



**TOWN OF WILTON
SELECTBOARD MEETING AGENDA**

July 7, 2026 – 6:00 PM

Town Office Meeting Room
158 Weld Road, Wilton, ME 04294

Meetings are streamed live through Mt. Blue TV: www.mtblue.tv. The meeting is open to the Public.

SELECTBOARD AGENDA

1. Pledge of Allegiance
2. Minutes from the June 23, 2026 Select Board Meeting
3. Public comment
4. Set Sewer Interest Rate – 7%
5. Roles and Responsibilities of the Wilton Selectboard
6. Temporary Extension of Liquor License – Two 80 Main Street
7. Upcoming Meetings:
Selectboard Meeting – July 21, 2026 – 6:00 PM
8. Other
9. Manager's report
10. Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) – Legal
11. Possible action after executive session (if applicable)
12. Adjourn

TOWN OF WILTON

June 23, 2026

(6:00PM)

SELECTBOARD MINUTES

Members Present: David Leavitt, Nathan Hiltz, Nancy Allen, Tiffany Maiuri, Philip Hilton, Maria Greeley (Town Manager), Aaren Wilcox (Clerk)

(FULL RECORDING IS AVAILABLE AT www.mtbluetv.org)

Item #1- Pledge of Allegiance

Item #2 – Election of Chair and Co-Chair

- New Selectboard Member Introduction – Nathan Hiltz
- Motion by Tiffany, Second by Phil – To elect David as Selectboard Chair
- Tiffany- rescinds original Motion to elect David as Selectboard Chair

- Motion by Nathan, Second by Nancy – To waive the provision described in the second paragraph of the section called “Duties and Responsibilities of Selectboard Chair and Vice-Chair” that says, “It is strongly recommended that the Chair Person role rotate every two years”
Vote: 4-1

- Discussion begins
- Nathan Hiltz – Nominates Nancy Allen as Chair
Nancy – respectfully declines

- Nomination by Tiffany, Second by Phil – David Leavitt for Chair
Vote: 3-0-2
Abstentions: 2 (Nathan Hiltz and David Leavitt)

- Nomination by David, Second by Phil - Tiffany Maiuri as Co-Chair
Vote: 3-1-1
Abstentions: 1 (Tiffany Maiuri)

Item #3 – Minutes from June 2, 2026 Selectboard Meeting

- Correction to be made on Item #12; Motion was Seconded by Tiffany
Motion by Tiffany, Second by Phil – To Approve Amended Minutes of the June 2, 2026 Selectboard
Vote: 4-1

Item #4 – Minutes from June 11, 2026 Selectboard Meeting

- Motion by Tiffany, Second by Nancy– To approve Minutes from the June 11, 2026 Selectboard Meeting
Vote: 4-0-1
Abstentions: 1 (Nathan Hiltz)

Item #5 – Minutes from June 16, 2026 Selectboard Meeting

- Motion by Tiffany, Second by Phil – To approve Minutes from the June 16, 2026 Selectboard Meeting
Vote: 4-0-1
Abstentions: 1 (Nathan Hiltz)

Item #6 – Public Comment

- Jeff Chaisson speaks on Main Street road closure
- Rocell Marcellino with Calzolaio's Pasta Co. speaks on Main Street road closure
- Nancy Merrow speaks in reference to the monument area
- Maxine Brown speaks in reference to the chair spacing at the Academy Hill School Gym at the Annual Town Meeting

Item #7- Department Updates

- Police Department – Chief Ethan Kyes
 - Update on renovations
 - Update on radio towers
 - Update on staffing
 - Update on scheduling; currently operating on 12 hrs. shifts for approximately 2 months; the Department will return to 24 hrs. shift in the Fall
 - Training update
 - Upcoming goals for the Police Department; Grant application submission to MMA for MLEAP accreditation
 - Case load update
 - Cruiser update; 2018 Cruiser sold for \$3,500
 - Purchase of the used 2017 State Police cruiser for \$3,000
- Chief Kyes is requesting approval to transfer \$35,000 from the Operating Budget into the Vehicle Capital Accounts for the purchase of a new cruiser in the year 2026/2027 budget year
- Motion by Phil, Second by Tiffany – To Approve the transfer of \$35,000 from the Operating Budget into the Vehicle Capital Accounts for the purchase of a new cruiser in the year 2026/2027 budget year
Vote: 4-1

