Town of Alexander Selectmen's Meeting

30 December 2025
[This was the replacement for the January 2026 monthly meeting]

Attendance

Skip Colson
David Davis
Carl Oakes
Beth Johnson
David Sanford

Lesliann Barnard

Julie Burgess
Foster Carlow Jr.

Meeting called to order at 6:00 PM
Pledge of Allegiance recited.

Agenda Additions, Deletions
Delete Roads, Cemetery, Assessors, since the people in charge of those things are not here tonight.

This leaves the "Job Description" and executive committee meetings on pay and interviews.

Foster reported (after the last meeting at the Happy Crab restaurant) that everything is good at Down East Ambulance (DEEMS). They had a good supper, although he ate nothing, as usual.
He reiterated that DEEMS may raise its cost to the town about 3% to 5%.

Job description of the Town Clerk, Tax Collector, Treasurer

Skip presented 3 pages listing the duties of the Town Clerk, Tax Collector and Treasurer. [See "A"] Kristy, Lesiann and Skip added to it. On 2 pages are all the duties. On the other page, Kristy grouped those duties by whether it's a duty of the clerk, the tax collector or the treasurer.
Skip emphasized that one of the things that is NOT listed--and he has insisted on--is that it is not the clerk's job to be yelled at, cussed at, or abused in any way. He will come up immediately, any time the clerk asks, if anybody comes to the office who is doing any of those things.

Lesliann said that there is one thing that could be added or specified. The town clerk does not simply keep an up-to-date list of all the voters as the registrar, but is also to register voters. This can mean at any time and any place. For example, when the AOS [school district] has their meetings, in the evening, in Pembroke, generally Kristy has been there to check off, or register, the names of the people who come from Alexander to vote in that meeting. That is how they know who the eligible voters are and that they are allowed to vote there. Any time the town's voters vote, each town clerk is there. But the town clerk is salaried, so the position has not gotten additional pay for her time in those cases.
David D. said that that should be addressed.
Carl pointed out that on voting day in November, the office is closed anyway, so she's not doing too much extra work on that day.
Skip said that, at least while he has been a selectman, while the clerk has had to work extra at some points in the year, that the trade off has been that if she needed time off at other times, he gave it to her. Kristy has never taken advantage of this.
David D. said to maybe consider compensation for the clerk for the additional hours she spends doing elections.

Beth clarified what the current town office hours hours are: Tuesday, Wednesday, and Thursday, 9:00 AM to 5:00 PM, and the 1st and 3rd Saturday of each month from 8:00 AM to noon.
Skip pointed out that the selectmen can't change the hours since those hours were set at a town meeting. In order to change the hours, a warrant article would have to be written for the next town meeting. That article would be voted on before the article about clerk pay and benefits so that a potential clerk would know whether it was worth the pay and benefits. The pay and benefits are predicated on the hours that the office is currently open.
Lesliann hasn't heard that anyone in town has wanted to change the office hours.
Skip said he would revisit the "extra hours" with Kristy when she gets back.

Motion to make the 3 pages of lists [see "A"] *the* job description for the town of Alexander clerk, tax collector, and treasurer by Carl and 2nd by David D., as long as it can be revisited in the future as needed
Voting: Unanimous

Lesliann said that an interim clerk will be needed from now until the March town meeting, just to finish the term.

Motion to go into executive session to discuss pay and benefits of the town of Alexander interim clerk, tax collector and treasurer per 1 M.R.S.A § 405 (6)(A) by Beth and 2nd by Carl at 6:17 PM.
Voting: Unanimous

Out of executive session at 6:33 PM.

The salary and benefits for interim tax collector were discussed.

Motion to set the pay of interim town clerk for the town of Alexander at $18.50 per hour by David S. and 2nd by Carl.
Voting: Unanimous

Interviews for the Job of Interim Town Clerk, Tax Collector and Tresurer

Motion to go into executive session to do job interviews as per 1 M.R.S.A § 405 (6)(A) by Beth and David D. at 6:37 PM
Voting: Unanimous.

(Lesliann Barnard was interviewed first,
and Julie Burgess was interviewed second.)

Out of executive session at 7:12 PM.

Motion to hire Julie Burgess as the town of Alexander interim Clerk, Tax Collector, and Treasurer, starting January 3, 2026 by David D. and 2nd by Beth
Voting: Unamious

Lesliann said that Kristy will be working in the office this Saturday.

Lesliann offered to stay on as deputy clerk while Julie completes the required training to be the clerk.
Skip pointed out that Kristy had started out with no training too and had done the accounts right away. She had to, since the pervious clerk had ended so abruptly.

Lesliann, said that he is authorized to sign checks, while Julie waits to become authorized.

Member Reports

Beth said that she did approve General Assistance funds for help with food and propane to one individual. This includes an account with the IGA grocery store for up to $300. The individual will have to reapply on January 11 if more assistance is needed. There is state assistance that the individual will be pursuing, as is required.
The town is not supposed to give gas cards. The town could help out in this way, but it wouldn't be reimbursed by the state, and Beth does not recommended this.

The individual hasn't been seen around lately. Beth did speak briefly with the individual's cousin. The "envelope" is still on the counter, so Beth will mail it to her.

David D. said that Julie will need to be set up with "keys and codes."

Motion to adjourn by Carl and 2nd by David S. at 7:30 PM.
Voting: Unanimous.

Town clerk

BMV registrations and Bi weekly report
IFW Registrations
Dog licenses
Vital records
Concealed weapons permit
Collect money for building permits
Collect money for SSWD permits
Register voters
Run Election
Records retention
Assist with the Audit

Tax Collector
Collect prepayments for taxes
Collect current year taxes
Collect interest
Collect excise tax
Place Liens on unpaid properties
Collect Lien fees
Records retention
Assist with the Audit

Treasurer
Make deposits
Bi weekly warrants
Payroll
Collect past years taxes
Discharge liens
Foreclose on properties as needed
Collector State funds for school and municipal
Handle any pass thru grants
Records retention
Assist with the Audit

Daily

Wait on Customers

Fire Permits

Tax payments

Lien discharges as needed

BMV Registrations

IFW Registrations and Licenses

Dog Licenses

Vital Records

Plumbing Permits

Register Voters – Maintain voter list

CWF

Input sales into Quickbooks

Dump sticker

Weekly

Make Deposits

Print reports and sales slips

Update Weekly Audit tie in

Bi Weekly

Pay roll Taxes

BMV Report

Treasurer's Warrant (this includes transferring school money and approving school payroll). Including IFW report monthly, and any EFTPS that occurred the previous 2 weeks.

Monthly

Attend Selectboard meeting and provide financials along with any info they may need. (I currently create the agenda but a board member used to do that. I currently make the Town meeting warrants as well, however that used to be done by a board member)

Reconcile the taxes (QB and TRIO need to Match)

Take min. as needed

Reconcile the General fund

Copy building permits. Mail to property owner, and give 1 copy to the assessors

Quarterly

State and federal payroll reporting

send DBU statement to crystal

Semi Annually

Prepare for town meetings

Open town meetings and conduct the counting

Conduct State and Federal Elections. Usually a primary and a Nov election. Including hiring, setting up, and working 12+ hrs day of.

Yearly

Create Town books

End of Year W2-1099 filing

Yearly Audit

Lien Properties

Foreclose if necessary

other

order supplies as needed