

## SELECTMEN'S MEETING

June 25, 2019

5:00pm

**Election of Chair** - Selectmen Stacey-Horn made a motion to elect Ed Walsh as Chair; seconded by Selectmen David Winchell. No discussion. Two in favor; 1 abstention.

### 1. APPROVAL OF AGENDA:

Selectmen Stacey-Horn made a motion to approve the agenda as written; seconded by Selectmen Winchell. No discussion. All in favor.

### 2. MINUTES OF LAST MEETING:

Selectmen Stacey-Horn made a motion to approve the minutes of June 11, 2019; seconded by Selectmen Ed Walsh. No discussion. All in favor.

### 3. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES:

None

### 4. OLD BUSINESS:

#### A. Recreational Committee – Lights

The Town Administrator updated the Board that the holes have been set and the work will be reviewed over the weekend by the electrician and Mr. Langley. Committee is still looking to expend before the end of the fiscal year. Mr. Langley approached the Board to confirmed that the work will be done on July 8<sup>th</sup>. Everyone has been tied down to the quote; checks will be held until work is done.

#### B. Tree Work behind Town Hall

Mr. Langley spoke with Mrs. Wood to confirm property lines; plans on meeting with Mrs. Joan Wood, Town Administrator and himself to go over the work to be done to get a fire break on the back bank. There is no budget; the Board may or may not move forward with the work depending on the fees.

#### C. Fire-Rescue Commission

The Town Administrator reported that an election was held to choose 3 fire members for the Fire-Rescue Commission. The top 3 choices were James Bond, Sharon Jackson, and Wayne Ham. There was a tie for the 3<sup>rd</sup> slot, however due to a relation to a candidate which causes a conflict of interest the other member was disqualified.

#### D. Penny's Rubbish – Tabled until application is completed.

### 5. NEW BUSINESS:

#### A. Brenda Charland

Ken Paul approached the Board to find out what discussion happened (if any) at the June 11<sup>th</sup> Selectmen's workshop between the Town Administrator and the Selectmen. A member of the public that was in attendance of that meeting told Mr. Paul that the Town Administrator had requested some disciplinary action to happen with one of the Code Enforcement staff members and possibly the removal of some Planning Board Members. Without minutes of those meetings or video, Mr. Paul was not sure what the discussion was so Mr. Paul was just trying to clarify what discussion, if any, happened.

The Town Administrator indicated that there were no such discussions regarding any discipline actions or discussions of removing any planning board members. The Town Administrator stated what happened from when Selectmen Miller first spoke to her regarding comments made about staff downstairs, to when and how she brought it to the full Board in the prior weeks workshop.

Brenda Charland shared her concerns with the Board and asked them to put in writing a statement of what happened or didn't happen during the workshop. She also indicated that she wanted an opinion from MMA as to whether or not minutes have to be taken during workshops. The Board agreed to get said opinion.

The Town Administrator also requested that Elise Miller be brought into this, as Mrs. Miller brought these concerns and statements to her originally.

After a continued lengthily discussion, Brenda Charland requested an executive session to be scheduled. Chair Walsh indicated that would be done.

#### B. Meeting Schedule

Selectmen Winchell informed the Board that he spoke with staff and determined that Wednesday afternoons are a good time to the sign the Warrants and meet Wednesday at 6:30 pm; workshop would be 5:30 – 6:30 pm. Treasurer needs payroll signed on Tuesday to make payroll dates. Town Administrator suggested that she can hand bring all her workshop stuff and just turn it all into the meeting. That way the Board would not have to come in at 5:30 pm (as long as the Board comes in early enough to sign the Warrants). Meeting will be a bit longer, but every thing can be on there as well for minutes. Instead of taking 2 sets of minutes it will be only 1 set as the meeting is recorded. There is nothing to hide in the workshop and there is generally more people at the workshop than out at the Selectmen meeting. Idea of workshop is to catch the Board up on what occurred over the past week and no decisions are made in workshop – essentially review all emails and everything going on. The Board decided to readjust and do everything during the Selectmen's meeting in the Town Hall. The new schedule will start July 10, 2019 with meetings starting at 6 pm and including workshop items.

#### C. Liaisons

The Board decided the following department liaisons:

- Selectmen Ed Walsh
  - Town Hall
  - Warrant & Finance
  - School Department
- Selectmen Stacey-Horn
  - Land Use Department
  - Road Committee
  - Recreational Department
- Selectmen David Winchell
  - Transfer Station
  - Fire Department
  - Conservation/Forest Committee and Cemetery

Purpose of liaison is to be the first point of contact should an issue or emergency arise. The liaison will then bring these concerns and/or issues to the Board. The Town Administrator will draft a memo regarding liaisons and communications and send to all department heads.