Item #8 – Main Street Road Closure Discussion - Finalize discussion for Friday night road closure and discuss extension of Main Street Road Closure for Saturday

- Nate requests clip #1 played
- Tiffany speaks on meeting clip #1 played
- Nathan speaks on this topic and context

- Motion by Nathan, Second by Phil – To table the Agenda Item
 - Nathan – tabling a Motion is not debatable
 - Phil – hesitant to table and unsure if our local businesses can wait another meeting
- David – Nathan’s Motion dies for lack of a Second
- Motion by Tiffany, Second by Phil – Return to original road closure for Friday night from the April meeting
 - Discussion begins
 - David – unclear on Tiffany’s Motion
- Motion by David, Second by Nancy – Reaffirm the June 2nd Motion on road closure along with extending Saturday from 4:30PM-10:00PM as closed

-David - businesses must secure their own liquor license space

-Nancy- this is just closing the road so the Blueberry Festival can continue and to allow fireworks with no vehicular traffic downtown until 10:00PM

-David – traffic after 10:00PM

- Rocell – how much of the road will be closed for the 2 days?
- David – from the Monument to Prospect Street
- Rocell – inquires on who will be monitoring their on space?
- Jeff Chaisson – speaks in reference to the mapping approved on June 2nd and decision made in April
- Rocell – customer/parking issues during the Blueberry Festival; Handicap parking issues; accommodations that have been made in the past
- Tiffany – addressing Chief Kyes, does this create a safety issue with the map and street closure that has been proposed?
- Chief Kyes - yes
- Nancy – are there enough fire lanes for access?
- Motion to Reaffirm the June 2nd road closure withdrawn by David
- Motion by Tiffany, Second by Phil – Approve road closure as proposed at the April 21st Selectboard meeting
Vote: 3-2, Motion Passes
 - Jeff Chaisson – can the board clarify the days of the road closure and times?
 - Selectboard – clarifies the closure is for Friday and Saturday. Closure hours are Friday, 5:00PM-11:00PM, Saturday, 9:00AM-11:00PM

Item #9 – Municipal Quit Claim Deed – Map 25 Lot 099

- Motion by David, Second by Phil – To approve
Vote: 4-1
- Nathan – names are outdated on signature page

Item #10 – Ballot for Election to MMA's Legislative Policy Committee

- Seeking signatures from all Selectpersons
- Motion by Nathan, Second by Tiffany - Vote Erica Lacroix and write-in name, Nathan Hiltz
Vote: 5-0 Unanimous

Item #11 – CMP Pole Location Permit – Form 4501 – Corner of Main Street/Temple Road

- Motion by Tiffany, Second by Phil – To Approve
Vote: 4-1

Item #12 – Authorization for Wilton ATV & Trails Club & Woodland Wanderers to develop recreation at Burgess Property

- Motion by Tiffany, Second by Phil – To Approve
- Motion by Tiffany, Second by Phil – Amended Motion, to authorize the Wilton ATV & Trails Club & Woodland Wanderers to Develop Recreation at Burgess Property
Vote: 3-2, Passes
- Discussion begins
- Nathan – requests video clip #2 be played
- Nathan – requests video clip #3 be played from May 19th, 2026 Selectboard meeting
- Nathan – has the town been presented with documentation of what has been proposed?
- David – a map was shown to the Selectboard mapping out the trail where it would be
- Nathan - Which town department has it in their job description to pick-up trash in this lot? What is the access for fire and police?
- Motion by Nathan, Second by Nancy– To table the Motion until the next meeting
Vote: 2-3, Motion fails
- Tentative volunteer work date is set for July 15th, 2026

