TOWN OF WILTON
SELECTBOARD MEETING AGENDA

December 1, 2026 – 6:00 PM
Town Office Meeting Room
158 Weld Road, Wilton, ME 04294

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

SELECTBOARD AGENDA

1. Pledge of Allegiance
2. Minutes from the November 17, 2026 Selectboard Meeting
3. Public comment
4. Honoring Wilton Hometown Heroes – Shannon Smith
5. Adoption - Bylaws of the Wilton Selectboard
6. Events Coordinator Discussion – Consumed within Parks/Recreation Department under Director
7. Christmas Event & Tree Lighting Update – December 12, 2026
8. Upcoming Meetings:
   Selectboard Meeting – December 15, 2026 – 6:00 PM
9. Other
10. Manager's report
11. Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) – Attorney-Client Consultation
12. Possible action after executive session (if applicable)
13. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Labor Negotiations
14. Possible action after executive session (if applicable)
15. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Town Manager Evaluation

16. Possible action after executive session (if applicable)

17. Adjourn

TOWN OF WILTON

November 17, 2026

(6:00PM)

SELECTBOARD MINUTES

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

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

Item #1- Pledge of Allegiance

Item #2 – Minutes from the October 6, 2026 Selectboard Meeting

- Motion by Nancy, Second by David – To approve minutes
  Vote: 3-1
  Abstention (Tiffany)
  Motion by Nathan to table - withdrawn

Item #3 – Minutes from the October 20, 2026 Selectboard Meeting

- Motion by Tiffany, Second by Nancy – To approve minutes
  Vote: 3-0-1
  Abstention (Nathan)

Item #4 – Public Comment

- Keith Amato (Orchard Drive) – states he just received notice that the water will be turned off tomorrow due to repairs. He asks if more of a notice could have been given?
- Nancy Merrow – speaks as a member of FOWL, referencing the Fall newsletter and the updates provided. She thanks Rob Rogers for his work.
- Nicholas Georgen – speaks on Agenda Item #13 (K9 Proposal)
- Jeff Bombard – expresses a “Thank you” to the Selectboard and speaks on the Selectboard meetings.
- Maxine Brown – speaks on Maria's report at the last Selectboard Meeting in reference to a possible conflict of interest and that of a Selectboard Member. She further asks if the nature of the subject could now be provided? Additionally, she provides an update on the restoration of the Veteran's Cemetery stones and asks why the Town did not promote this project more?

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Item #5 – Greater Franklin Economic & Community Development – Joel Gilbert/Charlie Woodworth – DECD Funding Sponsor

- Joel Gilbert presents information on the Maine CDBG Grant
  - Maine CDBG Federal Grant, Special Projects Program- reviewed by Joel to potentially assist with the fire at Ambition Brewing. A handout was provided to the Selectboard Members for review. The Selectboard would have to vote and approve the application of the Grant.
  - David suggests further discussion at the next Selectboard Meeting

Item #6 – **Department Head Update – Sonny Dunham, Fire Chief**

- Chief Dunham provides a current Fire Department Update
  - The Fire Department currently has 18 full-time Firefighters
  - 10 members holding Hazmat certification
  - Call totals: 114 calls since July 1, 2026
  - 37 hours of training have been completed since July
  - The Department has responded to the school twice for lockdowns. Fire prevention drills have been facilitated at the school.

  Tiffany asks how the call totals compare to last year. Chief Dunham states that there is a 12% increase from last year.

Item #7 – Fire Department – Maine Municipal Association Risk Reduction Grant Approval

- Grant is for $3,000 for Fire Department back-up cameras

- Motion by Tiffany, Second by Nancy– To accept the 2026 Maine Municipal Association Property and Casualty Pool Risk Reduction Grant, application RR26-083, in the amount of $3,000 for Wilton Fire and Rescue and authorizes the Town Manager to execute the Grant documents to further authorize the purchase and installation of three (3) back-up cameras with 7in. monitors from fire apparatus, per Viking size USA, quote number 50207 in the amount of $3,204, with the $204 balance to be paid from the Wilton Fire Department Operating Budget
  Vote: 4-0 Unanimous

Item #8 – Franklin County - Invitation to a Facilitated Meeting on Regional Fire Collaboration

- Motion by Tiffany, Second by Nancy – For the Selectboard to send 1-2 representatives, along with the Town Manager and Fire Chief
  Vote: 3-1

Item #9 – Cannabis Renewal – Honey Comb Farm

- Motion by Tiffany, Second by Nancy – To renew the Cannabis License for Honey Comb Farm
  Vote: 4-0 Unanimous
  Licensing will expire in February with other licensing.

