

TOWN OF WELD

23 MILL STREET P. O. BOX 87

WELD, MAINE 04285-0087

Phone: 207-585-2348 Fax: 207-585-2540

e-mail: townclerk@weld-maine.org Website – weld-maine.org

MEETING MINUTES

Board/Committee: Select Board **Date:** July 21, 2026 **Time:** 5:30 PM **Location:** Weld Town Office

1. CALL TO ORDER

The meeting was called to order by Chair Lisa Miller. The Pledge of Allegiance was recited.

2. MEMBERS PRESENT

- Lisa Miller, Chair
 - Dina Walker, Select Board Member
-

3. MEMBERS ABSENT

- Steve Conant, Select Board Member
-

4. APPROVAL OF PREVIOUS MINUTES

A. Select Board Meeting Minutes – May 19, 2026 The AI-generated minutes from the May 19, 2026 Select Board meeting were presented for approval. No corrections or additional comments were submitted.

Motion: Lisa Miller moved to approve the Select Board meeting minutes from May 19, 2026, as provided by AI. **Second:** Dina Walker **Vote:** All in favor – Aye. Motion carried.

B. Select Board Meeting Minutes – June 23, 2026 The AI-generated minutes from the June 23, 2026 Select Board meeting were presented for approval. No corrections or additional comments were submitted.

Motion: Lisa Miller moved to approve the Select Board meeting minutes from June 23, 2026, as submitted via AI. **Second:** Dina Walker **Vote:** All in favor – Aye. Motion carried.

Policy Discussion – Meeting Minutes Process: Dina Walker noted that under state law, only town meeting minutes are required to be submitted by the Town Clerk. Town meeting minutes are published by the Town Clerk and are not accepted or approved by the Select Board. The Select Board's purview is limited to its own meeting minutes. Walker recommended formalizing a policy that AI-generated minutes be reviewed and approved by the Board at each meeting, noting that AI minutes have been 99–100% accurate and serve as the official public record reviewed annually by the auditor.

5. OLD BUSINESS

A. Treasurer's Financial Report The Treasurer's financial report was presented. No questions were raised. The report was accepted as presented.

B. Donations for Approval

The following donations were presented for Board approval:

- **Weld Recreation:** Total donations of **\$6,385.00**
- **Weld Fire Department – Chicken Barbecue:** Gross amount of **\$5,950.00**; Net profit of **\$4,117.69**

Motion: Dina Walker moved to accept the donations as presented. **Second:** Lisa Miller **Vote:** All in favor – Aye. Motion carried.

C. Calderwood Engineering – Westbrook Bridge Proposal An email was received from Calderwood Engineering on the day of the meeting, which the Board had not yet had time to review. The email contains the engineering expense and financial timeline for the bridge design. The Board agreed to review the proposal and compare it to the previously received documentation, with discussion to be continued at the next Select Board meeting.

Action Item: Board members to review Calderwood Engineering proposal prior to the next meeting.

D. Website Update – Revise LLC Contract Barbi Castonguay presented the updated website services agreement with Revise LLC. The original four-year contract was renegotiated to a one-year agreement at **\$700.00** due to municipal restrictions on multi-year contracts without town approval. A separate three-year agreement at the same annual rate will be brought before the town at the next annual town meeting for approval, as required under the municipal officer manual.

Additional notes:

- Revise LLC will assist the town in transitioning from a **.org** to a **.gov** domain for increased security.
- The current website calendar will be taken down during the transition due to scheduling inaccuracies.
- The transition is expected to take up to three weeks.

Motion: Lisa Miller moved to accept and sign the one-year contract with Revise LLC in the amount of \$700.00, as presented. **Second:** Dina Walker **Vote:** All in favor – Aye. Motion carried.

E. School Board Vacancy The Select Board noted that the school board seat previously held by Deb Smith, who retired effective July 1, 2026, remains vacant. A potential candidate had been identified but declined the position.

Dina Walker referenced the municipal officer manual, which states that a vacancy on an RSU board is temporarily filled by a municipal officer who may appoint an interim school board director until the next annual municipal election, at which time a successor is elected. Walker noted that one Select Board member may need to attend RSU board meetings in the interim.

It was noted that the RSU board meetings may conflict with Select Board meeting nights. This item was tabled for further discussion at the next meeting.