Item #13 – Yearly Appointment

- Maria Greeley - Town Manager, Tax Collector, Treasurer, Road Commissioner, General Assistance Administrator, Public Information Officer
- Dylan Toothaker – Finance and Human Resources Director
- Aaren Wilcox – Town Clerk and Registrar of Voters
- Sonny Dunham – Fire Chief
- Kyle Ellis – Deputy Fire Chief
- Mike Lilley – Deputy Fire Chief
- Ethan Kyes – Police Chief

- Brian Lynch - Lieutenant
- Christa Powers – Animal Control Officer
- Kent Wiles – Cemetery Sexton
- Paul Binette – Assessor
- Motion by Tiffany, Second by Phil – To approve yearly appointments
Vote: 5-0 Unanimous
- Nathan – requesting inquiry on Public Accessor Officer appointment in the course of the next year, if not an option at this time

Item #14 – Selectboard members appointment to committees

- Parks & Recreation Committee (currently Keith Swett)
- Recycling Committee (currently David Leavitt)
- Downtown Committee (currently David Leavitt)
- Road Committee (currently Phil Hilton)
- Cemetery Committee (currently Tiffany Maiuri)
- Cannabis Committee (currently Nancy Allen)
- Blueberry Festival (currently Phil Hilton)
- Comprehensive Plan Committee (currently Keith Swett)
- Ordinance Committee (currently Nancy Allen)
- Police Advisory Committee (Tiffany Maiuri)
- Events Committee (currently Tiffany Maiuri)
- Wilton-Jay Police Collaboration Committee (currently David Leavitt & Keith Swett)
- Conservation Commission (currently David Leavitt)
- Fire Department Committee is missing from the list (currently Nancy Allen)
- Phil – is the Wilton/Jay Police Department Collaboration Committee still in existence?
- David – remove the Wilton/Jay Police Department Committee and add in the Fire Department Committee
- Motion by Nathan, Second by Phil - Appoint Committees as follows (read)
Vote: 1-4
- Motion by Tiffany, Second by Nancy – To Approve the Selectboard member's appointment to the committees, except for letter "L" where it used to say Wilton-Jay Police Collaboration Committee and is now the Fire Department Committee and wherever Keith Swett is listed, Nathan Hiltz would be listed, keeping all other Appointments as listed
Vote: 0-4
- Committee Nominations:
Parks & Recreation Committee – Phil Hilton Appointed
Nomination by Phil, Second by Nancy – Phil Hilton
Vote: 5-0

Recycling Committee – David Leavitt Appointed
Nomination by Tiffany, Second by Phil – David Leavitt
Vote: 5-0

Downtown Committee – David Leavitt Appointed
Nomination by Phil – Nathan Hiltz (Declined)
Nomination by Tiffany, Second by Phil – David Leavitt
Vote: 5-0

Road Committee – Nathan Hiltz Appointed
Nomination by Nathan, Second by Phil – Nathan Hiltz
Vote: 5-0

Cemetery Committee – Phil Hilton Appointed
Nomination by Phil, Second by Tiffany – Phil Hilton
Vote: 5-0

Cannabis Committee – Nancy Allen Appointed
Nomination by Phil - Tiffany Maiuri (Declined)
Nomination by Nathan, Second by Phil – Nancy Allen
Vote: 5-0

Blueberry Festival Committee – Nathan Hiltz Appointed
Nomination by Nathan, Second by Tiffany – Nathan Hiltz
Vote: 5-0

Comprehensive Plan Committee – Nancy Allen Appointed
Nomination by Nathan, Second by Phil – Nancy Allen
Vote: 5-0

Ordinance Committee – Phil Hilton Appointed
Nomination by Phil, Second by Tiffany – Phil Hilton
Vote: 5-0

Police Advisory Committee – Tiffany Maiuri Appointed
Nomination by Tiffany, Second by Phil – Tiffany Maiuri
Vote: 5-0

Events Committee – Tiffany Maiuri Appointed
Nomination by Tiffany, Second by Phil – Tiffany Maiuri
Vote: 5-0

Fire Department Committee – Nancy Allen Appointed
Nomination by Nathan, Second by Phil – Nathan Hiltz (Withdrawn)
Nomination by Nancy, Second by David – Nancy Allen
Vote: 5-0

