

SELECTMEN'S MEETING

December 13, 2016

1. **APPROVAL OF AGENDA:** Moved by Bill Shields, seconded by Elise Miller, to accept the agenda as presented. The motion passed 3-0.

2. APPROVAL OF THE MINUTES OF THE MEETINGS:

Moved by Bill Shields, seconded by Elise Miller, to approve the Minutes of the Meeting of December 6, 2016 as written. The motion passed 3-0.

Moved by Elise Miller, seconded by Bill Shields, to approve the Minutes of the Meeting of November 29, 2016 as written. The motion passed 3-0.

3. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. **Road Committee Meeting:** Jennifer Roux reported that both of the Road Commissioners, not understanding the purpose of calling a meeting, have expressed reluctance to call a Road Committee Meeting at this time. She stated that one of the Road Commissioners is adamant that they are both very busy at this time of year and that it would be easier to hold the meeting in the Spring. The other Road Commissioner expressed reluctance to "take sides". Both Commissioners agreed to hold an untelevised workshop.

The Chairman expressed the opinion that because the Committee has met and worked on road related issues since the committee was formed in 2002 and that the Town's People voted in favor of keeping the Committee active two years ago, that the intent is that the Committee is a working, ongoing committee. Mrs. Miller noted that the Committee could be very helpful in helping to develop the road budgeting.

William Williams, as a member of the Road Committee, urged the Selectmen to set a date for a meeting, noting that the Committee should renew the process of identifying the road conditions in Town on developing a plan to improve the conditions.

Consensus of the Board was to call a meeting of the Road Committee during the week following Christmas or early in the new year and requested that Mrs. Roux contact the members of the Committee and the two Road Commissioners and set up a meeting. The Chairman confirmed that it will be a regular meeting and will be televised.

4. OLD BUSINESS:

A. **Snow and Ice Road Workshop:** Mrs. Miller noted that the workshop was very informative as far as speaking about different methods to apply sand/salt to roads to ensure safety and the summation addressed pre-wetting salt before applying the salt to road surfaces. She stated that consideration of alternative road surface conditioning would be an excellent subject to put on the agenda of the first Road Committee meeting.

B. **Library Glass Door:** Mrs. Roux reported that the Library door glass has been replaced.

C. **Rear Stairs:** Mrs. Roux reported that replacing the rear stairs is finished and that the project came in under budget.

D. **Removal of Old Sand / Salt Building:** Mrs. Roux noted that following up with the workshop that was held with the Treasurer, it was decided that she will contact CAI to determine how long the bid will be held and see if an agreement can be developed that, if the Town's People approve the

expenditure, the project will be started as soon as possible after the Town Meeting. The Chairman expressed reluctance to put the project back out to bid because the quote is reasonable.

5. NEW BUSINESS

A. Budget Timeline

The Chairman announced the timeline for this year's budget process as follows:

- February 17th: Non-profit, 501C requests due date;
- February 17th: Department Budgets due date;
- February 24th: Proposed Ordinance amendments due date;
- March 7th: Selectmen meet with the Treasurer and Town Administrator to review budget requests;
- March 21st: Selectmen review budgets, prepare Warrant articles with Treasurer and Town Administrator;
- April 4th: Budget books and draft warrants presented to Warrant and Finance Committee;
- April 10th: Non-profit requesters meet with Selectmen and Warrant and Finance Committee;
- April 22nd: Department Heads meet with Selectmen and Warrant and Finance Committee;
- May 2nd and May 9th: Selectmen make recommendations on Warrant articles;
- May 10th: Warrant and Finance recommendation due;
- May 16th: Selectmen sign the Warrant;
- May 17th: Warrant to be posted;
- June 6th: Election;
- June 10th: Town Meeting

B. Impound Fees

Mrs. Roux reported that the Town has a verbal agreement with the Animal Welfare Shelter in Kennebunk that if the Animal Control Office picks up a dog and takes the animal to the Shelter, the dog owner must go to the Town Hall to pay a \$40 impound fee which defrays the cost of expenditures, mileage reimbursement, etc. She noted that the Kennebunk Facility is requesting that the Board of Selectmen determine a process when cats are impounded. Consensus of the Board was that the same policy would apply to cats.

C. Emergency Closure Policy:

The Municipal Offices and Transfer Station may be closed in the event of a weather or other public emergency. Every attempt will be made to service the Town's People of Action while keeping the safety of employees in mind. During extreme weather conditions, the Office Manager will consult with a Road Commissioner about road conditions. The Office Manager will then decide whether to delay the opening or close town services. The Board of Selectmen, Transfer Station Superintendent and Department Heads will be notified immediately of the decision. Whenever possible, a decision will be made at least two hours before the scheduled opening of municipal services. Employees who are scheduled to work will be notified of any closure or delay by their immediate supervisor. Employees should direct questions or concerns to their immediate supervisor. The Office Manager will make every attempt to notify the public of an emergency closing by way of the Town's website, local news and cable television station as well as updating the voicemail of the Town's telephone system. The Board recognizes, depending upon the emergency, that all of these methods of notifying the public may not always be available. Mrs. Roux noted that this policy was last amended in October, 2011. The Chairman noted that the term "Office Manager" should be changed to "Town Administrator". Mrs. Miller asked if the Board should consider that if the Road Commissioners feel that the school should be closed, then perhaps the Town should also

close. Mrs. Roux stated that because the Town Offices don't open until 9:00, perhaps the Town should remain more flexible. Consensus of the Board was to leave the Policy as is.

D. Sweep Accounts:

The Chairman noted that the Board met with the Treasurer regarding the insured Cash Sweep account at Sanford Institution of Savings which allows the Town's revenues to be swept into smaller accounts in order to receive a higher interest rate and it's more secure. Moved by Bill Shields, seconded by Elise Miller, to authorize the Treasurer to enter into the Insured Cash Sweep Account agreement with Sanford Institution for Savings. The motion passed 3-0.

E. The Chairman thanked everyone that helped with the tree-lighting event on December 3rd.

6. **PUBLIC COMMENT:** No comments were offered.

7. ANNOUNCEMENTS:

- A. 2017 Dog Licenses Now Available – due by the end of the year.
- B. Transfer Station/Town Hall Closed 1 p.m. December 21st
- C. Town Hall Closed December 23rd
- D. Transfer Station Closed December 24th

8. MEMBERS PRESENT: Ed Walsh, Bill Shields, Elise Miller

9. OTHERS PRESENT: Jennifer Roux, William Williams, Jim Driscoll, Rollin Waterhouse, Eric Dawagna