

**Town Council Meeting
November 23, 2021**

Open Town Council Meeting: Councilor Ketch opened the Town Council meeting; all Town Council members were present. Also present was Town Manager Melissa Doane

Review of Minutes: Councilor Ketch made a motion to accept the 11/09/2021 Town Council Minutes as presented, seconded by Councilor Lugdon, vote (5/0).

Citizens Request: None

Managers' Report: Melissa stated that the MRC Board of Directors annual election is open and due December 13, 2021. There are three open seats and the candidates include Karen Fussell, City of Brewer, Aaron Huotari, City of Bangor, Steve Lewis Town of Boothbay and James Valette Southwest Harbor. Melissa provided the candidates bios to the Town Council. Melissa stated that the votes from MRC members are determined by the members number of tonnages, obviously Bangor and Brewer provide a significant amount of tonnage and Karen and Aaron's respective votes will provide them with the desired seat. Melissa would like to recommend Steve Lewis from Boothbay. Mr. Valette has written several editorials in regional papers requesting the disbandment of MRC. While the MRC has been in a challenging situation, Melissa strongly believes that the MRC need to stay together to work towards a sustainable alternative for solid waste disposal. Councilor Delaware made a motion to cast the Town of Bradley ballot for Steve Lewis, seconded by Councilor Clemons, vote 5/0.

The municipal audit for the fiscal year ending June 30, 2021 has been completed. There was no management letter to address any management or accounting concerns. The ending undesignated fund balance totals \$1,568,821.74.

Melissa explained that Cindy is scheduled for a surgery on December 10. She is required to quarantine before the surgery and is expected to be out anywhere from 2 to 6 weeks. Melissa has committed to several meetings, trainings and personal events scheduled in December. She has requested via email that the Town Council allow her flexibility to structure appropriate office hours during those times. The dates that are affected are Thursday and Friday's. The office will therefore be closing Dec 9, 10, 16 and 17 at 3:00 pm. Due to Christmas and New Years Holiday's the office will close at noon on the 23rd and 30th and will be closed on the 24th and 31st. Melissa also reported that she has hired an individual who is expected to start December 7. She has over 10 years' experience working a municipal counter so the training will hopefully be easy. Melissa also added that she does not have a lot going on in January and she will also be looking at the office hour structure and bring forward any proposed changes.

Councilor Ketch mentioned that one of the items that was mentioned at the RSU 34 school board meeting last week was the checks and balances and how difficult that is to do with a small office. Melissa stated that it a concern and she is hopeful that the new hire will help. She will actually be the motor vehicle and inland fisheries agent. Cindy will take over the treasurer duties which includes check

reconciliation and warrant preparation. Terry was responsible for all that work; it will now be divided and cross training completed.

Councilor Lugdon asked if there was anything that the Town could do to help Cindy during this time specifically in regarding accrued time. Melissa stated that she and Cindy will be reviewing her accrued time, adding that one item the Town Council may consider is the payment of her health insurance premium. As stated in the personnel policy if significant time is lost the employee is responsible for the full amount. Melissa will bring information back for the Town Council's consideration.

Melissa has also spoke with Terry about her impending retirement. She did like the idea of residents being provided notice of her retirement so they can come in and wish her well. She also was not super excited about a jacket and did not want a large gift. Councilor Wade has ordered a gift and Melissa will get a card for the Town Council to sign for the December 7 meeting.

New Business: Councilor Lugdon made a motion to provide year end bonus in the same manner that was done last year, seconded by Councilor Delaware, vote 5/0. [*Cindy and Terry in the amount of \$250.00, Melissa \$350.00, and Dean \$150.00*]. Councilor Lugdon asked that Melissa relay to the staff how much their work is appreciated and valued.

Councilor Ketch reported that he attended the RSU 34 board meeting last week items that he highlighted included: 430 students and staff are participating in the testing pool, the selection committee to assist with the hiring of a new superintendent is expected to be assigned in December; Mr. Walker's retirement is July 1 however will stay during transition if needed. Councilor Ketch added that both Bradley RSU directors are on the committee and that they discussed Maine School Management to assist with the search. Councilor Wade will attend the December 15 meeting.

Councilor Lugdon reported that he once again volunteered to be on the County Budget Committee. He stated that the budget has major increases and it will likely not get better. The major funding factor is the jail and the building. The Council and Manager further discussed the use of ARPA funds to help with a new jail facility and placement of said facility.

Unfinished Business: Melissa reported that she had met with Chief Gifford and his officers last week. They went through the proposal very thoroughly and have recommended moving forward the proposal from Rosebauer. Chief Gifford stated that the truck in the proposal meets the exact specifications as requested in the bid. The truck has a galvanized tank and the ladder and hose placement offer additional safety options; the other proposals required the firefighters to climb the tank to access. Councilor Lugdon stated he was concerned with the deliver day which is 395 upon delivery of the chase; he worries is having to rely on the current 1988 tanker. Councilor Wade asked if a rental was needed is that a possibility. Chief Gifford was not sure of a rental or short-term use and was hopeful that the current tanker will hold out until the replacement is complete. Chief Gifford added that there are several trucks similar to this in Maine and have been well received, he also discussed the warranty and warranty work requirements. Councilor Wade made a motion to move forward with the Rosebauer proposal in the amount of \$374,798.00, seconded by Councilor Ketch, vote 5/0. Councilor Ketch asked what the next step was. Melissa stated she would contact the dealer and secure the contracts. She

would then begin working on the RFP for financing which would be a lease purchase agreement. Councilor Wade asked for details regarding the fire station debt, he suggested that the Town pay more towards the purchase price to have a smaller financed amount. Melissa will bring forward debt information and finance options to the next meeting.

Municipal Warrants: Councilor Ketch made a motion to accept municipal warrant #35 in the amount of \$1416.23, warrant #36 in the amount of \$8423.16 and warrant #37 in the amount of \$64,801.08

Next Meeting: The next meeting was set for December 7, 2021.

Adjourn: Councilor Ketch made a motion to adjourn, seconded by Councilor Clemons, vote 5/0.