Conservation Committee – Nathan Hiltz Appointed
Nomination by Nathan, Second by Phil – Nathan Hiltz
Vote: 5-0

Item #15 - Upcoming Meetings:

- Selectboard Meeting – July 7, 2026 at 6:00PM

Item #16 – Other

- Criminal Forfeiture
- Motion by Phil, Second by Nathan – To accept and authorize David to sign
Vote: 5-0
- Nathan – reorganizing the tables so that Board members face the public and cameras
- Nancy – upcoming Fire Department Committee meeting
- Phil – status of minutes uploaded to the website

Item #17 – Manager's Report (See Attached Resources)

- Aaren Wilcox – provides Election results from the June 9th, 2026 Primary Election

Item #18 – Executive Session pursuant to Title 36 § 405(6)(C) M.R.S.A. - Real Estate/Economic Development

- Motion by David, Second by Nathan – To move into Executive Session
Vote: 5-0
In-Session: 7:42PM
Out of Session: 8:21PM

Item #19 – Possible Action After Executive Session (if applicable)

- Motion by Tiffany, Second by Phil – To move forward with Sevee Maher Engineers on UConn TAB and exploratory discussions for Forster's Mill Site
Vote: 5-0 Unanimous

Item #20 - Executive Session pursuant to Title 36 § 405(6)(E) M.R.S.A. - Poverty Abatement

- Motion by David, Second by Tiffany – To move into Executive Session
Vote: 5-0 Unanimous
In Session: 8:25PM
Out of Session: 8:47PM

Item #21 – Possible action after Executive Session (if applicable)

- Motion by Nancy, Second by Tiffany – To waive interest as of today and develop a monthly payment plan of \$20.00 to cover the cost of taxes
Vote: 4-0-1

Item #22 – Executive Session pursuant to Title 36 § 405(6)(E) – Attorney

- Motion by David, Second by Phil – To move into Executive Session
Vote: 5-0 Unanimous
In-Session: 8:52PM
Out of Session: 9:11PM

Item #23 – Possible Action after Executive Session (if applicable)

- Motion by Tiffany, Second by Phil – Authorization from the Selectboard for Town Manager to take all necessary and legal action in reference to James Butler, Ashley Rand, Two 80 Main and Rowell Street
Vote: 5-0 Unanimous

Item #24 – Adjourn

- Motion by David, Second by Nathan – To adjourn
Vote: 5-0 Unanimous

Respectfully submitted by Aaren E. Wilcox, Town Clerk



Application Copy

File Number: 162225

Job Type: New Application

LICENSE TYPE / EVENT TYPE Temporary Extension of Premises Special Event	APPLICATION DATE RECEIVED 2026-07-01
LICENSEE LEGAL NAME	LICENSEE TYPE Limited Liability Company
DOING BUSINESS AS	CORPORATE NUMBER 20226907DC
INCORPORATION DATE	
CORRESPONDENCE ADDRESS 280 MAIN ST WILTON ME 04294	
MAILING ADDRESS 280 MAIN ST WILTON ME 04294	
PHYSICAL ADDRESS 280 MAIN ST WILTON ME 04294	
CONTACT NAME James Butler Jr	PREFERRED CONTACT METHOD Email
CONTACT PHONE	ALTERNATE PHONE
FAX	EMAIL thesquaredowntownwilton@gmail.com
CORPORATE STRUCTURE None selected	

NAME	POSITION/TITLE	% Interest
James Butler Jr	Owner	50
Ashely Rand	Owner	50

PARENT LICENSE(S)

LICENSE

CARL-24-106867 (Active) - On-Premises: Beer, Wine & Spirits
The Square (Two 80 Main, LLC) 06/18/2026 to 06/17/2027

MANAGED BY AGENT Yes	
AGENT Two 80 Main, LLC	AGENT TYPE Limited Liability Company
LOCATION The Square Downtown Wilton	EVENT DATE(S) August 7th & August 8th
NUMBER OF EVENT DAYS 2	EVENT HOURS OF OPERATION 10am-11pm

