

CHAPMAN MUNICIPAL OFFICERS MEETING

Wednesday, April 9, 2025

4:00 PM – Town Office

Minutes

Call to Order at 4:03 PM by Town Manager Sandra Fournier

Present – Charles Beaulieu II, Isaac Braley, Terrance Hanlon, and Milford Maynard

Absent – Chair Patricia Sutherland

Public Comment - None

Staff Present – Sandra Fournier, Town Manager; Lisa Foster, Treasurer; and Aaron Whitaker, Code Enforcement Officer

2024 Financial Audit Presentation

Tim Poitras from Chester M. Kearney presented the 2024 Financial audit via Zoom. The 2024 Audit was completed and it was in compliance with the Governmental Auditing Standards. The Town of Chapman now has \$222,654 in undesignated funds or 23.01% of total general fund expenditures.

Board of Assessors

The Board of Assessors reviewed and signed the Certified Ratio Declaration Form. Motion by **Maynard** to accept the Certified Ration Declaration Form as presented
Second by **Braley**
Motion passed **2 - 0**

Approve Minutes of Annual Town Meeting March 24, 2025

Motion by **Hanlon** to approve minutes of the Annual Town meeting as presented.
Second by **Braley**
Motion Passed **4 – 0**

Approve Minutes of Select Board Meeting March 24, 2025

Motion by **Hanlon** to approve minutes of Select Board Meeting as presented
Second by **Braley**
Motion passed **4 - 0**

Review, Approve and Sign Treasurer Warrants #20-27

Motion by **Maynard** to approve the Treasurer's Warrants as presented
Second by **Braley**
Motion Passed **4 - 0**

Old Business – None

New Business

Reviewing Paving Bid Proposals

Bid packages were open on Wednesday, April 3, 2025. Northeast Paving had the winning bid of 98.50 per ton for Machine Placed.

Motion by **Maynard** to approve **Northeast Paving** to do the paving for Chapman for the 2025 year

Second by **Hanlon**

Motion passed **4 - 0**

Elect Board Chair

Motion by **Maynard** to nominated **Braley** to be the Board Chair for the 2025 year

Second by **Hanlon**

Motion passed **3 - 0**

FOAA Training

All newly elected and reelect board members must complete the FOAA Training. The Town Manager distributed the information needed to complete the training. Board member to complete the training is Isaac Braley, Select Board and Assessor

Board Appointments to Consider – Planning Board, Zoning Board of Appeals, and Town Clerk Nominations of Election Staff

Planning Board – Carl Morneau 3-year, Audriana Willey (Alt) 2-year, and Brandon Berube (Alt) 3-year

Zoning Board of Appeals – John Carrier 3-year and Lucas Ireland (Alt) 1-year

Motion by **Maynard** to approve and sign the Planning Board, and Zoning Board appointments as presented

Second by **Hanlon**

Motion passed **4 - 0**

Town Clerk Nominations of Election Staff – The Town Clerk offers a variety of names to choose from to ensure that there will be enough staff for any election

Motion by **Maynard** to approve the election staff as presented

Second by **Hanlon**

Motion passed **4 - 0**

Review, Approve, and Sign Board Policies

On an annual basis, the Select Board sign to authorize two (2) designated board members to act on their behalf, to review, approve, and sign the municipal treasurer's disbursements, pursuant to 30-A M.R.S.A. §5603. The Board also considers the request of the Tax Collector and Treasurer, to apply any tax payment received against outstanding or delinquent taxes due on said property, in chronological order, beginning with the oldest unpaid tax bill.

Motion by **Maynard** to approve Select Board Member **Hanlon** and Select Board Member **Maynard** to sign weekly Warrants Disbursements

Second by **Hanlon**

Motion passed **4 - 0**

Motion by **Hanlon** to approve the Tax Collector Payments Policy as presented

Second by **Beaulieu**

Motion passed **4 - 0**

Code Enforcement Violations

The Code Enforcement Officer presented an update to the Select Board. There were 2 new homes built in 2024. The CEO will be working on updating the zoning for the shoreline ordinance. The junkyard ordinance was talked about.

Set Next Meeting Date(s):

Joint Board Meeting Monday, April 14, 2025 @ 6 PM

Select Board Meeting Wednesday, May 14, 2025 @4:00 PM

Adjournment at **4:45 PM** by Chair Isaac Braley

Respectfully submitted

Lisa Foster

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