

Town Council Meeting
April 14, 2010

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

REVIEW OF MINUTES: Councilor Gifford made a motion to accept the March 30, 2010 minutes as presented seconded by Councilor Wilcox, no discussion vote 5/0.

CITIZENS REQUEST: Gerald Roy stated that he would like to provide the Town Council with an update regarding his property clean up. He received a letter that he is scheduled for a hearing on Friday, April 16, 2010 he would like to avoid going to court. Manager Doane stated that she just heard today that there was a hearing scheduled, she spoke with the Town's attorney today and informed him that the Town Council would likely allow an extension. Charles Norburg, CEO stated Mr. Roy has done a substantial amount of clean up, the metals from the trailers are gone, there is a large amount of wood debris and 7 vehicles need to be removed. Mr. Roy stated that he plans on burning the wood debris and once the land dries he will be able to remove the vehicles. He stated he felt could be done by May 1, Councilor Emerson asked if he was agreeable to having Charles review the property and bring back a report to the next Town Council meeting, Mr. Roy stated he was. Manager Doane suggested a June 1 deadline because that would give him additional time and he could take the remaining debris to the cleanup which is scheduled for May 21 and 22. Town Council agreed that that was more appropriate and Mr. Roy and Charles Norburg should be prepared to come to the May 25 Town Council meeting.

MANAGERS REPORT:

Manager Doane reported that road work will begin on Penney Lane, Deer Run Land and Broad Street starting the first of May. She reminded Town Council that this road projects were to be scheduled to be completed last fall, however because the paving could not be completed until after November 1, the Town Council motioned to have it wait until Spring of 2010. Manager Doane was not able to get Thibodeau's to return and phone calls, she has heard indirectly that they may be going out of business. She contacted Sunrise Material and they honored the price of \$94.00 per ton which is what they provided last year.

Manager Doane also reported that she had Peter Currier scrape West Street with his bulldozer, this did help the road, however she has asked him to add two to three loads of gravel to the road to further the fix the road.

Manager Doane stated that the new office hours started April 1 and thus far has been a success. The first Monday there were a few messages on the answering machine, however once those people were contacted informing them of the new hours they seemed happy. Manager Doane reported that there have been customers at the door at 7:00 am and have had customers right up until 6:00 most nights.

Manager Doane reported that the 2009-2010 audit is finally complete, the final report has been placed in Town Council boxes. Manager Doane stated that she was not happy with the time period in which it took to complete the audit. The Town and RSU 34 actually received a letter from the Department of Education stating that if an audit was not forwarded to their office, school funding would be stopped. Manager Doane sent out e-mails to some Municipalities in Maine with the similar budgets and population. She received a recommendation of Hollingsworth & Associates, she contacted Doug Hollingsworth and has a meeting set up with him next week. He has offered to complete the 2010-2011 municipal audit for a price of \$5500, this would save the Town \$4000. Manager Doane would like authorization to move forward with this engagement. Councilor Emerson stated that he was in favor because of the savings and the actually audit procedure he felt was an administrative decision. Councilor Wilcox stated that she would be in favor in trying it for one year.

On March 29, 2010 the Department of Labor did an unexpected inspection and issued a letter of violation, which she provided to Town Council. Manager Doane highlighted the violations:

- No guards on light bulbs 8 feet from working surface-Climo Electric fixed florescent fixtures, Eric is looking into purchasing guards for other lights, Manager Doane may also note to the Dept of Labor that the Town will be building a new fire station and that the repair is not necessary
- Haz Mat response Training not completed or documented, Eric is going to document all but 3 have completed the training, those 3 will receive a letter stating they cannot respond to a Haz Mat incident.
- Fire Extinguisher training-Eric will issue letter stating they are not able to use a fire extinguisher until training completed.
- Emergency Action Plan-Again three will be issued letter stating they need to be trained in Emergency Action Plan or will not be able to be at station
- No written plan regarding blood/bodily fluids exposure-Robert King the inspector is to email document to Manager Doane, she will forward to Eric
- No documentation regarding SBA Tanks, Eric to get certification
- Training regarding blood exposure, 3 employees will receive letter that they are unable to respond to fire until training received.
- Hazardous chemical training, same as above
- Personal Protection Equipment, same as above
- GFI requirements, Manager Doane will submit a letter asking for a waiver because of the new fire station.
- Animal Control Personal Protective Equipment assessment-Inspector to E-mail documentation
- Town Office Emergency Action Plan-displayed when inspection took place, discussion with employees regarding expectation of emergency's to employees done on 3/24/2010, documented in file
- Monthly inspection of fire extinguishers-have designed a system for inspection
- Portable fire extinguisher not mounted-fire extinguisher removed from building

- OSHA 300 record not displayed-placed on board 3/29/10

Manager Doane will be issuing an appeal letter by the end of the week once she follow ups with Eric regarding the Fire Station violations. Obviously she will be asking for a waiver on the penalties.

Manager Doane received a suggestion of dedicating the Town Report to Ed Buck. Manager Doane is looking for guidance. Councilor Wilcox suggested that the Town report to both Ed Buck and Sally Strout for their dedication and service to the Town.

Fire Station Bid were open today at 4:00, the low bid was \$651,900 from Pizzagalli Construction. Bob Fenney the project architect will review the bids. A meeting will likely be scheduled for the first of May, listing his recommendations. Councilor Emerson stated that the Salt Shed bids should be interesting and would expect that they would come in lower than the expected \$200,000. Manager Doane agreed.

Reminder to Town Council that there is a joint planning board meeting on April 15, 2010 at 6:30 to finalize the land use ordinance discussion.

NEW BUSINESS:

Councilor Wilcox stated that 25 Boynton Street seems to have been abandoned, and there is a large amount of debris left. Manager Doane stated that she will have Charles review the property. Councilor Chair Emerson asked if anything further had been done with the School Street Property. Manager Doane stated that a real estate payment was made; she contacted the sender and informed them that the Town had concerns regarding the condition of the property. They notified her that they could not communicate me with her as she was not the account holder. They noted the account and stated that a representative would be in contact with the Town, to date this has not occurred. Manager Doane will be following up during the next few weeks.

UNFINISHED BUSINESS:

Councilor Wilcox asked if the quote given by Sunrise Material was for \$76,735.50. Manager Doane stated it was and again reminded Council that this road work is part of the current year's budget not the budget or road worked planned for the 10-11 season.

MUNICIPAL WARRANTS: Councilor Coulter made a motion to accept warrant #79 in the amount of \$3886.24 and warrant #80 in the amount of \$44740.74, seconded by Councilor Gifford, no discussion, vote 5/0.

NEXT MEETING: The next meeting is set for April 27, 2010 at 6:30 pm.

ADJOURN: Motion made Councilor Wilcox to adjourn, seconded by Councilor Coulter, no discussion, Vote 5/0..