EVENT CONTACT INFORMATION

James Butler
207-357-2551

EVENT ADDRESS

280 Main Street Wilton ME 04294

Municipality Wilton	County Franklin
-------------------------------	---------------------------

QUESTIONS

Temporary Extension of Premise

1. What is the reason for the increase in seating capacity?

Street is closed down by Town for the Annual Blueberry Festival Weekend, Friday, August 7th and Saturday, August 8th. We are looking to extend our premise to the end of our property line to be able to serve alcohol in a temporary extended premise for the festival weekend.

2. Will you be adding outdoor consumption?

Yes

Stanchions/rope and proper signage

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Premises Floor Plan	Temporary Extention-Blueberry Festival 2026.png	

APPLICANT

Ashley Rand

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



Area marked in
blue is our
current licensed
service area

Area marked in
red would be the
temporary
extension for
blueberry
festival

TOWN OF WILTON, MAINE

Roles and Responsibilities of the Wilton Selectboard

Revised Draft — Recommended Revisions Shown as Tracked Changes

Prepared June 23, 2026

Purpose of Selectboard

The Wilton Selectboard fulfills the executive functions of the town, as authorized by an amendment to Maine's Constitution, also known as "home rule." A primary role of the Selectboard is to carry out the decisions of Wilton's residents as voted upon in Annual and Special Town Meetings. Many of the actions of the Selectboard may be delegated to the Town Manager (who in turn may delegate tasks to subordinate Town staff). The Selectboard may also create and empower certain committees to oversee specific town functions as defined in MRSA Title 30-A.

In general, responsibilities of the Selectboard fall into 4 categories:

1. Oversight of town finances
2. Protection of health, safety and welfare of town residents
3. Management of town property and town manager
4. Management of relations with contractors, with external agencies, and with the public

While most of the tasks associated with these responsibilities will be delegated to others (typically the Town Manager), the ultimate responsibility remains with the Selectboard.

Makeup of Selectboard

Wilton's Selectboard is composed of 5 members, each elected by public vote of town residents. Each member must be a town resident, a registered voter in the Town of Wilton, at least 18 years of age and a citizen of the United States (30-A M.R.S. §2526).

Election of Selectboard Members

Each Selectboard member is elected for a 3-year term, whose term will begin immediately after taking the oath of office following an election. ~~Vacancies on the Selectboard may be filled by interim elections, with a term limited to the end of the current vacated term.~~ When there is a vacancy on the Selectboard, the Selectboard may call a town meeting to elect a qualified person to fill the vacancy, whose term is limited to the remainder of the vacated term (30-A M.R.S. §2602(3)). Any alternative method of filling a vacancy may be adopted only by Town charter or ordinance (30-A M.R.S. §2602(6)).

Duties and Responsibilities of the Selectboard

The Selectboard is, and shall act as, a body, and not as individuals. Except as provided by State or Federal Law, included within this document, or by a specific action of the Selectboard, no individual Selectboard member will have authority to act outside of official sessions of the Selectboard.

Specific duties and responsibilities of the Selectboard include, but are not limited to:

1. Acting as a governing body, will oversee the Town Manager who in turn manages department heads, employees, and the Town's day-to-day business.
2. Preparing, with assistance of a Budget Committee and the Town Manager, an annual budget, and present the budget in Warrant Articles at Town meeting.
3. Develop, review, and modify policies as deemed necessary for town business, including the function of the Selectboard itself.
4. Attend regular public meetings of the Selectboard to conduct town business. Typically these meetings are held on the 1st and 3rd Tuesday of each month.
5. Establish ad-hoc committees, standing boards, and commissions, and to approve appointment of all members to these boards and commissions.
6. Act as a quasi-judicial body when and as required by Maine statutes.

Duties and Responsibilities of Selectboard Chair and Vice Chair

In addition to their duties and responsibilities as members of the Selectboard, the Chair and Vice Chair have additional duties and responsibilities.

A new Chairperson will be elected at the first regularly scheduled meeting following the annual Town Meeting for the term of one year, unless the Chairperson wishes to resign, and/or can no longer fill the position because of illness or unforeseen circumstances, in which case the Vice-Chairperson would fill the position by a majority vote of the Board with all elected board members present. If a majority cannot be found in support of a single candidate at the aforementioned meeting, ~~the Town Clerk shall choose a Chairperson by lot.~~ the Board shall continue balloting until a Chairperson is elected; until a Chairperson is chosen, the Vice-Chairperson, or in the Vice-Chairperson's absence the most senior member present, shall preside.

Since term-limits relating to Selectboards appear permissible only through a Town Charter, it is strongly recommended that the Chairperson role, which is a 1 year term, rotate every 2 years. Doing so allows for fluid business continuity, taking into account the perpetual transition nature of Selectboard membership.

Except when the Chair and Vice Chair are noted jointly, it is presumed that primary responsibility falls upon the Chair, but that the Vice Chair will assume such responsibility in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest; (c) at any other time at the reasonable discretion of the Chair.

1. The Chair will conduct all meetings and workshops of the Selectboard.
2. The Chair and/or Vice Chair, working with the Town Manager, will prepare an agenda for each Selectboard meeting.
3. The Chair and Vice Chair will routinely meet with the Town Manager to ensure that they stay current with town issues.

4. The Chair will ensure that they are available to approve the payroll warrants, on behalf of the Selectboard, on a weekly basis. In cases where the Chair knows they are not available, the Chair will make every reasonable effort to ensure the Vice-Chair or another Selectboard member performs this duty.

Access to Information

In order to fulfill their official responsibilities, Selectboard members should ensure that they obtain accurate, relevant and timely information. Selectboard meeting agendas, minutes, and other important information are conveyed to the Selectboard by the Town Manager, Maine Municipal Association, and other entities (e.g. citizens of the Town) through the use of official Town of Wilton email accounts and printed materials placed in Selectboard members' mailbox at Town Office.

As with any "public record" or "public proceeding," email and printed materials are subject to Maine's Freedom of Access Act unless protected by law. Selectboard members are required to complete a training course on the requirements of the FOAA ~~per 1 M.R.S. § 412~~ no later than the 120th day after taking the oath of office, upon each election or re-election (1 M.R.S. §412).

Selectboard members may also require access to recorded or historical information to conduct official town business unless such information is unavailable to the Selectboard as protected by law. Requests for any information should generally be made through the Town Manager, but may also be made to other appropriate town employees as delegated by the Town Manager.

Selectboard members must always abide by the Selectboard > Manager > Town employee communication "chain of command" structure. Selectboard members should refrain from entering into discussion with Town employees, excluding the Town Manager, regarding conditions of employment and/or management issues. Should a Town employee initiate such a discussion, the Selectboard member will ask the employee to discuss this matter with their supervisor and/or if applicable their union steward. Following this policy preserves the "chain of command" and the Selectboard member's neutrality when and if the condition of employment rises to a level in which the Selectboard must participate as arbiter.

Expectations of the Selectboard

The Selectboard will use the following norms/rules in conducting its duties and responsibilities:

1. The Selectboard will hold regular public meetings (typically held on the 1st and 3rd Tuesday of each month), at which it will conduct regular business.
2. All Selectboard members will use best efforts to attend each regularly scheduled meeting.
3. There is an expectation that Selectboard members will come fully prepared to discuss regular business items for which pertinent information has been made readily available in advance of the regular meeting.
4. Selectboard members agree to observe Meeting Ground Rules as presented in Appendix B.