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Item #10 – **Finance Committee Application**

- Keith Swett

- Motion by Tiffany, Second by Nancy – To nominate Keith Swett for the Finance Committee
  Vote: 4-0 Unanimous

Item #11 – Conservation Commission Application Appointment

- Adam Cote

- Motion by Tiffany, Second by Nancy – To nominate Adam Cote for the Conservation Commission
  Vote: 4-0 Unanimous

Item #12 – Discussion & Review of ATV Ordinance – Next Steps

The Selectboard discusses the next steps regarding the ATV Ordinance and if there will be a Special Town Meeting or wait until the Annual Town Meeting

- Motion by Nancy, Second by David – To hold a Special Town Meeting to review the All-terrain Vehicle Access Route Ordinance, sometime in the Spring of 2027 before the season opens, in April (date to-be determined)
  Vote: 3-1

- Motion by Nathan, Second by Nancy – To table
  Vote: 2-2 Motion Fails

Item #13 – Police Department – K9 Proposal Discussion and possible action

- Chief Kyes presents the K9 Donation Proposal
  - There are Grants available in Maine, with funding up to $33,000 and can apply to supplement the costs
  - The K9 would be used for tracking, article detection, and narcotics. Detention would not be included for the Wilton Police Department. He states that a K9 can be trained in two different disciplines.

  - Motion by Tiffany, Second by Nathan – To accept the donation of the police K9 from Pine State Shepards, per the donation dated September 24, 2026 and authorize the Town Manager to sign the acknowledgement and acceptance of the donation on behalf of the Town and further approve the establishment of the Wilton Police Department K9 program as outlined in police department K9 program proposal at a projected three (3) year cost of $60,687.15 with future costs subject to appropriation through the annual budget process and with a written K9 policy in place before the K9 is deployed
    Vote: 1-3 Motion fails.

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Item #14 – Hometown Heroes Donation from Tractor Supply – Police Department

- Motion by Tiffany, Second by Nancy – To accept $250 on behalf of the Town, a local donation of $250 from Tractor Supply Company through the Hometown Heroes Campaign to the local police department, and to authorize funds to be deposited in the police department donation account
  Vote: 4-0 Unanimous

Item #15 – Nonattest Accounting Services – Discussion & Possible Action

- Maria speaks on the recommendation of utilizing Nonattest Accounting Services

- Motion by Tiffany, Second by Nancy – To approve the engagement of RHR Smith & Company, CPA to provide nonattest consulting services for the fiscal year 2025, bank reconciliation and audit readiness for the fiscal year ending on June 30, 2025 at the rate of $200/hour, not to exceed $20,000, for the engagement letter, dated November 10, 2026 and to authorize the Town Manager to sign the engagement on behalf of the Town
  Vote: 4-0 Unanimous

- Motion by Nathan, Second by Nancy - To amend original Motion; To approve at this Selectboard Meeting, as is an emergency
  Vote: 4-0 Unanimous

Item #16 – Upcoming Meetings

- Selectboard Meeting – December 1, 2026 – 6:00pm

Item #17 – Other

- Nancy- Fire Committee will be meeting on November 23rd and December 7th, at 5:30pm
- Nathan – publicly requests budget documents

Item #18 – Manager's Report

- Maria reviews the current Manager's Report (See attached)

Item #19 – Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Labor Negotiations

- Motion by David, Second by Tiffany – To move into Executive Session
  Vote: 3-1
  In-Session: 8:13pm
  Out of Session: 8:17pm

- Nancy inquires with Nathan Hiltz if a signature is going to be completed on a document. David requests this be added to the minutes.

