

**Town Council Meeting
December 10, 2019**

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

Review of Minutes: Councilor Ketch made a motion to accept the minutes of the November 26, 2019 meeting, seconded by Councilor Lugdon. Vote 3/0. Councilors Richard and Wade abstained due to absence from that meeting.

Citizen's Request: none

Manager's Report: Manager Doane began a discussion of a two vehicle car accident on Cram Street. The Sheriff's Department responded and indicated that the scene was calm. There was discussion that original information and the 911 call mentioned the possibility of a gun at the scene. Manager Doane contacted the Sheriff's Department and spoke with Chief Deputy William Birch. The only report available is a crash report, however the 911 call mentions a gun. He will do more research and get back to Manager Doane with any additional information.

While speaking with Deputy Birch, he indicated that his department, specifically John Knapp, is available to do an assessment and safety training for Town Office Staff. He will coordinate that for the near future.

The MRC annual meeting is scheduled for December 11th. Manager Doane will be attending.

Manager Doane informed the Council that she will be on vacation and unavailable from January 25, 2020 through February 1, 2020.

Checks have been received from Camden National Bank. Manager Doane anticipates the transition from Bar Harbor Bank and Trust to Camden National Bank to happen within the next week.

New Business: Councilor Ketch began a discussion of end of year bonuses for office staff. Councilor Lugdon made a motion for a match of last year's bonuses, seconded by Councilor Richard. Vote 5/0.

Unfinished Business: Manager Doane indicated that the RFPs for both the proposed LED sign installation and lot clearing of town owned property on School Street/Rt 178 are prepared. Information will be mailed to potential contractors and sign companies this week as well as advertised in the Bangor Daily News and Penobscot Times.

Municipal Warrants: Councilor Ketch made a motion to accept the following municipal warrants, seconded by Councilor Clemons:

#39 in the amount of \$1,486.00

#40 in the amount of \$7,381.60

#41 in the amount of \$162,032.39

Councilor Ketch made a motion to enter into executive session, seconded by Councilor Clemons, pursuant to MRSA 1, Section 405 6A to discuss the employment contract of Town Manager Melissa Doane. Vote 5/0

Councilor Ketch made a motion to exit executive session, seconded by Councilor Wade, pursuant to MRSA 1, Section 405 6A.

Motion to approve an increase in Town Manager's salary to \$75,000.00 per annum, effective January 1, 2020 made by Councilor Lugdon, seconded by Councilor Richards. Vote 5/0

Council will also consider Manager Doane's participation in ICMA, the International City/County Management Association, and an increased contribution to her retirement account in the 2020-2021 budget.

Motion to Adjourn: Councilor Ketch made a motion to adjourn, seconded by Councilor Wade. Vote 5/0