**Select Board**

**Minutes**

Date: 4/25/2022

**Topic** **Discussion**  **Action**

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| **Attendance:**  | **Select Board:** E. Best, J. Dow, S. Miller, B. Smythe, S. Dooley **Public:** Susan Brookman, Ben Adams, other members of the public **Press:** Amy Strother; Weekly Packet **Office Staff:** Lyndsey Dow; Town Clerk  |    |
| **Meeting Convened:**  | **5:30pm**  |   |
| **Approval of Minutes**  | **Select Board Meeting - Minutes 4/11**  **Select Board Meeting - Minutes 4/18**   | Approved (5-0) as amended  Approved (5-0)  |
| **New Business**  | * **SOW weekly report (Butler)-** Buter gave his review of his week as SB of the week.  He gave an update on the progress of town hall front office repair- Pro Moving will be here to set up the new cubicles. He discussed paint options and timeline for painting. The office will need to be closed on the day of set-up, which has a tentative date of May 13th. He also brought up the discrepancy in the paycheck amounts for some employees in the switch to Bangor payroll. He also gave his report to Sean, who will be the SOW beginning Tuesday 5/26 to next Monday 5/2.
* **MMA insurance questionnaires-** Scott reported that the Risk Management rep from MMA called and spoke to Lyndsey regarding the status of the property & casualty questionnaires. She offered assistance in completing these if needed. Scott will work on completing these.
* **2022 road work**
* **Haley-Ward specs-** Ben recommends giving Haley Ward the go ahead to begin surveys of the two roads they provided an estimate for: Moutain Road and Turkey Farm Road. This will allow for accurate bid packages to be provided to contractors.
* **Recommended segments for ditching, estimated cost**- The board agreed with Ben that ditching and “knocking back the shoulders” on the roads in town was a priority. No estimate was provided at this time.
* **How to identify ditching contractors-** Ben is talking to other contractors about this work.
* **Culvert Mountain Road-** The culvert at the end of Mountain Road has collapsed at the end, is no longer working and needs immediate repair.

 * **Catering Application-** Catering company provides an alcohol package to allow open bar service at the Taheri birthday party. Board unanimously approved the application.

 * **Schedule Liquor License Hearing- Jill Clendenen** Set for 5:45 on May 16, 2022.

 * **2022 recreation program (w/ Andrew Chung)** Board needs to talk to Andrew about the rec program. Butler offered to contact Andrew about coming to the next meeting.

 * **Tree Growth Penalty Request-** RJD Appraisal submitted a tree growth removal application for Andrew Baldwin to remove 15.64 acres with a penalty of $4,430. A check for this amount from Andrew was included with the application.
 | Lyndsey will look into the discrepancy of federal tax amounts and report to the board.     Scott will continue working on these and will submit once completed.     Ben will begin to contact contractors for various projects with the idea being to identify which outfit will be the best fit.  Approved (5-0) for Adam’s landscaping to replace the culvert on Mountain road.  Approved (5-0). Application signed. Lyndsey will have Sydney contact catering company to retrieve.   Approved (5-0) hearing scheduled for 5/16 @ 5:45 Ad will run for two weeks to advertise the hearing.  Rec meeting with Andrew scheduled for Mon 5/2  Approved (5-0)   |
| **Old Business**  | * **Operating Policies-** Jim provided a draft- with a focus on assigning each member to the areas of responsibility.
* **Lawn Bids-** Ellen will reach out to Caleb Pelletier and get clarification on the mowing needed at each of the three cemeteries.
* **Status of Dan Brown request-** No documents received yet from Mr. Brown

 * **Town Hall (steps repair, painting,)-** S&S painting will begin painting the Main St. side of the building beginning Friday. The town hall steps will need to be surveyed and ideas for repairs provided.

 * **Medical marijuana sales ordinance- Tabled**
* **Board of Appeals ordinance-Tabled**
* **Maintenance position job description-** Ellen provided a draft for review. The board made revisions.
 | Approved (5-0) to re-elect Ellen as chair. Each member was also assigned to each of the 11 areas per their interest and knowledge. (Worksheet attached.) Board will approve finalized policy next week.   Possible decision to be made at next meeting.         Ellen with modify per the edits of the other Board members and approve next week.  |
| **Updates/Reminders**  | **4/27- Staff Training 8am to 1pm**  **Planning Board Meeting 4/27 @ 5pm**  |     |
| **Public Input**  | Becky Wentworth asked if the SB member of the week was going to be more accessible to the general public.  Becky expressed general unhappiness with the Board’s accessibility to the public. Response was that the Board members are available at the weekly meetings and by phone and email. Until a Town Administrator hired, the SB will be available as necessary, in particular the SB member of the week OR the member assigned to the particular area of interest.   |   |
| **Other Business**  | * **Peninsula League of Town (4/13)-** Scott gave an overview of the meeting which was focused on affordable and work force housing.
* **Technology update (Compusult, transition to Microsoft)-** Scott reported that Compusult decided to no longer serve the town as the IT department due to use of Microsoft programs but recommends going with SJ Rollins out of Brewer.

   |   Scott Plans to have a meeting with Lyndsey and a rep from SJ Rollins to get acclimated with one another.    |
| **Sign Warrants**  | Warrants were signed  |   |
| **Executive Session**  | **1 M.R.S. §405(6)(A) Personnel Matters-** Entered 7:19 pm Exited 8:15 pm and voted on topic discussed in executive session.   | Approved (5-0) to increase Town Hall Staff (Treasurer, Town Clerk and 2 Deputy Clerks) wages.  |
| **Adjourned**  | 8:16 pm  |   |

**Town Issues to address**

* Potential Harbor Dredging Project
* Pedestrian/Bicycle Connectivity (South St. Sidewalk and more)
* GSA/Town Transparency
* Sea Level Rise Plan/Actions
* Comprehensive Plan Update-
* Town Website Improvements
* Fountain/land- Parker Point Rd
* Maintenance schedule for Town owned properties
* Walking path @ skating rink
* Maintenance position
* Public sand building- Bill
* ACO Ordinance