5. Special meetings of the Selectboard may be held at the request of the Chair or upon the request of a majority of Selectboard members. Such special meetings will be held to conduct business of a time-sensitive nature or when the amount of business to be conducted by the Selectboard requires more time than available in regular meetings. Public notice and agenda will be posted in advance of special meetings.
6. Each Selectboard member is expected to use best efforts to complete the training courses listed in Appendix A within 6 months of initial election, except that the Freedom of Access Act training required by 1 M.R.S. §412 must be completed within 120 days of taking the oath of office upon each election or re-election.
7. All Selectboard members will certify that they have completed mandatory training including, but not limited to: The National Incident and Management System, Introduction to the Incident Command System, and Maine's Freedom of Access Act.
8. Selectboard members are free, and are encouraged, to communicate with members of the public, but should realize that they are not empowered to act individually on behalf of the town. Any requests from the public for information or action should be directed to Town Manager or their designee.
9. Selectboard members should use prudence to ~~disperse whenever in a group of 3 or more where Town business may come into discussion~~ avoid discussing Town business whenever 3 or more members are present outside of a duly posted public forum.
10. Selectboard members should use discretion in communicating via email. Specifically, individual members should not address other members as a group via email, and should refrain from emailing any other individual Selectboard members. The recommended procedure for distributing information via email is for an individual to communicate only with the Chair or the Town Manager. The Town Manager will, in turn, distribute any information to the entire group of Selectboard members. Such relayed communications must be limited to non-substantive matters such as scheduling, agenda development, and the dissemination of information and reports, and may not be used to deliberate, to poll members, or to reach decisions outside a duly noticed public meeting (1 M.R.S. §§401, 403). It is understood that all email documents and communications between or among any town officials are a matter of public record.
11. Telephone communication between two Selectboard members is permitted, but phone conversation among more than two Selectboard members should be avoided as not to inadvertently convene a nonpublic forum. ~~Selectboard members are not permitted to participate in meetings via telephone.~~ Selectboard members may participate in meetings by remote methods (including telephone) only in accordance with a written remote participation policy adopted by the Selectboard after notice and hearing pursuant to 1 M.R.S. §403-B; absent such a policy, members must attend in person. Where a policy is in effect, all votes taken using remote methods must be by roll call, and town meetings may not be conducted remotely.
12. The Selectboard By-laws (see Appendix C) are incorporated by reference.

Conflict with Laws

Any conflict or inconsistency between these Roles and Responsibilities and any applicable Federal/State law shall be resolved in favor of the Federal/State law.

Amendments

These Roles and Responsibilities, or any provision thereof, may be waived on any occasion by majority vote of the Selectboard unless otherwise provided by law. These Roles and Responsibilities may be amended at any time in writing by majority vote of the Selectboard.

Appendix A — Orientation of New Selectboard Members

After Election

- Take oath of office from Town Clerk.
- ~~Fill out w-2 at Town Office.~~ Complete a Form W-4 (tax withholding) and Form I-9 (employment eligibility) at the Town Office.

Helpful to know before your first meeting (not required)

- Roles & Responsibilities of the Wilton Selectboard.
- Executive sessions law and procedures.
- Current agenda items and any relevant material provided to these items.
- E-mail addresses and phone contacts for other Selectboard members and the Town Manager.
- Become familiar with the Maine State Statutes site — Title 30-A, Municipalities and Counties: mainelegislature.org.

Sign up and attend as soon as possible

- Maine Municipal Association (MMA) training for Newly Elected Officials workshop and other relevant workshops.
- Introduction to the Incident Command System (ICS-100) and National Incident Management System (IS-700), available online at training.fema.gov/nims.

As time allows

- Familiarize yourself with municipal government by reading the Town Ordinances, Emergency Operations Plan (EOP), Downtown Revitalization Plan, and MMA Elected Officials Manual, and browse wiltonmaine.org.
- Arrange a tour, through the Town Manager, to visit each Department and Town Facility.

Appendix B — Meeting Ground Rules

Meeting ground rules are helpful as they explicitly spell out behavior and procedures that people normally consider fair but sometimes abandon in the heat of discussion during meetings.

The Wilton Selectboard members agree that:

1. We will treat each other and the public with respect.
2. We will not use language or tone intended to dismiss or belittle any individual or group.
3. The Board may disagree or have differing opinions amongst itself or with members of the public — this can be a sign of healthy democracy in action. Active listening shall be practiced by all board members and the public in an attempt to understand and/or resolve any underlying issues.
4. We will advocate for public participation in regular meetings provided it enhances the decision-making process.

