

**Town Council Meeting
November 24, 2020**

Open Public Hearing on Winter Parking Ban 2020-2021: No public comments were received.

Close Public Hearing on Winter Parking Ban 2020-2021

Open Town Council Meeting: Councilor Mark Ketch opened the Town Council Meeting. Councilors in attendance were Councilor Ketch, Councilor Lugdon, Councilor Wade and Councilor Clemons. Town Manager Melissa Doane was also present.

Review of Minutes: Councilor Ketch made a motion, seconded by Councilor Wade, to accept the minutes of the October 27, 2020 meeting. Vote 4/0

Citizen's Request: none

Manager's Report: Melissa reported that the November 3, 2020 election went well. On November 2, 2020 Melissa and two ballot clerks processed 401 absentee ballots, and then 494 ballots were processed on Election Day, for a total of 895 ballots. Melissa also reported 55 new voter registrations on Election Day. This represents approximately 55% of Bradley registered voters. On the RSU 34 Director ballot, 72 were completed, 123 not returned and 700 were left blank. Howard Jack received 18 write-in votes and has agreed to fill the term. She was able to get the cleanup of the fire station completed the next day so that the trucks could be placed in their appropriate bays.

Melissa has been participating in a series of HR webinars and conferences. The State of Maine will have an Earned Pay Leave Act that will become effective on January 1, 2021. This provides that each employer pay up to 40 hours per year in earned leave that can be used for any reason. This rule currently only applies to employers that have 10 or more employees. Currently the Town is only required to report 6 employees, so at this time there is no impact. However, these webinars have indicated that a review of the personnel policy needs to be done and that she will begin working on that.

Melissa has spoken to a FEMA representative regarding the grant application that was submitted for the tanker replacement. She was informed that the application did not make it to the peer review. The representative surmised that although the vehicle is 32 years old, that the application scored low due to call volume and that perhaps applications that had vehicles in the same age category had a larger call volume. He strongly suggested that the Town resubmit the application for the 2021 year, with a February submission date. Melissa has spoken to Chief Gifford and he has received some additional quotes and is very interested in resubmission.

Bradley had received a \$5,000.00 grant from the Center for Tech and Civic Life to assist with elections. The only purchase that is pending is for a security system. As Melissa had reported earlier, she had purchased the Amazon Blink system. Unfortunately, due to the amount of traffic in the municipal complex, that system is not appropriate. Once that return has been credited, she will move forward with the purchase of another system. Councilor Wade had sent a few system suggestions to her and she is researching appropriate models.

As was reported earlier there was an accident on Route 178 that involved a Maine DOT truck on August 17, 2020. This accident caused a power surge to the fire station causing damage to the generator, boiler, surge suppressor unit and bay doors. The total cost for the damage is \$5,673.00. Melissa has been working with MDOT's insurance company, Colonial Adjustment, however due to the number of those impacted there is a limited amount of available money. Melissa has subsequently submitted the claim to the Town's insurer, Maine Municipal Association. They have reported that if the claim is approved, the reimbursement will be minus the \$1,000.00 deductible. They will then work for a settlement with Colonial Adjustment and if additional funds are provided, the Town will be reimbursed.

During the 2020-2021 budget preparation a line item in the amount of \$3,500.00 was created to provide an employee health reimbursement account that would be administered by Med-A-Vision for a cost of \$600.00 per year. It was suggested that Melissa enter into the lower tier of the health insurance, providing additional savings for the Town. Due to open enrollment requirements, Melissa was not able to change plans until January 1, 2021. In anticipation of this change, Melissa provided information regarding the different health reimbursement accounts that can be established. The Town can provide for a 100% deductible coverage, however 90% is recommended. The line item of \$3,500.00 provided a 50% deductible coverage. The Council has agreed to a 60% deductible reimbursement with an eye to increasing the amount in the next budget cycle. Councilor Lugdon made a motion to approve the 60% reimbursement, seconded by Councilor Clemons. Vote 4/0

New Business: Councilor Ketch made a motion to accept the Winter Parking Ban as discussed in the public hearing 11/24/2020, seconded by Councilor Lugdon, to be effective December 1, 2020. Vote 4/0

A discussion was held on the ballot box that was installed for the November 3rd election. It worked well and a more permanent box will be installed at a later date.

Councilor Clemons had a resident question whether smoke detectors were available from the Town. Melissa indicated that a grant had been available several years ago that provided the detectors, but no new grants are available. He also had a resident questioning how to dispose of hazardous waste. Melissa will provide a link to register with the State and that usually in March or April there is a free pesticide disposal opportunity.

Councilor Ketch questioned how the office was handling distancing during this COVID-19 period. Melissa indicated that staff desks were distanced from each other, no sharing of phones and having sanitizers available, and that things were going well at this point.

There is still a vacancy on the Council, and by charter councilors can appoint someone to fill the remaining term. Melissa and the councilors will try to encourage people to fill this position and will hope to appoint someone by the first meeting in January.

Melissa will be contacting the sign company again to see if there is an estimated date for the electricity installation.

Municipal Warrants: Councilor Ketch made a motion to accept the following municipal warrants, seconded by Councilor Wade: Vote 4/0

#35 in the amount of \$1,319.75

#36 in the amount of \$7,528.78

#37 in the amount of \$54,814.82

Next Meeting: The next meeting is scheduled for December 8, 2020.

Adjourn: Councilor Ketch made a motion to adjourn, seconded by Councilor Clemons. Vote 4/0