Item #20 – Possible action after executive session (if applicable)

- No action

Item #21 – Adjourn

- Motion by Tiffany, Second by Nancy – To adjourn

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Vote: 4-0 Unanimous

Respectfully submitted by Aaren E. Wilcox, Town Clerk

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Outlook

Re: Hometown Hero's

From Shannon Smith <scsmith.wbbf@gmail.com>
Date Tue 11/24/2026 4:03 PM
To Maria Greeley <townmanager@wiltonmaine.gov>; Shannon Smith <scsmith.wbbf@gmail.com>

1 attachment (3 MB)
Banner Wilton.png;

On Tue, Nov 24, 2026 at 3:33 PM Shannon Smith <scsmith.wbbf@gmail.com> wrote:

> Dear Maira and Members of the Select Board,
>
> I am writing to request a spot on the agenda for the upcoming Select Board meeting on December 1st, 2026.
>
> I would like to present a proposal regarding the Hometown Heroes banner program. This initiative allows local families to purchase banners honoring their loved ones who are serving or have served in the Armed Forces.
>
> Specifically, I am asking the town to assist by installing, removing, and storing the banners annually each May. Should the program ever conclude, the banners would be returned to their respective sponsors or families.
>
> If approved by Wilton, I will be partnering with the Farmington American Legion, which will allow us to secure a lower price on the banners. New Sharon has also joined this effort.
>
> Thank you for your time and consideration.
> Sincerely,
> Shannon Smith


NORTHVALE SENIOR
ACTIVITY CENTER
NORTHVALE
COMMUNITY CENTER
126
TOWN OF NORTHVALE
HOMETOWN HERO
Alfred Brondi
Army WWII
The Brondi Family

TOWN OF WILTON, MAINE

Bylaws of the Wilton Selectboard

Revised Draft — Recommended Revisions Shown as Tracked Changes

Revised ~~September 30, 2026, in preparation for the October 13, 2026 Selectboard workshop~~following the October 13, 2026 and November 10, 2026 Selectboard workshops ~~on this topic~~

Commented [MG1]: Updated by Maria Greeley. Revision line now reads "Revised following the October 13, 2026 and November 10, 2026 Selectboard workshops"; "on this topic" removed.

Article I. Purpose and Authority

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 are delegated to others (typically the Town Manager), the ultimate responsibility remains with the Selectboard.

These Bylaws are adopted by the Selectboard under its authority to regulate its own proceedings, consistent with the Town's home rule powers (Me. Const. art. VIII, pt. 2, §1; 30-A M.R.S. §3001) and the Town Manager Plan (30-A M.R.S. §§2631–2637). They bind the Selectboard and each of its members, are not an ordinance, and yield to any conflicting provision of State or Federal law. Questions of procedure not addressed by these Bylaws are governed by the current edition of Robert's Rules of Order Newly Revised. In these Bylaws "Board" means the Selectboard, and "Chair" includes the Vice Chair or other member presiding in the Chair's absence.

Article II. Membership and Election

Wilton's Selectboard is composed of 5 members, each elected by public vote of town residents. Each member must be 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).

Terms and Vacancies

Each Selectboard member is elected for a 3-year term, whose term begins immediately after taking the oath of office following an election. 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

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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)).

Article III. Roles and Responsibilities

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 has authority to act outside of official sessions of the Selectboard. The Selectboard deals with the administrative services of the Town solely through the Town Manager and shall not give orders, publicly or privately, to any employee under the Town Manager's supervision (30-A M.R.S. §2635).

Among its specific duties and responsibilities, the Selectboard:

1. Acts as a governing body and oversees the Town Manager, who in turn manages department heads, employees, and the Town's day-to-day business.
2. Prepares, with the assistance of a Budget Committee and the Town Manager, an annual budget, and presents the budget in Warrant Articles at Town meeting.
3. Develops, reviews, and modifies policies as deemed necessary for town business, including the function of the Selectboard itself.
4. Attends 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. Establishes ad-hoc committees, standing boards, and commissions, and approves the appointment of all members to these boards and commissions.
6. Acts as a quasi-judicial body when and as required by Maine statutes.

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 Chair is elected at the first regularly scheduled meeting following the annual Town Meeting for the term of one year and until a successor is elected, unless the Chair wishes to resign, and/or can no longer fill the position because of illness or unforeseen circumstances, in which case the Vice Chair fills 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 that meeting, ~~the Board shall continue balloting until a Chair is elected; until a Chair is chosen, the Vice Chair, or in the Vice Chair's absence the most senior member present, shall preside.~~the Town Clerk shall choose a Chair by lot (30-A M.R.S. §2526(4)(D)(1)).

