



**Board of Selectmen
Meeting Minutes
June 3, 2020
6:00 PM
Mill Stream Elementary School Gymnasium**

APPROVED
06/18/2020

MEMBERS PRESENT

Ronald Frederick, Chair
James Lyman, Vice Chair
Matthew Everett
Lindsey Lynch
Sara "Sallie" Wilder

STAFF PRESENT

Richard LaBelle, Town Manager
Sharon Dodge, Deputy Town Clerk
Steve Ireland, Fire Captain
David Jones, Fire Chief
Jeff Jones, Fire Lieutenant
Todd Pineo, Deputy Fire Chief

Also present for all or parts of the meeting were Chuck Farrand and Ruth Keister.

1. Call to Order

The meeting was called to order at 6:00 PM by Chairman Frederick.

2. Pledge to the Flag

3. Review/Approve Minutes of May 20, 2020

Vice Chairman Lyman made a MOTION to approve the minutes of May 20, 2020. Seconded by Selectman Lynch . MOTION PASSED.

4. Selectmen's Reports

Selectman Wilder asked if there was a public water source for residents to get water in the event that they lose electricity or their well goes dry. The Town Manager stated that residents can make arrangements with the Town Office for water, in case of emergency, but measures have been taken to account for abuses of public water availability.

5. Town Manager's Report

See Attached.

6. Discussion/Action on June 3, 2020 General Warrant #11

Vice Chairman Lyman made a MOTION to approve General Warrant #11 in the amount of \$329,336.38. Seconded by Selectman Wilder. MOTION PASSED.

7. Public Comment (Limited to 2 minutes)

Wilder Hill Road resident David Jones asked if there is a map specifying where ATVs can go in town. He stated that they are everywhere and going fast. The Town Manager stated that a

list of approved roads is provided to the Sportsmen Association, the Sheriff's Office, and the Warden Service, along with anyone who comes in to ask for a copy. The Town Manager will speak again with law enforcement to ask about enhanced enforcement. Additionally, he will contact the Sportsmen Association about adding signage and communicating with membership. Jeff Jones (Wilder Hill Rd.) and Chuck Farrand (Winding Hill Rd.) also spoke regarding this issue.

Mechanic Street Resident Ruth Keister inquired as to the cost of the proposed reconstruction of runway 3-21, which has been delayed, but is on the airport's current capital improvement plan. The Town Manager stated that cost estimates were approximately \$4 million.

8. Discussion/Action on Full-Time Firefighter Position Documents

The Town Manager provided an overview of the supplied document regarding the two new full-time firefighter positions. He also supplied a draft job description and discussed the process by which each of the documents were created.

Deputy Fire Chief Todd Pineo spoke to the Board regarding the documents and answered questions from Selectmen regarding the same. The Board of Selectmen will review the documents for further consideration at the next regular meeting.

Selectman Lynch inquired about the proposed work schedule and the decision not to stagger employee schedules. Deputy Chief Pineo responded that consideration had been given to peak call time, staffing, etc. It was also decided that two new employees would work better together and could learn from one another.

Selectman Lynch inquired about essential functions and the importance of including community outreach in the expectations.

Deputy Chief Pineo provided an overview of the organizational chart and the implications for the department, as well as the essential cooperation between the Town Manager and the Fire Chief.

Selectman Lynch inquired about metrics for hiring and/or promotion. She also inquired regarding pay differentials. Department representatives stated that there were no formal written guidelines for these items, but that with the development of a full-time force, such criteria would become more important. The Town Manager also noted that the working committee would create a weighted selection criterion for the hiring committee to consider.

Ruth Keister asked about base wages. She additionally inquired about required expectations and the Town's willingness to train new employees. Deputy Chief Pineo answered that training is always necessary, but that there was willingness to train the successful candidate(s) in some areas.

Vice Chairman Lyman asked if the new employees would complete tasks that are currently being completed by part-timers. Lyman inquired about other opportunities for cost-savings as a result of having two full-time employees at the station. Deputy Chief Pineo said that one of the cost-saving measures is the way members are toned to calls. For less serious incidents, only the full-time employees would be toned out.

