

**SELECTMEN'S MEETING**  
**July 15, 2020**  
**6:00pm - ZOOM**

**1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**

**Election of Chair**

**A motion was made Selectmen Ed Walsh to nominate Selectmen Kimberly Stacey-Horn as Chairman of the Board; seconded by Selectmen David Winchell. Selectmen Kimberly Stacey-Horn accepted the nomination. No discussion. All in favor.**

**2. TOWN ADMINISTRATOR WEEKLY UPDATE**

**• Board of Selectmen Liaison -**

The Town Administrator presented a list of possible liaison roles for each of the Selectmen and a draft letter to the Department Heads and Committee Chairs for the Board to consider. The letter outlined the following roles:

- Chairman Kimberly Stacey-Horn:
  - Warrant & Finance Committee
  - Capital Improvements Committee
  - Transfer Station
- Selectmen Ed Walsh:
  - Conservation Forest Committee
  - Land Use Department
  - Fire Department
- Selectmen David Winchell:
  - Road Committee
  - School Department
  - Recreation Committee

After discussion, the Board was in agreement, and accepted said liaisons.

**• Elections -**

The Town Administrator informed the Board of Selectmen of a summary of the election results and where they were posted:

- 564 ballots were cast.
- 2 to 1 voted for Bond issues.
- 201 Republicans voted; 243 Democrats voted.
- Warrant articles all passed.
- Results were posted on Town website.

**• 2021 Final Budget -**

The Town Administrator presented the 2021 Final Budget from the Treasurer for the Board's information.

- The County Tax Numbers have been received and are now listed on this chart.

**• Payment of Road Wages Policy –**

The Town Administrator indicated now that the voters accepted the budget, the Board needed to consider a policy for employees vs. independent contractors. .

- A draft policy was presented for the Board to review.
  - Selectmen David Winchell commented that a statement should be added that reads “all contractors abide by all State and Federal guidelines...” this will cover the Town in regards to drug testing.
  - Selectmen Ed Walsh recommended an effective date of August 1, 2020. Board agreed.
- A final draft will be presented next week for review.
  
- **Town Hall meetings in August –**
  - The State is still at 50 people for gatherings.
  - The Board of Selectmen will open up the Town to conduct meetings in the Town Hall in August.
    - The Town Administrator will speak with the Code Enforcement Officer and send out a letter of notice to all Committees and Boards.
    - A recommendation was made by Selectmen Ed Walsh to use the school for large Planning Board meetings.
  - The Town Administrator will work out social distance spacing or barriers for camera and microphones.
  - Large anticipated meetings are encouraged to stay with the Zoom format instead of the Town Hall.
    - Next Planning Board Public Hearing is June 23, 2020 and will be held via Zoom.
    - KB Enterprise (Willy’s) Liquor License Public Hearing is July 29, 2020 and will be held via Zoom at 6 pm.
  
- **Resident Note –**

The Town Administrator read aloud a note received inside one of the Absentee Ballot envelopes regarding the clarity of ballot questions. The Board indicated they wrote each question as clearly as could be and suggested to all prior to the elections if there were any questions on what was presented for the voter to ask.
  
- The Treasurer, Michelle Rumney will be on next week’s agenda regarding the Health Saving Account (HAS) changes which were received. The Personnel Policy will need to be changed by the Board to reflect this new information. The Town Administrator asked the Board to review the policy closely and review it line by line.
  
- **Freedom of Information (FOI) requests from Charles Crespi -**
  - The Board reviewed Mr. Crespi’s concerns and turnaround time on his FOI requests.
    - Last week the Board indicated that any FOI request received pertaining to items scheduled on the agenda; Mr. Crespi is to receive a response (copy of packet) by Wednesday at 5 pm.
      - Anything that goes to the Planning Board in their packets, a copy is to be made for Mr. Crespi.
      - Discussion ensued regarding a discrepancy which came to light that not everything is available to all members.

- Selectmen Winchell asked if everything is not passed to all members, how can an informed decision be made was questioned.
- Response was that all members get the same information, however, some of the information is not in the packet but made available to be looked at in the office. The Chair of the Planning Board related that the process was:
  - Items come into Land Use office.
  - Gets placed into a file.
  - Chairman goes into the office twice a week to read and review the file.
  - Item's are then available for others to review in office or goes into the following week's packet; scanned to full Board.
- The Town Administrator indicated all FOI requests are caught up except one request that was discussed with procurer because it needed more time due to quantity of information to be gathered.

**3. WARRANTS/BILLS - Signed**

**4. APPROVAL OF AGENDA**

**A motion was made by Selectmen Ed Walsh to approve the agenda as written; seconded by Selectmen David Winchell. No discussion. All in favor.**

**5. MINUTES OF LAST MEETING**

**A motion was made by Selectmen Ed Walsh to approve the minutes from July 8, 2020; seconded by Selectmen David Winchell. No discussion. All in favor.**

**6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

Article 43 / Road Committee -

Road Committee members in attendance for this update were:

- Leslie Berlan
- Jay Ward
- Cindy Hart

The Town Administrator read aloud the requested changes made. The Road Committee received the final application draft.

Discussion ensued regarding grading; maintenance, and grading relating to the mitigation of projects.

Leslie Berlan spoke regarding her understanding on this subject and her interpretation of the article relating to grading. Her comments were heard by the Board.

The Board responded this application is being held like a grant. The Town has the authority in an emergency to see that roads are passable for emergency vehicles.

**A motion was made by Selectmen Ed Walsh to approve the Article 43 Application as written on July 15, 2020; seconded by Selectmen David Winchell. No discussion. All in favor.**

Selectmen Kimberly Stacey-Horn made a comment that the first applications to be taken care of starting next week by the Board will be the applications returned and placed on hold; those Road Associations will need to resubmit with new application. The Town Administrator will place the application online.

**7. OLD BUSINESS - None**

**8. NEW BUSINESS**

**A. York County Assessor's Notice -**

The Town Administrator presented the York County Assessor's notice to the Board to be signed and paid.

**A motion was made by Selectmen Ed Walsh to sign the York County Assessor's Notice and pay the tax amount of \$327,134.77; seconded by Selectmen David Winchell. No discussion. All in favor. Notice was signed.**

**B. Drummond Woodsum/Acton Wakefield Letters -**

The Town Administrator read aloud to the Board letters received from Drummond Woodsum regarding the Martel Property Planning Board meetings and Public Hearings.

The Town Administrator responded via email regarding the comments that feed was intentionally cut off.

**C. Horn Pond Sign Request –**

The Town Administrator read aloud an email received from Robin Ketterer regarding a request to place a no littering sign at Horn Pond.

Discussion ensued.

The Board agreed to have the Town Administrator order a sign.

**D. Animal Shelter Agreement**

The Town Administrator read aloud a letter received from AWS and their payment schedule. The price is the same as last year.

**A motion was made by Selectmen Ed Walsh to sign the AWS payment schedule; seconded by Selectmen David Winchell. No discussion. All in favor. Document was signed.**

**E. RSMS – Tabled.**

**9. PUBLIC COMMENT: None**

**10. ANNOUNCEMENTS:**

A. Public Hearing Notice - 760 Young's Ridge Road 07/23

B. KB Enterprises / Willeys 07/29

**11. MEMBERS PRESENT**

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

**12. ATTENDANCE (screen names as designated on Zoom)**

**Dan Krampetz, Carol Ward, Rollin's iPad, iPhone, Jay Ward, iPhone, iPhone, Charlescrespi, Richard, Leslie Berlan, Charles Crespi, Carol Ward, Cindy Hart, joyce bakshi, Cory Long, PGP iPad3 and Dan Drisko (Cheryl).**