Commented [MG2]: Updated by Maria Greeley. 10/13 workshop: add back the Town Clerk choosing the Chair by lot, citing the 30-A §2526 subsection. Subsection 4(D)(1) provides that when no member receives a majority vote, the clerk determines the chair by lot.

Term of office. The offices of Chair and Vice Chair become vacant only upon the officer's resignation from the office, the officer ceasing to be a member of the Board, or a determination by majority vote of the full Board, taken in public session, that the officer can no longer fill the position as described above. There is no other procedure for removing an officer during the term.

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Since term-limits relating to Selectboards appear permissible only through a Town Charter, it is strongly recommended that the Chair 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 assumes 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 conducts all meetings and workshops of the Selectboard.
2. The Chair, working with the Town Manager, prepares an agenda for each Selectboard meeting.
3. The Chair ~~and Vice Chair~~ routinely meets with the Town Manager to ensure that they stay current with town issues.
4. The Chair signs the weekly payroll warrant. If the Chair is unavailable, the Vice Chair signs; if both are unavailable, another member designated in advance by the Chair (or, if the Chair cannot be reached, by the Vice Chair) signs. If no designee can be reached, the warrant is signed by a majority of the Board. These designations are made in the written policy required by 30-A M.R.S. §5603(2)(A)(1), filed with the Town Clerk and Treasurer and renewed annually by vote of the Board at its first regular meeting after the annual Town Meeting, when officers are elected; all other warrants require the vote and signatures of a majority of the Board. Members sign warrants and other documents at the Town Office at the time and in the manner the Town Manager designates.
5. The Chair presides at all meetings, maintains order and decorum among the members and the public, and decides all questions of order and procedure. The Chair's decisions on recognition of speakers, order and the conduct of a meeting are final unless overturned on appeal under Article V.

Commented [MG3]: Updated by Maria Greeley. 10/13 workshop: remove Vice Chair (pg. 3, item 3).

Commented [MG4]: Comment added by Maria Greeley. 10/13 workshop: follow up on the disbursement warrant policy. Is it current? No text change made pending that follow-up.

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 no later than the 120th day after assuming the duties of office, upon each election or re-election (1 M.R.S. §412, as amended by P.L. 2025, c. 187; the written certification of completion, identifying the training and the date completed, is filed with the Town Clerk).

Selectboard members may require access to recorded or historical information in order to conduct official town business, except when access is restricted by law. Individual members may ask where

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existing records or information can be found. Any request that would require the Town Manager or other town employees to research, retrieve, compile, summarize, or create materials should be presented to the Selectboard for consideration as a whole. No individual member should establish a priority or deadline for such work unless authorized by the Selectboard.

Commented [MG5]: For consideration: strike this sentence. Phil Hilton raised this after rereading the draft and asked that the Board consider striking it before the Bylaws are adopted.

Supervision of the Town Manager shall be exercised by the Selectboard as a whole. Unless specifically authorized by the Selectboard, individual members shall not direct, supervise, or assign work to the Town Manager or any other town employee. The Selectboard should foster a safe, respectful, and productive working environment in which the Town Manager is empowered to exercise professional judgment, carry out established priorities, and succeed in the role. Any direction or performance-related feedback should be timely, specific, actionable, and provided by the Selectboard as a whole and in executive session. Selectboard members should seek to be constructive partners to the Town Manager, supporting the effective administration of town business while respecting the time and responsibilities of the position.

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 asks 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.

Conduct of Members Outside Meetings

The Selectboard uses the following norms/rules in conducting its business between meetings:

1. 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.
2. Selectboard members should use prudence to avoid discussing Town business whenever 3 or more members are present outside of a duly posted public forum.
3. 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, in turn, distributes 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.

Commented [MG6]: Comment added by Maria Greeley. 10/13 workshop: communication between Selectboard members is subject to a FOAA request. This sentence already says so; no text change made.

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4. Members request information, and arrange any meeting with a department head or employee, through or with notice to the Town Manager, who coordinates staff schedules and priorities; email is the preferred way to ask questions so they reach the right person. Members do not direct staff or interrupt staff in the course of their work (30-A M.R.S. §2635).
5. 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 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. A remote participation policy adopted by the Selectboard applies to every other board and committee of the Town unless the Selectboard authorizes a body to adopt its own (1 M.R.S. §403-B(2-A)(B)).

