

Town Council Meeting
1/5/2021

Open Town Council Meeting: Councilor Ketch opened the Town Council meeting, all members were present.

Review of Minutes: Councilor Ketch made a motion to accept the minutes of 12/22/2020, seconded by Councilor Wade, vote 4/0.

Managers Report: Melissa stated she was intending to prepare a memo regarding the LED sign; however the copier has not been working since yesterday. The voters approved removing up to \$20,000 to purchase the new LED sign. The sign has been operation since December 22, though it has not been without issue and frustration. In the warrant presented this evening you will see a bill from Carmel Electric in the amount of \$2260.00 for the electrical install. This estimate is higher than Melissa expected. She has spoken to the owner of Carmel Electric and he reported that it was reported to them that they would be able to use the power from the existing sign. Once they did the install it was discovered that that sign used power from the light pole, which was appropriate as when the light comes on the sign would also. Due to needing constant power it was necessary to do a new circuit. The price also included the excavation for the moving. Also included in the warrant is an invoice from SJ Rollins in the amount of \$576.00 which was for the programming of the sign. Due to problems with the IP address this took longer than anticipated and there is still additional work to be completed. Therefore the installation to date totals \$2836.00, with an additional \$300 to \$500 needed for remote installation and access. Melissa would like the Town Council to consider removing funds from the year Town Council \$5000 undesignated fund to pay for the installation, she estimates and amount not to exceed \$3000. There are funds in the general budget in the municipal buildings account, however she would like to preserve that balance as it can be carry forward each year, as the \$5000 is a yearly appropriation permitted by Charter. Councilor Wade stated that the Town should be in control of the IP address and research is needed to figure out what the issue is. Councilor Lugdon suggested that there may be more than one network which is also an issue. Councilor Lugdon made a motion to remove up to \$3200 from the yearly town council surplus account for installation of the sign, seconded by Councilor Clemons, vote 5/0.

FEMA has opened up the assistance for firefighter grants; the due date is now February 12. Melissa has spoken to Eric and he is going to redo the specs. She has also forwarded her grant narrative with the FEMA suggested changes to Councilor Wade who was going to make review with some of his contacts with the Castine Fire Department and the Bangor Fire Department who have been successful in the past.

My contract requires a review of my performance 6 months after the signing. Due to not having a printer this week, Melissa will get the review documents printed and in the Town Council boxes as soon as possible. The Town Council can either do the review in Executive Session the next meeting or the first meeting in February.

The Health Reimbursement Account has been set up with employees receiving information on how to submit claims for items that are subject to the deductibles.

New Business: Motion to accept the contract for animal control services presented by Penobscot County made by Councilor Lugdon, seconded by Councilor Clemons, vote 5/0.

Town Council reviewed the personnel policy that Manager Doane has been updating. Melissa stated that the update came out of the several HR webinars she had attended during the fall. The State of Maine has a new law that allows employees that have worked for 120 hours a year, 40 hours of earned time. This law only applies to employers of 10 employees or more; currently the Town does not meet that criteria. Councilor Ketch suggested that the time off be segregated as personal time rather than vacation and sick time to allot for this new law. Melissa also stated that other municipalities have put a "pandemic" policy. She further stated that COVID was certainly an unprecedented event and there was relief offered to an employee if they were not able to work due to COVID, however that relief has ended. A policy would perhaps require an employee to use earned time off during a pandemic. She cited that during the COVID shut down employees were working limited hours, when the office was re-open they then had an opportunity to use earned time off for vacation.

Councilor Delaware stated that 4 Seasons will be having their next drive through dinner on January 20 at noon. This is to take place at the St. Ann Church in Bradley; turkey vegetable soup will be served.

Unfinished Business: None

Municipal Warrants: Councilor Ketch approved municipal warrant #44 in the amount of \$319.25, warrant #45 in the amount of \$5469.60, warrant #46 in the amount of \$139,994.84 and warrant #47 in the amount of \$5927.30, seconded by Councilor Lugdon, vote 5/0.

Next Meeting: The next meeting is set for January 19, 2021.

Adjourn: Councilor Lugdon made a motion to adjourn seconded by Councilor Clemons, vote 5/0.0