#### D. Personnel Policy

The Town Administrator presented to the Board the Treasurer's proposed changes to the Personnel Policy for review. The highlighted areas are the changes. The major change is to add a clause permitting an increase in administrative staff hours to over 21 hours without granting medical benefits; both employees affected by this change are aware of the clause. The Treasurer also noted approved State Holidays where

the office will be closed; this does also affect the Road guys based on the Warrant to receive time and a half on those appointed days.

#### E. Appointments

The Town Administrator presented the appointments for James Bond, Sharon Jackson, Wayne Ham and Lois Michaud as Fire/Rescue Commission members. Selectmen Stacey-Horn made a motion to accept certificate of appoint Title 30 M.R.S.A. 2253 to James Bond, Sharon Jackson, Wayne Ham and Lois Michaud as Fire/Rescue Commission until August 30, 2019; seconded by Selectmen Winchell. No discussion. All in favor.

The Town Administrator presented the appointments for Kenneth Paul, Code Enforcement Officer and local Plumbing Inspector; Brenda Charland as the Deputy Code Enforcement Officer and local Plumbing Inspector. Selectmen Stacey-Horn made a motion to accept certificate of appointment Title 30 M.R.S.A.2253 to Kenneth Paul, Code Enforcement Officer, local Plumbing Inspector and Director of Planning and Brenda Charland as the Deputy Code Enforcement Officer, Deputy Local Planning Plumbing Inspector until June 30, 2020; seconded by Selectmen Winchell. No discussion. All in favor.

#### F. Road Maintenance Class

The Town Administrator presented a Gravel Road Maintenance Class as brought to her from Mrs. Leslie Berlan for consideration. Mrs. Berlan presented to the Board the following details:

- DEP runs the class
- Closest class is 4.5 hours away.
- Reached out to Linda Shire liaison to DEP on Erosion Control and she talked to Mr. John McClain at the DEP.
- Mr. McClain is willing to run the class here at the Town Hall in Acton.
- This class is a great resource for a lot of the residences who live on gravel roads as well as area contractor as this class does qualify for shore land zone certification continuing education credits.
- Estimated cost would be \$25/person; individuals would cover their own costs.

The Board granted permission to use the hall for this class. Mrs. Berlan will continue to forward information and dates as she receives it.

#### G. Rec Director Position

The Town Administrator reminded the Board that the Rec Director had resigned and Friday was his last day. The Board will see in their packet a prorated stipend and a draft job description for review. The Town Administrator suggested the liaison attend the next meeting and talk with the membership on their needs moving forward. Tabled for further discussion next week.

#### H. Ordinances

The Town Administrator gave copies of the passed Ordinances. The Board liaison will need to make sure all items are met as laid out in the Ordinance.

Mr. Langley approached the Board to ask about the Ordinance that was passed at Town Meeting in 2017/18 that the Road Commissioners would have an itemized list of estimated costs of what was going to be in a scope of work; there is no spreadsheet. Clarification is needed. Suggests a workshop be done and numbers are developed.

Selectmen Stacey-Horn asked regarding the budget deadline date for the Road Commissioners. It was decided September 1<sup>st</sup> was a good date to have stuff done by.

**J. Transfer Station Power**

Selectmen Walsh informed the Board that there was an issue at the Transfer Station a week ago Saturday where the Town lost either all or 1 leg of the power coming in from the 3-phase from CMP for Saturday, Sunday and Monday. This power travels above ground to the metal container and then drops under ground near the compactor building and continues under ground to the recycle building. Where the power was lost was between the pole and the compactor building. The vendor who supplies our containers was nice enough to being in additional containers to get through the compactor outage. The Transfer Station stayed open through the outage but had to close on Wednesday to repair the line. The cost for this work was rather large; there was money in the budget to handle this additional cost by forgoing a few other things. Electrician bill was between \$1,200 to \$1,400; still awaiting the CMP bill (estimated between \$3,000 - \$5,000). Thanks all involved to get the work done quickly and efficiently.

**I. Executive Session MRSA 405SA**

Selectmen Winchell made a motion to go into Executive Session pursuant to MRSA 405 6A; seconded by Selectmen Stacey-Horn. No discussion. All in favor.

Selectmen Stacey-Horn made a motion to come out of Executive Session; seconded by Selectmen Winchell. No discussion. All in favor.

**6. PUBLIC COMMENT:**

- Joyce Bakshi – Approached the Board to invite them as well as the public to attend the Planning Board meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday every month at 7 pm. Meetings run easily 3 to 6 weeks to go through an entire process. Please come and see what we do.

**7. ANNOUNCEMENTS:**

Fitness Center Closed July 1st - July 8<sup>th</sup> to get new keys.

**8. MEMBERS PRESENT:**

Selectmen Ed Walsh, Selectmen Kimberly Stacey-Horn, Selectmen David Winchell and Town Administrator Jennifer Roux

**9. OTHERS PRESENT:**

Mr. Dennis Long, Mrs. Joyce Bakshi, Mr. Dave Langley, Mr. William Langley, Mr. Ken Paul, Mrs. Brenda Charland, and Mrs. Leslie Berlan.