Article IV. Conduct and Decorum of Members

The Wilton Selectboard members agree that:

1. We treat each other and the public with respect.
2. We do 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 provide a reasonable opportunity for public comment at every regular meeting, as required by 30-A M.R.S. §2608 and Article V, and encourage public participation that enhances the decision-making process.

Order and decorum at meetings:

1. The Chair shall be in charge of running the meeting. The Chair's rulings on order, recognition of speakers and the conduct of the meeting stand unless overturned on appeal under Article V.
2. All Selectboard members are given adequate, reasonable and equal opportunity to express an opinion on every issue. The Chair recognizes each member, in turn, to give their opinion.
3. Meetings begin on time and should adjourn within 2.5 hours (by 8:30 p.m. for a 6:00 p.m. meeting) unless extended by an affirmative vote of a majority of the members present, taken before the limit is reached.
4. Members ~~occupy the seats assigned by the Chair, do not change seats or move~~do not move furniture, microphones or nameplates, and remain at the table while the Board is in session. A member who must step away briefly tells the Chair, who may declare a short recess before a

Commented [MG7]: Updated by Maria Greeley. 10/13 workshop: strike out seating location assigned by the Chair (strike-out recommended).

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vote. A member who is out of the room when a vote is taken is recorded as absent for that vote and does not count toward the quorum while absent.

5. Members speak only when recognized by the Chair, confine their remarks to the question before the Board, do not interrupt another speaker, and do not engage in personal attacks or side conversations.

6. If a member breaches order, the Chair calls the member to order by name and the member immediately ceases the conduct and, if speaking, yields the floor. If the conduct continues, the Chair may declare a recess of up to fifteen minutes and direct that the conduct be noted in the minutes~~, and the Board may, at that meeting or the next, vote to censure the member after the member has had an opportunity to be heard. Censure is a formal expression of disapproval entered in the minutes; it does not affect the member's right to attend, participate or vote, and these~~. These rules are applied to every member equally.

7. Members participate in meetings from the Board table as members of the Board, not from ~~the podium~~other areas of the room during public comment. A member may raise any matter by placing it on the agenda under Article V. A member who has recused from a matter because of a personal or financial interest may address the Board on that matter as any member of the public may.

Commented [MG8]: Updated by Maria Greeley. 11/10 workshop (censure discussion, NH): recommended removing censure from pg. 8 and pg. 14. This is the pg. 8 instance.

Commented [MG9]: Updated by Maria Greeley. 10/13 workshop: replace "the podium" with "other areas." See also the 11/10 change under Public Comment.

Article V. Meetings and Procedure

Presiding Officer and Quorum

Officers of the Board shall consist of a Chair and a Vice Chair. These officers shall be chosen annually at the 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 member present with the longest uninterrupted service calls the meeting to order and the members present elect a Chair Pro Tem, who has every power of the Chair for that meeting. The Chair may make and second motions and votes on every question; a Chair who wishes to advocate at length on a question should turn the chair over to the Vice Chair until the question is disposed of.

Quorum. A majority of the full Board (three members) is a quorum. A member participating by remote methods under an adopted policy counts toward the quorum (1 M.R.S. §403-B(2)(F)). If a quorum is not present within thirty minutes of the posted starting time, the members present may only adjourn to a date, time and place certain.

Regular and Special Meetings

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Regular meetings of the Board shall be held every 1st and 3rd Tuesday evening at 6:00 p.m. in the Town Office Meeting Room, 158 Weld Road, Wilton, or at another location stated in the posted notice, 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 twenty-four (24) hours, whenever possible, 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. Only the business stated in the notice may be transacted at a special meeting. A special meeting may be called by the Chair, shall be called by the Chair within seven (7) days of a written request of a majority of the members, and may be called by the Vice Chair if the Chair cannot be reached. Any gathering of three or more members at which Town business is discussed is a meeting subject to the Freedom of Access Act, and members shall not deliberate by serial conversations, email or text message.

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 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.

Order of business. The order of business at regular meetings is as follows; the Board may take items out of order with the consent of the Chair or by majority vote:

1. Call to order and Pledge of Allegiance.
2. Approval of minutes.
3. Public comment.
4. Public hearings, if any.
5. Unfinished business.
6. New business, including department reports, licenses and appointments; before the Board votes on any item the Chair provides an opportunity for public comment on it.
7. Upcoming meetings.
8. Other business (no final action on an unposted item unless a majority finds it cannot wait for the next posted meeting).