Action Item: Board to research RSU meeting schedule and determine appropriate interim representation going forward.

F. Dummers Beach – Tax Liens Update Lisa Miller reported on a productive meeting with Casey from Dummers Beach. Key outcomes include:

- An updated list of all campground occupants, including names, contact information, and campsite assignments, has been distributed to Colleen, Carol, and Lisa Miller. Carol Cochran confirmed receipt of the updated spreadsheet.
- A process was established to help prevent future delinquencies: by **April 1** each year, a list of all unpaid tax accounts will be provided to Dummers Beach management. Campground lot renewals will be conditioned on current tax payment status.
- One individual was personally identified by Dummers Beach management and has been informed of the outstanding balance. They have been notified that payment must be made by **April 1** of the following year or their reservation will not be renewed.
- One tax bill was identified as having been issued in error. The Board agreed to sign and approve the abatement for this account, with an accompanying apology for the billing error.

Regarding remaining delinquent accounts for which collection is unlikely, the Board noted that abatement would require individual small claims court filings for each account. The Board agreed to compile the names and amounts and consult with legal counsel (via MMA) for guidance on an appropriate resolution.

Action Item: Compile outstanding delinquent account information and submit to MMA legal counsel for guidance. **Action Item:** Carol Cochran to forward updated campground occupant list to the relevant planning/assessment contact.

G. Tax-Acquired Property Update Registered mail and first-class mail notices were sent to the owner of the tax-acquired property following the previous Select Board meeting. The certified mail was confirmed signed and returned. No response has been received to date. The Board will allow approximately **60 additional days** before proceeding further. This item will remain on the Old Business agenda.

6. NEW BUSINESS

A. Mutual Aid Agreement for Fire Protection and Interlocal Cooperation Agreement for Solid Waste – Perkins Township

Two annual agreements with Perkins Township, compensated through Franklin County, were presented for approval:

1. **Solid Waste Interlocal Cooperation Agreement** – Perkins Township residents use the town's transfer station.
 - Prior year payment from the county: **\$6,667.40**
 - Current year payment from the county: **\$7,774.91**
 - Increase: approximately **\$407.00**
2. **Mutual Aid Agreement for Fire Protection**

- Prior year payment from the county: **\$5,222.56**
- Current year payment from the county: **\$12,521.39**
- Increase: approximately **\$7,298.83**

Walker noted the significant increase in the fire protection agreement is likely a result of prior discussions with county commissioners regarding reimbursement for services rendered at Tumbledown Mountain. Both agreements are annual and will require renewal each year.

Additional informational note from Walker: As a host municipality for a state park, the town currently receives approximately **\$40,000** annually from the state. Walker suggested that the town may wish to advocate through MMA's legislative policy process for an increase in state park hosting fees to better reflect the cost of services provided. This was noted for informational purposes only, as the county agreements appear to have largely addressed the outstanding reimbursement concern.

Motion: Dina Walker moved to accept both the Solid Waste Interlocal Cooperation Agreement and the Mutual Aid Agreement for Fire Protection, as presented, for Perkins Township. **Second:** Lisa Miller **Vote:** All in favor – Aye. Motion carried.

Action Item: Carol Cochran to obtain original signed copies via email and ensure the correct meeting date is filled in on all executed agreements.

B. Town Clerk and Transfer Station Attendant – Vacancy Posting The Board discussed the anticipated vacancies for both the Town Clerk and Transfer Station Attendant positions, expected to become vacant at the beginning of the following year. The Board discussed a hiring timeline with the following goals:

- **By next Select Board meeting (August 18, 2026):** Draft job descriptions, job application form, and posting advertisement for both positions to be reviewed by Board members.
- **Target posting date: September 1, 2026**
- **Application period:** September (approximately one month)
- **Interviews:** October 2026
- **Selection/hiring:** November–December 2026

Division of responsibilities:

- Dina Walker: Draft job descriptions for both positions.
- Lisa Miller: Draft the job application form and advertisement text.

Additional notes:

- Job descriptions and advertisements must comply with the municipal officer manual (hiring process begins on page 203) and the town's personnel policy, with attention to anti-discrimination requirements for municipal hiring.
- Background checks are required for all positions and currently take approximately two to three weeks to process.
- Posting channels to include: town website, Facebook, MMA job board, and local newspaper.
- A multi-year contract with the new hire is not required; standard annual employment terms apply.

