

**Town Council Meeting**  
**January 5, 2010**

**COUNCIL PRESENT:** Oscar Emerson, Fred Gifford, Lillian Coulter, Nicholas Wood, Audrey Wilcox, excused. Town Office staff present, Town Manager Melissa Doane

**REVIEW OF MINUTES:** Councilor Gifford made a motion to accept the 12-21-09 minutes as presented seconded by Councilor Coulter, no discussion vote 4 /0.

**CITIZENS REQUEST:** None

**MANAGERS REPORT:** Manager Doane reported that she was originally scheduled for Jury Duty the month of January; however because of the loss of staff in the municipal office she has had it delayed in until April. This is the second delay she has requested, so April will be it regardless of what is happening.

The Town and Animal Control has received several complaints regarding Kevin Phinney dog's again, Manager Doane wishes to make Town Council aware of the problem, as the Town agreed to have Mr. Phinney pay a \$100.00 fine in September. The complaints came in on December 23 and December 28, there have been none since.

The Town received a letter from Maine Municipal Association regarding the site visit that they did in July. They are asking that the Town make repairs to the salt shed, as they report it is in declining condition, the back wall was pushed out at the time of the survey. The building should be evaluated and repaired to prevent collapse damage, water damage or further deterioration. Manager Doane is looking for some council direction on how to proceed, as response is needed for the action plan by January 30, 2010. Chairperson Emerson stated this item will be discussed in New Business.

Manager Doane placed performance review papers in the Town Council box, per her contract she is to be evaluated six months prior to the renewal with is in June 2010. She will place the item on January 19, 2009 meeting for executive session.

Manager Doane received an update from Robert Fenney regarding the fire station building project. He and Carpenter Associates have finished the site layout, and he has had communications with Atlantic Communications the business that handles the Fire Department communication towers etc. He is still anticipating the bid packages to be ready for mid February. Before the packages are finalized he will have another meeting with the Building Committee and Town Council. Manager Doane also reported that she has spoken to Mr. Macho the gentleman who was going to cut the lot, he is still awaiting his tractor repair, and she noted no payment has been made to him for services.

Ann Delaware submitted a letter of appreciation to the Town Council for her year end bonus.

The 2008-2009 municipal audit draft is complete; Manager Doane will be reviewing and is hopefully to have the completion by February 1, 2010.

Manager Doane wished to announce to Town Council that a family member is having some health issues that may require some absence by her from the Municipal Office. This issue has been occurring since Christmas and it has yet to affect her work. The announcement is to make Town Council aware of the issue and that may notice her absence over the next month. Manager Doane feels confident that she will not have to take a leave of absence to deal with the issue and also that she will be able to continue her work.

Manager Doane reported that the Town had completed its online testing with the State of Maine; residents are now able to do registration renewals on dogs, boats, and motor vehicle registrations online. The site links are listed on the Town of Bradley website [townofbradley.net](http://townofbradley.net), home page. Manager Doane stated this is a resource that available, however there will be a small loss of revenue to the Town, as the State keeps the agent fee that is kept if the work is completed in the office.

**NEW BUSINESS:** Councilor Emerson suggested that a building committee be formed to make some decisions regarding the salt shed. He stated that it is obvious that the building needs to be reconstruction, and it should be moved at the same time. He further stated that there is land available at the old Currier lot located on the Eddington Side of Bradley, in addition there is area available at the site in which the municipal building is located. Councilor Coulter stated that the building could not be repaired as it is ready to fall down, Councilor Emerson clarified that the salt shed should be completed re-constructed, possibly taking funds from the undesignated surplus to do so. Manager Doane stated she would like to see the salt shed be at the municipal building site, she feels the salt and sand will be better monitored. She also stated that placing a salt and shed on the old Currier lot locks the Town into keeping that lot. While there is little that can be done at the site, there is some possibility for tower leasing, phone/broadband buildings etc, there has also been discussion in the past regarding using the site for a transfer station. Councilor Emerson directed Manager Doane to look into forming a committee and reporting to MMA that our action plan is to address the salt and sand area in the spring and summer of 2010.

Councilor Coulter asked what the status was of the shed on Highland Ave (Old Bracey Home); Manager Doane stated she would have to check with Charles, as that is a Code Enforcement Issue.

**UNFINISHED BUSINESS:** Review of Mowing Bids, Manager Doane reported that as she was directed at the last Town Council meeting she called the references for Blue Collar Yard Pro's and Morin Fuel. Manager Doane contacted Town of Clifton, Leisure Living and Bangor Public Works regarding Blue Collar Yard Pro, the Town of Clifton stated they did an outstanding job, actually providing them with more services than required, Leisure Living, stated they do the landscaping and mowing for all their Milford apartments, they are very reliable, excellent job and excellent work, Bangor Public Works stated that there have been no problems, adding that they are one of the best contractors they have ever had. Morin Fuel was only able to provide one Commercial reference, which was the Old Town Postmaster

who handles the Old Town Post Office and the Orono Annex, Manager Doane after several attempts Manager Doane was unable to speak with him directly; however the staff she did speak stated they were not aware of any problems. Morin Fuel provided two residential references, which she checked, they quote were that they had no problems thus far and the work was done. Manager Doane reminded Town Council that Streets Landscaping was also under their radar; however no references were checked because of the long standing working relationship. She also added that the top 3 low bids were: Blue Collar at 7055, Morin Fuel at 8100 and Streets Landscaping 8350. Councilor Gifford made a motion to accept the bid of Blue Collar Yard Pro's, seconded by Councilor Coulter, no further discussion vote 4/0.

Discussion regarding 4 day work week, Manager Doane reported that she did not put the notice on the sign due to the weather; however she had run an article in the Penobscot Times, asking residents to either come the municipal building to complete the survey or go to the website to do so. Manager Doane presented the survey results to Town Council, six (6) surveys were completed at the municipal building and 25 were on line. Out of the 31 who responded 77.4 % (24) are in favor of a four day work week 22.6% (7) are not, 54.2% (13) are in favor of a Tuesday-Friday work week and 45.8% (11) are in favor of Monday-Thursday work week. There were eight (8) who offered additional thoughts or comments. Councilor Coulter made a motion to table this discussion until there was a full board, seconded by Councilor Gifford. Councilor Emerson stated that tabling the motion will make it difficult for Manager Doane to hire someone if the hours are unknown. Manager Doane asked if she could comment, Councilor Chair Emerson, stated yes. Manager Doane stated that waiting for a full board is not productive, decisions have to be made within the Town and a full board is not always possible. She added that Councilor Wilcox is not in favor a four day work week and stated that at the last meeting, those opinions should be brought to the table and remembered when Council is making their decisions; however tabling is in her opinion not appropriate. Councilor Chair Emerson agreed, adding that the motion currently on the table is to table the discussion, there has not been a motion made regarding changing the office hours. Vote taken 2/2, according the Roberts Rules of Order, when a motion is tied it is not carried. Councilor Emerson stated that having 31 responses to the survey is favorable, considering that during an off election only 100 people vote on the budget or other municipal issues. He asked what Manager Doane suggested; she stated she would like to try Tuesday through Friday from 7:00 am to 6:00 pm, allowing residents and customers an hour before and after normal work. Councilor Coulter asked how that would affect Terry work schedule, Manager Doane stated Terry would be expected to work 7:00 am to 1:00 pm Tuesday through Friday and the other part-time employee would work from 12:00 to 6:00, therefore eliminating 6 hours of staff time and closing one full day. Councilor Coulter asked if Manager Doane expected a savings, she stated she was not sure exactly how it would affect the energy use, because she has never really measured that on a daily basis, however would expect savings on light and oil usage, the office currently is open 41 ½ hours, the office would now be open 44 hours, however the way the days are structured she would expect some savings. She added the office is heated all day now on Council and Planning Board Meeting days. Councilor Emerson read from a letter written by Mr. Roger Desrosiers, his concern was with holidays the office would be closed for extended periods, Councilor Emerson stated most holidays are on Monday's therefore not affecting the office closure, Manager Doane added that those holidays would no longer be paid holidays, as the office

is closed. Manager Doane suggested trying the new office hours on a trial basis of six months. Councilor Gifford made a motion to change the office hours from 7 am to 6 pm and open Tuesday through Friday, Councilor Wood seconded, adding a 6 month trial, no discussion vote 4/0.

**MUNICIPAL WARRANTS:** Councilor Coulter made a motion to accept warrant #52 in the amount of \$2955.22 warrant #53 in the amount of 9004.13, warrant #54 in the amount of 19310.39 and warrant #55 in the amount of 5188.80, seconded by Councilor Gifford, no discussion, vote 4/0.

**NEXT MEETING:** The next meeting is set for January 19, 2009 at 6:30 pm.

**ADJOURN:** Motion made Councilor Coulter to adjourn, seconded by Councilor Emerson, no discussion, Vote 4/0.