Commented [MG10]: Updated by Maria Greeley. 10/13 workshop: Order of Business, struck "on items not on the agenda" from this item. Made without a redline so the list numbers display correctly.

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9. Town Manager's report.
10. Executive session, if any, and any action following it.
11. Adjournment.

Remote participation. Members and the public may participate by telephone or video only under a written remote participation policy adopted by the Board after notice and hearing under 1 M.R.S. §403-B, or under the emergency procedure in that section. Whenever a member participates remotely, the public must be able to attend both remotely and in person, and every vote must be taken by roll call. Meetings may never be conducted by email, text message or chat, and Town Meeting may not be held remotely.

Executive Sessions

The Board may enter executive session only for a purpose permitted by 1 M.R.S. §405(6) or another statute (see Appendix B), and only on a motion made in public session that states the precise nature of the business and cites the authority, in the form "Motion to enter executive session pursuant to 1 M.R.S. §405(6)(__) to discuss _____," carried by a public, recorded vote of at least three-fifths (3/5) of the members present and voting. Only the matter stated in the motion may be discussed. ~~The Chair determines, consistent with the statute, who other than the members attends.~~The Chair, consistent with the statute, determines who may attend in addition to the members.

Commented [MG11]: Updated by Maria Greeley. 11/10 workshop (pg. 12, Executive Session): "The Chair, consistent with statute, determines who can attend in addition to the members."

No ordinance, order, contract, appointment or other official action may be finally approved in executive session (1 M.R.S. §405(2)); any action is taken by vote in public session after the Board reconvenes. The minutes record the motion, the citation, the vote, the times the Board entered and returned, and any action taken afterward, but not the deliberations. Matters discussed in executive session are held in confidence by every person in attendance and are not disclosed except as the Board votes in public session to disclose or as the law requires; disclosure is grounds for censure under Article VI.

Public Comment

State law requires a reasonable opportunity for public comment on matters addressed by the Board at every regular meeting, and allows the Board to set reasonable time limits and conduct standards (30-A M.R.S. §2608, effective September 24, 2025). Each regular meeting includes a public comment period near the beginning, on any matter within the Board's jurisdiction, and before the Board votes on any item of business the Chair asks whether any member of the public wishes to comment on it.

Each speaker is limited to three (3) minutes per comment period and speaks once on each matter, and no comment period exceeds thirty (30) minutes, unless the Chair with the consent of the Board extends the time. Speakers state their name and whether they are a Wilton resident or taxpayer, address the Board through the Chair, and speak to matters within the Board's jurisdiction. The Board listens and may ask clarifying questions but does not debate or act during public comment; a matter needing action is referred to the Town Manager or placed on a future agenda. A member of the Board may speak during public comment but remains in the member's seat at the Board table.

Commented [MG12]: Updated by Maria Greeley. 11/10 workshop (pg. 12, Public Comment): the Town Manager stated Selectboard members can speak during public comment but are required to stay in their Selectboard seat.

Conduct standards apply to every speaker regardless of viewpoint. The Chair may decline to recognize, or may interrupt and direct to conclude, a speaker who exceeds the time limit, is repetitious, addresses

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a matter outside the Board's jurisdiction, or whose conduct (as distinct from the content of the speaker's views) disrupts the meeting, including by threats, personal abuse or refusal to yield the floor. Complaints about an individual employee that seek personnel action are submitted in writing to the Town Manager. A person who continues to disrupt a meeting after a warning may be removed on the Chair's order.

Agenda and Workshops

The Chair, working with the Town Manager, prepares the agenda. A member submits an agenda item, with supporting material, to the Town Manager by 12:00 noon on the Wednesday before the meeting; an item requested by two or more members is placed on the agenda. The agenda and packet are posted at the Town Office and on the Town website by the Friday before the meeting. A late item may be added if the Chair and Town Manager agree it cannot reasonably wait. A member of the public may request an agenda item in writing through the Town Manager; the Chair and Town Manager decide, and the requester is notified.

The Chair may schedule workshops to receive information or refine future agenda items. Workshops are noticed as special meetings; the public attends but does not participate in the Board's discussion, and before adjourning the Board allows public questions through the Chair. No formal vote is taken at a workshop and no member commits to another on a future vote; a non-binding straw poll to guide staff is permitted.