Action Item: Dina Walker to draft job descriptions for both positions. **Action Item:** Lisa Miller to draft job application and advertisement text. **Action Item:** Drafts to be submitted to Board members approximately one week prior to the August 18, 2026 meeting.

C. Transfer Station – Office Container and Perimeter Fence Replacement Select Board member Steve Conant, though absent, had previously brought forward concerns regarding the condition of the transfer station. Two issues were discussed:

1. **Office Container:** The container currently used as the transfer station attendant's office is in poor condition and in need of replacement. Options discussed include pre-built shed/office structures and repurposed office trailers. The Board noted that heating capability is required. Suggestions included a composting toilet and a heat pump as possible additions for a new structure.
2. **Perimeter Fence:** The front fence section is in acceptable condition, but both end sections require replacement. Robert Jackson confirmed that prior repair attempts had been made but that materials (specifically fencing) are not on hand.

Budget note: Approximately **\$44,000** is currently allocated in the capital buildings and improvements line item for the transfer station. The Board agreed sufficient funds exist to address both issues.

Action Items:

- Lisa Miller to contact Steve Conant regarding the office container replacement, including determining appropriate size requirements in consultation with transfer station attendant Judy.
- Robert Jackson to obtain price quotes for fence replacement.
- Both items to be brought back to the next Select Board meeting.

Contacts suggested for the office replacement inquiry: Foster Tech and Maine Street Trailers.

D. Raven Run – Parade Ordinance Application Julie Jervis submitted a parade ordinance application on behalf of Weld Recreation to host the **Raven Run**, a 5K road race, on **August 8, 2026**. The event starts and finishes at **1 School Street**. Town insurance coverage was confirmed. All participants will be required to sign a waiver and liability release form. Event information will be made available online.

Motion: Dina Walker moved to accept the parade ordinance application as presented from Weld Recreation to hold the Raven Run on August 8, 2026. **Second:** Lisa Miller **Vote:** All in favor – Aye. Motion carried.

E. Departmental Bidding Policy – Informational Update Becky Vining informed the Board that she is in the process of drafting a policy to standardize the bidding and procurement process across town departments, including thresholds for when bids are required and how many. The Board confirmed that departmental policies are approved by the Select Board and do not require a town vote, although certain provisions may need to be elevated to an ordinance, which would require town approval.

Action Item: Becky Vining to complete draft policy and submit to the Board for review. **Action Item:** Dina Walker to consult with MMA legal counsel to confirm which provisions belong in a policy versus an ordinance.

7. MOTIONS, SECONDS, AND VOTES — SUMMARY

#	Motion	Moved By	Seconded By	Vote
1	Accept donations as presented (Weld Recreation \$6,385; Weld Fire Dept. \$5,950 gross / \$4,117.69 net)	Dina Walker	Lisa Miller	Unanimous – Aye
2	Approve Select Board meeting minutes from May 19, 2026, as provided by AI	Lisa Miller	Dina Walker	Unanimous – Aye
3	Approve Select Board meeting minutes from June 23, 2026, as submitted via AI	Lisa Miller	Dina Walker	Unanimous – Aye
4	Accept and sign one-year contract with Revise LLC in the amount of \$700.00, as presented	Lisa Miller	Dina Walker	Unanimous – Aye
5	Accept both the Solid Waste Interlocal Cooperation Agreement and the Mutual Aid Agreement for Fire Protection for Perkins Township, as presented	Dina Walker	Lisa Miller	Unanimous – Aye
6	Accept parade ordinance application from Weld Recreation to hold the Raven Run on August 8, 2026	Dina Walker	Lisa Miller	Unanimous – Aye
7	Adjourn	Lisa Miller	Dina Walker	Unanimous – Aye

8. NEXT MEETING

Date: August 18, 2026 **Location:** Weld Town Office

9. ADJOURNMENT

Motion: Lisa Miller moved to adjourn. **Second:** Dina Walker **Vote:** All in favor – Aye. Meeting adjourned.

Minutes prepared by: Otter.ai

Approved by: Select Board –

Date of Approval: