

Town of Sorrento
Board of Selectpersons Minutes
Community Building 10/18/23

Attending: Hilly Crary (chair), Rob Wilpan (deputy chair), Diana Gazis, 7 observers in person, 12 observers on ZOOM.

The meeting called to order at 7:05.

Introduction. The selectboard meeting policy was reviewed, emphasizing that because these meetings are the only time that selectboard members are able to gather together to discuss and carry out business and set policy, others present are not allowed not speak until Public Comment time, unless called upon by the chair.

Adjustments. The agenda was adjusted by adding an item on Selectboard Workshops and changing the order of two other items.

Discussion and approval of Board Secretary. In earlier years, the secretary for the selectperson's meetings was a member of the selectboard, so it was proposed that a member of the board become secretary instead of the town clerk. If the board member could not attend a given meeting, an individual present at the meeting could be selected by the board to take the minutes. After this clarification of the procedure, Diana Gazis was nominated by Hilly Crary to be secretary. The motion was seconded by Rob Wilpan and passed, Wilpan aye, Crary aye .

Minutes of the 10/4/23 Selectboard meeting. The minutes of the previous selectboard meeting were approved as written. The motion to approve was made by Rob Wilpan, seconded by Diana Gazis, and passed, Wilpan aye, Crary aye, Gazis aye.

Disbursement warrant of 10/13/23. After a clarification of which items on the warrant were monthly payments and which were weekly, and a discussion of the spending on animal control enforcement and on police patrols, the disbursement warrant was approved. The motion to approve was made by Rob Wilpan, seconded by Hilly Crary and passed, Gazis aye, Crary aye, Wilpan aye. The warrant was then signed by the selectpersons.

Election Warden. Joanne Holmes is willing to serve as Election Warden, but since she cannot be Election Warden, and deputy clerk and registrar of voters at the same time, the decision was postponed until the next meeting.

Selectboard Workshops. In order for all selectpersons to have the necessary skills in office and other procedures, selectboard workshops for training in such procedures were proposed. The public would be able to observe, but not participate in, these workshops. It was moved by Robert Wilpan, seconded by Diana Gazis, and passed (Wilpan aye, Crary aye, Gazis aye) that tentative workshops posted on Facebook and held on the second and fourth Wednesdays of the month be held.

General Assistance Ordinance. The state's General Assistance Ordinance contains rules to be observed for collecting information from and determining an individual's eligibility for regular and for single-use emergency assistance. This ordinance is revised every few years in order to keep the amounts allowed for necessities and the amounts allowed for assistance to be correlated with changes in the economic situation.

A discussion by the attendees of the ordinance was held, after which a motion to approve the ordinance was made by Hilly Crary, seconded by Robert Wilpan, and passed, Gazis aye, Wilpan aye, Crary aye.

Freedom of Access Act. The state has a Freedom of Access Act that gives the rules for access to non-confidential records of municipalities. A motion to approve a version of this act describing policy regarding requests for public records was made by Hilly Crary, seconded by Diana Gazis, and passed, Crary aye, Wilpan aye, Gazis aye. . A copy of this policy is attached to the minutes. The rules include that a written request to view town records must be made, that viewing must be during hours when the town office is open to the public, and that a private citizen is not allowed to have unsupervised access to municipal records.

Halloween Party. There will be a Halloween Party in the Community Building from 2 to 4 in the afternoon of Sunday, October 29. Children should wear costumes, and adults are encouraged, but not required, to wear costumes also.

Update on University of Maine library scanning of town records. The library of the University of Maine in Orano has completed scanning the volumes of records of town selectboard minutes up to the year 1965. The results can now be obtained from the library or downloaded on a flash drive brought to the town office by the inquirer. Other loose records in storage have been poorly maintained. Handling them carefully and organizing them to send for scanning will be difficult and take time.

Public Comments. A number of minor questions about various items of the agenda were asked by those present, both in person and on zoom.

A motion to adjourn the meeting was made by Rob Wilpan, seconded by Diana Gazis, and passed, Wilpan aye, Gazis aye, Crary aye. The meeting was adjourned at 8:07 PM.

Town of Sorrento

FOAA Policy regarding requests for Public Records

- 1) If a citizen wants to inspect records in person, the requestor must make an appointment with staff at Town Office for a time during office hours when it is convenient for the staff.
- 2) Or requestor can ask for copies to be made and mailed to them, (there are fees for this).

- 3) A FOAA Public Records request form must be filled out, either by requestor or by Town Office.
- 4) FOAA requests do not require a reason.
- 5) Request form is kept in FOAA binder.
- 6) Town Office must acknowledge request within 5 working days.
- 7) Request must be fulfilled in a “reasonable amount of time” based on the nature of the request.
- 8) A private citizen is not allowed to have unsupervised access to municipal records. Records may not be lost, altered or damaged