Public 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. The Chair opens each hearing by stating its purpose and procedure; formal rules of evidence do not apply. In a proceeding that decides the rights of particular parties, each party may present rebuttal and question other parties through the Chair, and a member who missed a hearing may not vote unless the member has reviewed the full record and so states on the record.

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

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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.

Abstentions are ~~limited to conflicts of interest and other disqualifications~~for cause, such as a conflict of interest or other disqualification, stated before the vote. A member present and not disqualified who declines to vote is recorded as abstaining; an abstention is not a vote for or against, and a tie defeats the motion.

Votes are by show of hands or roll call, and the minutes record each member's vote on any roll call, any vote taken while a member participates remotely, and any vote that is not unanimous. A vote may be reconsidered only on the motion of a member who voted on the prevailing side, at the same or the next regular meeting. Any member may appeal a ruling of the Chair; if seconded, the Chair puts the question "Shall the ruling of the Chair be sustained?" without debate, and the ruling stands unless a majority of the members present vote to overrule it.

Commented [MG13]: Updated by Maria Greeley. 11/10 workshop (Voting): abstentions are for a cause. Please confirm this wording matches the Board's intent.

Commented [MG14]: Updated by Maria Greeley. 11/10 workshop (Voting): new paragraph at "Votes are by show of hands."

Decisions and Records

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.

Minutes. The Town Clerk, or other staff designated by the Town Manager, keeps the minutes, which are the official record; recordings by the Town or Mt. Blue TV are supplemental. The minutes record the date, time and place; the members present and absent and any remote participation; every motion and vote, by member as provided above; each executive session with its citation and times; and the time of adjournment. Draft minutes are posted, marked unapproved, before the next regular meeting. Records of the Board are public unless an exception in 1 M.R.S. §402(3) applies, and records requests are handled through the Town's Public Access Officer (1 M.R.S. §413).

Signing documents outside a meeting. When the Board has voted in public session to approve a warrant, contract or other document and the record so reflects, members may sign it individually at the Town Office without another meeting; signing is ministerial, and no deliberation or new action occurs.

Committees and liaisons. No member of the Board serves as a voting member of the Board of Appeals (30-A M.R.S. §2691(2)(B)) or of any body whose decisions are reviewed by or appealed to the Board. Liaisons to Town committees are appointed by the Board at the first regular meeting after the annual Town Meeting; a liaison attends, reports to the Board, and, unless the Board provides otherwise, does not vote on the committee or speak for the Board. Committee actions are recommendations and are placed before the Board as motions without need of a second.

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Statements, correspondence and information requests. Statements issued in the name of the Board are approved in advance by vote of the Board; the Chair may sign routine correspondence carrying out a decision already made. Correspondence to the Board is distributed to all members by the Town Manager and noted at the next regular meeting, and is a public record from the time it is received. Members use their Town email accounts for Board business. A member's request for information that the Town Manager or Chair finds would require unreasonable staff time may be placed on the agenda for a Board decision.

Article VI. Enforcement~~, Conflict with Laws~~ and Amendments

Enforcement. These Bylaws are enforced by the Chair through rulings on points of order, subject to appeal under Article V. A member who violates these Bylaws, the Freedom of Access Act or the conflict of interest law may, after notice and an opportunity to be heard, be ~~censured by majority vote of the full Board in public session and removed~~removed by majority vote of the full Board in public session from any liaison or committee assignment. The Board has no authority to remove an elected member from the Board; that is reserved to the voters by recall under 30-A M.R.S. §2505 or a recall ordinance adopted under it.

~~**Conflict with Laws**~~

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

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, and no provision that restates a requirement of State or Federal law may be waived. These Bylaws may be amended at any time in writing by majority vote of the Board, and shall be reviewed at least once every three years and whenever the Legislature amends a statute cited in them.

Bylaws of the Wilton Selectboard, adopted _____, _____.

Selectboard for the Town of Wilton:

_____ Tiffany Maiuri

_____ Philip Hilton

_____ David Leavitt

_____ Nancy Ligertwood Allen

_____ Nathan Hiltz

Signed this _____ day of _____, _____.

Commented [MG15]: Updated by Maria Greeley. Article VI title conformed to the removal of the Conflict with Laws section (11/10 workshop).