Procedural ground rules — the Wilton Selectboard members agree that:

1. The Chair shall be in charge of running the meeting.
2. All Selectboard members will be given adequate, reasonable and equal opportunity to express an opinion on every issue. The Chair will recognize each member, in turn, to give their opinion.
3. Meetings will begin on time and should not extend beyond 2.5 hours without an affirmative vote by the board.

Appendix C — Bylaws of the Selectboard of the Town of Wilton

Adopted initially on __/__/____ and as part of the Selectboard Roles and Responsibilities on __/__/____.

Section 1. Purpose and Scope

The purpose of these Bylaws is to establish reasonable rules of procedure for Selectboard (hereinafter referred to as the “Board”) meetings and to promote the fair, orderly and efficient conduct of the Board’s proceedings and affairs. These Bylaws shall govern the Board’s practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers; Duties

Officers of the Board shall consist of a Chair and a Vice Chair. These officers shall be chosen annually at the ~~first regular meeting in July of each year~~first regularly scheduled meeting following the annual Town Meeting by and from among Board members unless otherwise provided by law. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings and to take such other action as may be necessary and not inconsistent with these Bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chair also shall, together with the Town Manager, set the agenda for each meeting. In the absence of the Chair, the Vice Chair shall preside and shall have the same authority as the Chair. In the event of the absence at a scheduled meeting of both the Chair and the Vice-Chair, the Board members present shall elect a Chair Pro Tem from amongst those members present to conduct the meeting.

Section 3. Meetings

Regular meetings of the Board shall be held every 1st and 3rd Tuesday evening throughout the year or as rescheduled by a majority vote of the Board. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member and to representatives of the press at least four days in advance of the scheduled meeting, except in case of extraordinary circumstances when notice shall be given by the fastest and earliest means possible. Public notice of all Board meetings shall also be given to the general public in ample time to allow attendance and disseminated in a manner reasonably calculated to notify the public, as required by 1 M.R.S. §406.

Notice of all Board meetings shall be given as required by law and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board members being present.

The Town Manager or the Town Manager’s designee shall act as secretary at Board meetings. The duties of the secretary shall be to take minutes of Board meetings, maintain records of the Board, and at the Town Manager’s direction, prepare correspondence for the Board and perform other duties as are normally carried out by a secretary. The secretary shall keep a record of all resolutions, votes, transactions, correspondence, findings and conclusions of the Board. Minutes of Selectboard meetings will include a brief summary of each agenda item, as well as roll call vote on the issue. All records of the

Board shall be deemed public and may be inspected with reasonable notice during normal business hours.

Vacancies in the position of either the Chair or Vice-Chair positions shall immediately be filled by regular election procedures.

Section 4. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and location of the hearing and a general description of the subject matter.

The Board may receive any oral or documentary information but shall exclude irrelevant, immaterial or unduly repetitious information. Interested parties or individuals shall have the right to present information in any order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of a quorum membership present and voting unless otherwise provided by law.

No Board member may participate or vote on any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a Board member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. A Board member with a direct or indirect pecuniary interest shall publicly disclose the interest before any action is taken, shall abstain from voting and from otherwise attempting to influence the decision, and the disclosure and notice of abstention shall be recorded with the Town Clerk (30-A M.R.S. §2605).

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any video, tape recording, or transcript and deliberations along with any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Section 7. Conflict with Laws

Any conflict or inconsistency between these Bylaws and any applicable law shall be resolved in favor of the law.

Section 8. Waivers; Amendments

These Bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These Bylaws may be amended at any time in writing by majority vote of the Board.

Roles and Responsibilities of the Wilton Selectboard, adopted _____, _____.

Selectboard for the Town of Wilton:

Tiffany Maiuri, ~~Chair~~

~~Keith Swett, Vice Chair~~

Philip Hilton, ~~Member~~

David Leavitt, ~~Member~~

~~Tom Saviello, Member~~

Nancy Ligertwood Allen

Nathan Hiltz

Signed this _____ day of _____, _____.