Selectman Wilder spoke regarding the potential recession and the its impact on municipal revenues received from the Host Community Agreement with Waste Management. Wilder stated that she believes this is a poor time to hire new employees given that many economists she has listened to indicate that there may be a significant recession.

9. Discussion/Action on Use of Town-Owned Recreation Facilities

The Town has received a request from a travel team, asking whether or not the Town will permit groups to use the field. The Town Manager spoke with Maine Municipal Association Legal regarding the Town's liability. As long as municipal officials, employees, or volunteers act in an official capacity, and the Town is not negligent, the Town will be immune from liability. If the Town grants permission for individuals to use the facility, a waiver is recommended.

The Board discussed the regulation of the facility. The consensus is that the Town would not close the facility, but would not support organized events. Those who utilize the fields will do so at their own risk, with no involvement from the Town.

The Town Manager will ensure that communications go to Recreation officials to ensure they are apprised of the situation. The ballfields will remain open for public use; the snack shack will not be permitted to open.

No action is taken by the Board.

10. Discussion/Action on Release of Town's Interest in Tax-Acquired Properties

Vice Chairman Lyman made a MOTION to approve posting the Notice of Foreclosure Sale to release the Town's tax-acquired interest in Map 003, Lot 042-ON (208 Waterville Rd.), Map 020, Lot 025-A (Oosoola St.), and Map 002, Lot 022 (458 Walker Rd.), with minimum bids as presented. Seconded by Selectman Wilder. MOTION PASSED.

11. Discussion/Action on Donations

Vice Chairman Lyman made a MOTION to accept donations in the amount of \$150.00 for the Fire Department, in memory of Clarence Libby. Seconded by Selectman Everett. MOTION PASSED.

Vice Chairman Lyman made a MOTION to accept a donation of \$100.00 from Joseph Poirier to support local food access. Seconded by Selectman Wilder. MOTION PASSED.

12. Review of Airport Financial Position, January through May 2020

At the request of the Board at the previous meeting, the Town Manager provided an overview of the financial position of the Airport, year-to-date. Financial statement attached.

13. Other Business

Vice Chairman Lyman made a MOTION to add *Signing of Quitclaim Deed* to the agenda. Seconded by Selectman Everett. MOTION PASSED.

Vice Chairman Lyman made a MOTION to approve and sign a Cemetery Quitclaim Deed for Bobbi Jo Hawes for the southern half of lot 260 at Sunset View Cemetery. Seconded by Selectman Everett. MOTION PASSED.

Deputy Fire Chief Todd Pineo inquired about the proceeds of the sale of the old fire truck and where the money was deposited to. The Fire Department requested that the proceeds be deposited into a special revenue account; however, the proceeds were assigned to the General Fund upon acceptance by the Board of Selectmen. Selectman Everett stated that the Board wanted to apply consistent standards to the sale of Town-owned property. In the past, when property has been sold, regardless of the department, the proceeds went into the General Fund.

14. Executive Session pursuant to 1 M.R.S.A. §405(6)(A) to Discuss Town Manager Performance

Vice Chairman Lyman made a MOTION to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to Discuss Town Manager Performance at 7:29 PM. Seconded by Selectman Lynch. MOTION PASSED.

Vice Chairman Lyman made a MOTION to come out of executive session pursuant to 1 M.R.S.A. §405(6)(A) to Discuss Town Manager Performance at 8:33 PM. Seconded by Selectman Everett. MOTION PASSED.

15. Discussion/Action on Town Manager Compensation

Selectman Everett made a MOTION to amend the *Contract Agreement between Norridgewock Board of Selectmen and Richard A. LaBelle for a Three (3) Year Period from November 1, 2018 to October 31, 2021*, to increase the employee's salary as of April 1, 2020 to \$80,000. Seconded by Selectman Lynch. MOTION PASSED, 4-1 (Frederick, Lyman, Everett, Lynch in favor; Wilder opposed).

16. Adjournment

Selectman Lynch made a MOTION to adjourn at 8:35 PM. Seconded by Selectman Everett. MOTION PASSED.