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OFFICE OF THE SELECTBOARD



Meeting Minutes

DATE: December 22, 2025

TIME: 6:00 P.M.

MINUTES APPROVED ON JANUARY 12, 2026

PRESENT: Selectboard Chair Jason Dow, Selectperson Paul Flynn, Administrative Assistant Diane Manter, Treasurer/Clerk Jeanie Doore, School Building Committee Member Mike Gardner

PUBLIC PRESENT: Jason Marks

- 1) Call to Order and establish quorum – 6:00 pm by Jason Dow
- 2) Pledge of Allegiance
- 3) To consider approving the minutes of the 11.24.2025 and 12.8.25 meeting
 - a) 11.24.2025 Minutes MOTION to accept amended minutes made by Paul Flynn. 2nd by Jason Dow. VOTE 2-0 **MOTION PASSED**
 - b) 12.8.2025 Minutes MOTION to accept the minutes made by Jason Dow. 2nd by Paul Flynn. VOTE 2-0 **MOTION PASSED**
- 4) Adjustments to Agenda - NONE
- 5) New Business:
 - a) Selectboard resignation – Resignation letter from Selectperson Amber Whittaker was presented. MOTION to accept the resignation of Selectperson Amber Whittaker was made by Paul Flynn. 2nd by Jason Dow VOTE 2-0 **MOTION PASSED**
It was noted that the Town Clerk has received a signed copy of the letter.
 - b) Special Election Warrant / Notice of Shortened Nomination Process. There was much discussion regarding elections, timelines, and change of the fiscal year. MOTION to table the change of the fiscal year was made by Paul Flynn. 2nd by Jason Dow. VOTE 2-0 **MOTION PASSED**. MOTION to have town elections at the earliest possible date that meets the 100 day election timeline was made by Paul Flynn. 2nd by Jason Dow VOTE 2-0 **MOTION PASSED** Jeanie Doore noted that the election date would be April 8, 2026. Nomination papers will be available December 29, 2025, due on 2/9/2026 and absentee ballots available on 3/9/26

- c) Town Meeting date – third Saturday of March – March 21, 2026
- d) Budget Committee – A 12 month budget (2/1/26-1/31/27) will be compiled. Diane will contact the Budget Committee chairperson, Bev Bradstreet
- e) Review of letter / notice regarding FY change – N/A

6) Old Business:

- a) Cemetery Ordinance amendment – Board made aware that there will have to be a public hearing for this in order for it to appear on the Town Meeting warrant.
- b) Appointments by Selectboard needed for Appeals Board (3yr) - None

7) Department Updates: (Listed are Departments/Committees asked to appear or submit a report for the Board)

- a) School Board - None
- b) School Building Committee – Mike Gardner appeared and reviewed the invoice/payment for Siemens and stated that the heat is fixed. There was discussion regarding the building over the fuel tank.
- c) Transmission Line Committee - None
- d) Road Commissioner – Matt Vielleux was not able to attend due to a personnel family matter. Jason Dow reported that culverts have been moved from Matt Lee’s residence to the Sand Shed.
- e) Other – Jeanie Doore reported that the Tree Lighting / Santa Claus event, put on by the Events & Recreation Committee was very well attended with approximately 45-50 children and their families.
- f) Administrative Assistant (Selectboard)

8) Public Comments

- Mike Gardner asked about the LRAP funds, what they were being used for and if there is a specific item they are to be used for as per the State. Jeanie stated that historically these funds have been used for dirt road maintenance and repair. The following information is on the State’s website.
 - As of Spring 2025, DOT recommendations to the Legislature resulted in rate changes such as 1) including all local roads inside urban compact areas, 2) including all rural state aid roads whether major or minor collectors, and 3) allowing all funds to be used for maintenance (in addition to only capital improvements)

Rural Town rates (as of Spring 2025)

- a) \$600 per lane-mile for town ways
- b) \$600 per lane-mile for state aid collectors
- c) \$300 per lane-mile for seasonal town ways

LRAP FUNDS RECEIVED

Fiscal Year	Amount
2026	\$ 68,296.00
2025	\$ 62,180.00

2024	\$ 61,396.00
2023	\$ 53,240.00
2022	\$ 53,532.00
2021	\$ 49,556.00
2020	\$ 53,036.00
2019	\$ 51,792.00
2018	\$ 52,248.00
2017	\$ 51,424.00

Jeanie Doore stated that she spoke with the DOT/Bridge regarding the Puddledock Bridge. She was told that the contractor is on winter shut down.

- Jason Marks regarding Robbins Road. Paul Flynn stated that he will volunteer to help the new Selectboard with research and clarification of this road and all other discontinued roads in Albion, but that it will take some time.

9) Sign the weekly disbursement warrants.

10) Executive Session (if necessary) None

11) Adjourn – The meeting was adjourned at 8:00 pm