Absent: Chairman James Smith and Administrator Angel Aguirre.

1. Call to Order

The meeting was called to order at **6:00 p.m.**, followed by the Pledge of Allegiance.

Following the Pledge of Allegiance, Vice Chairman Garland was called away from the meeting. The remaining three Board members continued the meeting.

2. Approval of Warrants

Selectman McHugh made a motion to approve the warrant for **$343,034.99**. Selectman Mellows seconded the motion.

Motion carried 3-0.

3. Presentations

No presentations.

4. New Business

A. Third Quarter Sewer Commitment

Selectman McHugh made a motion to approve the Third Quarter Sewer Commitment for **$36,751.50**. Selectman Mellows seconded the motion.

Motion carried 3-0.

B. October Rental Payment – Douglas and Donna Cahill

Selectman McHugh made a motion to approve the October rental payment to Douglas and Donna Cahill for **$275.00**. Selectman Mellows seconded the motion.

Motion carried 3-0.

C. Property Inspection – Account R1441

Jeff Drew appeared before the Board to present his findings following an inspection of the property identified as Account R1441. Mr. Drew explained that Road Commissioner Arty Lane had gone with him to the property to provide an additional assessment of its condition.

Mr. Drew found that the structure is uninhabitable, should be condemned, and demolished. Due to its condition, the structure would need to be dismantled and removed in sections rather than demolished as a whole. He could go back and put stickers on the door and windows but as it was going to be demolished, he did not feel that it would be necessary.

Selectman Dickey informed the Board that the foreclosure documentation was located in the Town's files during the previous week, confirming that the Town owns the property.

Selectman Dickey further explained that Angel had previously told Vice Chairman Garland that, if Mr. Drew determined the property should be condemned, an added step would be necessary before demolition could continue. Selectman Dickey noted that she had not been part of that conversation and, with Vice Chairman Garland having been called away from the meeting, was uncertain of the specific requirement or how the Board wished to continue.

Selectman McHugh made a motion to condemn the property and go ahead with demolition, contingent upon completion of any added necessary actions or requirements. Selectman Mellows seconded the motion.

Motion carried 3-0.

D. Third Quarter Fire Department Payroll

Selectman McHugh made a motion to approve the Third Quarter Fire Department payroll for **$29,921.22**. Selectman Mellows seconded the motion.

Motion carried 3-0.

E. Employee Handbook Review

Selectman Dickey noted that, with two Board members absent and the expected time needed for a thorough review, she recommended postponing discussion of the Employee Handbook until the next meeting.

Selectman McHugh made a motion to schedule an Employee Handbook workshop for **Tuesday, October 27, 2026, at 4:00 p.m.**, prior to the regular Select Board meeting. Selectman Mellows seconded the motion.

Motion carried 3-0.

5. Items From the Board

A. Town Office Access – Kim

Selectman Dickey brought forward a discussion about Kim, who is still on the Town's payroll and continues to provide training. She noted that Kim would also be assisting

with training the new employee, which may require her to be at the Town Office at varying hours.

Selectman Dickey suggested that, given Kim's continued employment, and training responsibilities, it would be right for her to be issued a key to the Town Office.

Selectman McHugh made a motion to authorize the issuance of a Town Office key to Kim. Selectman Dickey seconded the motion.

Motion carried 2-1 (2 in favor, one opposed).

B. Employee Probationary Evaluation

Selectman Dickey told the Board that an employee was approaching the end of their six-month probationary period and that a performance evaluation needed to be completed. She also recommended scheduling an executive session to review the evaluations with the employee.

Selectman Dickey noted that she had previously prepared an evaluation form and asked whether Board members wished to use that form or preferred a different one. No alternative form was suggested.

Selectman Dickey also noted that, as revisions to the Employee Handbook were still in progress, the Board should continue using the January 2026 Employee Handbook, as it is the most recent version and holds the required signatures. No disagreement was expressed.

Selectman McHugh made a motion to schedule an executive session for **Tuesday, November 10, 2026, at 4:00 p.m.**, for the purpose of conducting the employee's probationary evaluation using the evaluation form provided. Selectman Dickey seconded the motion.

Motion carried 3-0.

Selectman Dickey agreed to redistribute the evaluation forms to all Board members to ensure everyone had a copy.

C. Administrative Position Title

Selectman Mellows said that she had researched the matter and, moving forward, would like to see the title of Administrative Assistant changed to Administrator.

No motion was made or action taken.

6. Public Session

Administrative Position Title – Public Discussion

Keri Estes requested clarification about Selectman Mellows' earlier comments about changing the title of Administrative Assistant to Administrator.

Selectman Mellows explained that she had researched the matter and believed the Board had the authority to change the title. She said that the title of Administrative Assistant is commonly associated with secretarial positions and that she would like to see the word "Assistant" removed, making the official title Administrator.

This prompted questions and discussion from members of the public regarding whether the Town's charter would allow such a change. It was clarified during the discussion that Anson does not have a Town Charter.

A question was also raised about who currently holds the Administrative Assistant position. Selectman Mellows clarified that Angel Aguirre holds the position and reiterated her desire to remove "Assistant" from the title.

Keri Estes pointed out that the Town's Personnel Policy should also be reviewed, as it references the title "Town Administrator" throughout rather than "Administrative Assistant."

The legality of changing the position title and whether the Select Board has the authority to make such a change without Town Meeting approval were questioned. It was suggested that the matter be researched further to decide what is legal.

Insurance Coverage – Tax-Acquired Property

MaryAnn Ayotte inquired whether the Town's current insurance policy provides coverage for the recently foreclosed property discussed under Item 4C, as well as liability coverage during the demolition process.

Selectman Dickey said that she would have the insurance coverage reviewed to figure out whether the property and demolition activities are covered under the Town's existing policy.

Property Tax Concerns – Brittany O'Donnell

Brittany O'Donnell appeared before the Board and hand-delivered seven packets of documentation in a folder. She said that the materials included a formal request for abatement and legal requests concerning her real estate tax account, identified as Account 199 (R199), and referenced a 60-day statutory deadline.

Ms. O'Donnell provided an overview of her ongoing concerns about her property, including the tax lien, lien notification procedures, property assessment, addressing discrepancies, and the potential impact on E911 emergency services.

Selectman Dickey acknowledged receipt of the materials and told Ms. O'Donnell that the Board would review the documentation. She further said that the information, including Ms. O'Donnell's Freedom of Access Act (FOAA) request, would be given to Angel for follow-up.

Ms. O'Donnell expressed her belief that, with three Board members present, the Board could act on her request. When asked what specific action she was looking for, Ms. O'Donnell said that she wanted the tax lien released.

No motion was made, and no action was taken by the Board about the lien.

7. Adjournment

Selectman McHugh made a motion to adjourn the meeting. Selectman Mellows seconded the motion.

Motion carried 3-0.

The meeting adjourned at **6:40 p.m.**

Minutes documented and prepared by Leann Dickey, Selectboard Member 10-15-2026.

Approved and signed on 10-27-2026.

Larry McHugh

Shane A Mellows

Brenda L Haskell