

Hartland Selectmen's Meeting
Tuesday January 2, 2024
Irving Tanning Community Center
Meeting at 5:30 PM

- Minutes of Previous Meeting 12/⁵~~A~~/2023

- Unfinished Business

Review Procedure Policy of Select Board

Representative Cray Update/Report

- New Business

Set Municipal Election and Town Meeting Dates and Time

Select Front Cover, Dedication and in memory of

Update on Landfill

Discuss "Steering Committee" for Down Town Plan

- Other

- Public Forum (Agenda Items Only)

- Sign Warrants

Selectman's Meeting Minutes
December 5, 2023
5:30 PM
Irving Tanning Community Center

Present: Jerry Martin, John Hikel and Mark Brooks

Staff: Christopher Littlefield

Mark Brooks read the minutes of November 9, 2023, Motion to approve minutes as read voted 2-0 accept. (John was late due to an appointment)

Unfinished Business:

No Legislative update from Dean Cray this week

Chris updated the others on the status of the transfer station....project expected to be another 4 to 6 weeks to completion (railings needed and power hookup needed)

New Business:

January meetings will be Tuesday the 2nd and Tuesday the 16th in 2024

February the second meeting will be Tuesday the 20th in 2024

March 18th 2024 meeting to be cancelled, but Selectmen to come in and sign warrants

Other

Wednesday January 10th and 17th 2024 all departments will be closed for training
Mark Brooks suggested that we all come with ideas on a committee for
Downtown plan for the next meeting

Public Forum

Jim Towle, Neil Greenberg, and Margaret Greenberg spent an hour degrading the Town Manager, lecturing the Selectmen and discussing the same complaints as previous meetings

Signed Warrants

Motion to adjourn 7:01 p.m. voted 3-0 accept

Respectfully submitted,
Christopher Littlefield
Town Manager

HARTLAND MAINE PROCEDURE POLICY FOR SELECT BOARD MEETINGS

The Following guidelines shall be followed by citizens when attending a Selectman's Meeting.

The Select board is elected by the citizens to perform the people's business. To permit fair and orderly expression and comments, the procedures described shall be followed to ensure that the Board has time to conduct its business in a timely manner.

Citizens may attend all Select Board meetings with the exception of executive meetings.

Citizens may tape or record meetings. However, under Maine Law citizens do not have a right to speak unless given permission to do so. Because we want to hear your concerns there will be a place at the beginning of the meeting for public comments about listed agenda items. All other proceedings are for the Board only and the public does not have a right to comment during this time unless a citizen is recognized by the Board Chair.

At no time will the public be allowed to argue, debate or introduce a topic that is not on the Select Board Agenda. Should a person or an organization wish to have an item placed on the agenda, a written request detailing the specifics of the subject shall be submitted to the Board for consideration.

During public comments if you wish to speak, all questions must be addressed to the Chairperson. When the chair has recognized you, stand, state your name for the record and the agenda item and nature of your business. Questions may not be asked of individual Board members. The Chair may allow a question to be answered only if an answer is easily given. Should the matter need further research or discussion, the questions will be noted and taken up at a future meeting.

If you are introducing written materials, charts or other documentation, at least four copies shall be given to the Chairperson for distribution.

The Board will not entertain comments about specific individuals. Such matters should be referred to the appropriate administrator.

Comments should be courteous. Personal remarks or accusatory comments are always out of order. Any person who disrupts a Board meeting may be required to leave in order to permit the orderly consideration for which the meeting was called for.

During the discussion of the Board, the audience shall not disturb the proceedings by whispering, talking or other distractions.

In the event that further procedures for order need to be employed for any reason, the board will utilize these basic elements of Robert's Rules of Order to facilitate board discussions as follows:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a board member ("I move that...") A second motion must then also be made (board member raises a hand and says "I second it" After limited discussion the board then votes on the motion. A majority vote is required to pass.
2. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor". This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
3. **Question:** To end the debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage . If it passed, the motion on the floor is voted immediately.
4. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time(I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the time being discussed.
5. **Adjourn:** A motion is made to end the meeting. A second of the motion is required. A majority vote is then required for the meeting to be adjourned (ended).

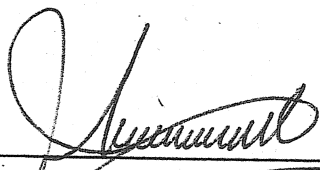
Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

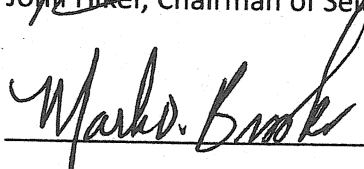
- To introduce (motion.)
- To Change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that board members have a chance to participate and share ideas in an orderly manner.

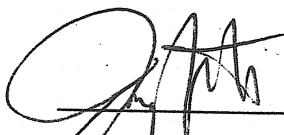
Adopted this day 17 of May, 2021



John Hikel, Chairman of Select Board



Mark Brooks, Selectman



Jerry Martin, Selectman

*Amended Item #5 at Selectmen Meeting dated Nov 15, 2021 and approved/signed on 12/6/2021

*2024 Municipal Election & Town Meeting &
State of Maine Election Time Line*

January 02, 2024 BOS set date and time for Municipal election.
Election Friday May 3rd 10A.M. -7 P.M.
Town Meeting May 4th 2024 - 9 AM?

*Need A
Vote*

January 24, 2024 Nomination Papers available for Municipal
Election, based on May 4, 2024

March 01, 2024 Deadline for Town Report items

March 04, 2024 Deadline for filing Nomination Papers
(60 days prior to Election)

April 03, 2024 BOS signs Municipal Election Warrant &
Town Meeting Warrant.

April 26, 2024 Last day to post Municipal Warrants.

May 3, 2024 Municipal Election

May 4, 2024 Annual Town Meeting

March 5, 2024 Presidential Primary Election

2023 ANNUAL REPORT EDITION

Needed info from Selectmen:

Front Cover/Photos? Foster Brooks

Who to Dedicate Book to?: ~~Foster~~ Steve and Brenda
Seeking

In Memory of (if applicable)?: Foster Brooks / Viola Sides

Other/Misc Items to add?: _____

? Boston Cave - Viola Sides ?



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

December 23, 2023

Kim Novak
Code Enforcement Officer
Town of Hartland
PO Box 280
Hartland, ME 04943

Subject: Department Review of Hartland's Shoreland Zoning Ordinance and Map

Dear Ms. Novak:

The Commissioner of the Department of Environmental Protection (Department) has reviewed the Town of Hartland's Shoreland Zoning Ordinance and Map. We appreciate the hard work that goes into keeping an ordinance up to date.

Please find enclosed Department Order #35-2023 (Order) approving the Ordinance and Map, as amended on June 5, 2023 and received by the Department on November 8, 2023.

If you or any other municipal officials have questions relating to shoreland zoning, you may reach me by e-mail at colin.a.clark@maine.gov.

Sincerely,

Colin A. Clark
Shoreland Zoning Coordinator

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143