Commented [MG16]: Updated by Maria Greeley. 11/10 workshop (censure discussion, NH): recommended removing censure from pg. 8 and pg. 14. This is the pg. 14 instance.

Commented [MG17]: Updated by Maria Greeley. 11/10 workshop: pg. 15, strike out Section 7, Conflict with Laws, the entire section. (Article I still states that the Bylaws yield to any conflicting State or Federal law.)

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Appendix A — Orientation of New Selectboard Members

After Election

- Take oath of office from Town Clerk.
- Complete a Form W-4 (tax withholding) and Form I-9 (employment eligibility) at the Town Office.
- Complete the Freedom of Access Act training required by 1 M.R.S. §412 (free at maine.gov/foaa) within 120 days of assuming office and file the written certification of completion with the Town Clerk.

Helpful to know before your first meeting (not required)

- These Bylaws~~, especially Article IV (decorum) and Article V (public comment, executive session and voting)~~.
- Executive sessions law and procedures (Appendix B).
- 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~~.gov.
- Arrange a tour, through the Town Manager, to visit each Department and Town Facility.

Commented [MG18]: Updated by Maria Greeley. 11/10 workshop: pg. 16, strike out after "These Bylaws."

Commented [MG19]: Updated by Maria Greeley. 11/10 workshop: replace .org with .gov. The Town website is now wiltonmaine.gov.

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Appendix B — Executive Session Reference

Motion form: "I move that the Board enter executive session pursuant to 1 M.R.S. §405(6)(__) to discuss _____." Requires a public, recorded vote of at least 3/5 of the members present and voting. Only the stated matter may be discussed; no final action may be taken in executive session; the minutes record the motion, citation, vote and times only. Permitted purposes and citations:

- §405(6)(A) — Personnel: employment, appointment, duties, compensation, evaluation, discipline, resignation or dismissal of an official, appointee or employee, or investigation of a complaint against a person. Only if public discussion could damage the person's reputation or privacy; the person may attend and may demand an open session; a complainant may attend. Not for budget discussions.
- §405(6)(C) — Real property and economic development: condition, acquisition, use or disposition of property, only if premature disclosure would prejudice the Town's competitive or bargaining position.
- §405(6)(D) — Labor contracts and negotiations; the parties must be named in the motion.
- §405(6)(E) — Consultation with the Town's attorney on the Town's legal rights and duties, pending or contemplated litigation, and settlement offers.
- §405(6)(F) — Records made confidential by statute, such as General Assistance records (22 M.R.S. §4306).
- §405(6)(G) — Content of licensing or employment examinations.
- §405(6)(H) — Consultation with the Code Enforcement Officer on an enforcement matter pending in District Court.
- 36 M.R.S. §841(2)(E) — Applications for abatement of taxes for infirmity or poverty: hearings and proceedings must be held in executive session; the application and decision are confidential.

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Dear Select Board Members and Town Manager,

Being involved in Wilton's events, programs, and community projects over the last few years has shown me what a special place this is. I grew up here, my family has chosen to settle here, and I want to help this community keep growing. That's why I'm writing to share an idea about the Events Coordinator position.

I have given this a lot of thought, and I believe the responsibilities currently assigned to the Events Coordinator position can be successfully absorbed by the Parks and Recreation Director and the Recreation Department. Much of the work already overlaps with what we do every day. With the help of support staff, volunteers, committee members, and community partners, I am confident we can continue delivering successful events like Trunk or Treat, the Christmas event, and the Blueberry Festival.

I would like the Select Board to consider eliminating the Events Coordinator position. I'd like for the salary funds currently allocated for that position to be reallocated to the Recreation Department to support staffing and programming needs. To be clear, I am not seeking an increase in my own salary or compensation.

Those funds would be used to add program coordinators, increase seasonal staff, and cover other needs that will help us expand services and opportunities for the community. Rather than dedicating them to a single position, I believe they could have a greater impact by strengthening our ability to deliver programs, support community events, and respond to the growing needs of residents throughout the year.

I love this community, and I want to see our events thrive while we also build more events and recreation opportunities for kids, families, and seniors. Bringing these responsibilities together would help us do both, and it would let us put the Town's resources directly into the things residents see and feel year-round.

At the heart of this, my goal is not to do less. It's to do more.

Thank you for taking the time to read this and for all you do for Wilton.

Respectfully,

Jordan Schanck
Parks & Recreation Director