

**Town Council Meeting**  
**January 4, 2022**

**Open Town Council Meeting:** Councilor Chair Mark Ketch opened the Town Council meeting; all Town Council members were present. Also present was Town Manager Melissa Doane and Fire Chief Eric Gifford.

**Review of Minutes:** Councilor Ketch made a motion to accept the 12/21/2021 Town Council minutes as presented, seconded by Councilor Lugdon, vote 5/0.

**Citizens Request:** None

**Managers' Report:** Melissa stated that Mike Smith is scheduled to start the office remodel the 3<sup>rd</sup> week of January, he does not believe that an office shut down will be necessary. The new desks ordered to accommodate the work areas are being built and will be put to use soon. Melissa has contacted the Habitat for Humanity retail store "Restore", and they will come get the old desks once they are ready. Melissa has spoken to HCP and the new workstation computer has been ordered.

Melissa will be having a zoom meeting with the Husson Intern tomorrow morning, they will be discussing website updates and also the technology suggested for the town council room to have streaming capabilities. He has mentioned the "Owl" technology being the easiest and most cost effective. In preparation of this technology becoming available, Melissa has drafted a remote participation policy. Councilor Lugdon would like some clarity on what necessary accommodations would mean. Councilor Wade asked if the meetings would be live streamed if all Town Council members were present, Melissa stated she would like to have that ability in an attempt to encourage more participation. Councilor Ketch mentioned that the policy refers to the Town Clerk making the determination, he questioned why the policy did not reference the Town Manager. Melissa stated that by law each municipality is required to have a Town Clerk, so if something should happen to the Town Manager the Town Council would have to appoint a Town Clerk immediately and not necessarily a Town Manager. Councilor Ketch stated that the reasons for absence and remote participation outline that it is not for convenience.

Melissa placed in Town Council boxes the generic form for the Town Manager annual evaluation. It will be necessary for each Councilor to complete the form as best as possible and return to Melissa. The Council and Melissa will meet in executive session for any discussion.

**New Business:** Councilor Delaware stated that there will be a drive thru luncheon on Wednesday January 12 at noon at St. Ann Church. She also announced that she had received her official Spirit of America certificate from the Penobscot County Commissioners.

**Unfinished Business:** Councilor Lugdon asked if there had been any response from Greeleaf & Sons regarding the letter that Melissa had sent regarding non-payment of the final contract amount due to the work not being completed. Melissa reported she had not received any response.

Councilor Ketch asked if there were any updates regarding the MRC facility. Melissa reported that the gas service had been restored. The MRC board authorized payments for gas to keep the plant operational. Bangor Gas had shut the gas off due to the unpaid Coastal bill. A new account has been established. Melissa also reported that there have been opportunities for plant operation, however the communication with the Bond Holders is extremely difficult.

Councilor Wade and Councilor Ketch stated they had taken their cardboard to the ND Paper site. The area was full or difficult to use.

Councilor Delaware mentioned that there was an article regarding concealed weapons in the Maine Town & City, it was her understanding that they were not required. Further discussion suggested that she or anyone else with specific questions should contact law enforcement.

**Municipal Warrants:** Councilor Ketch made a motion to approve warrant # 46 in the amount of \$515.72, warrant #47 in the amount of \$187.31, warrant #48 in the amount of \$5914.41, warrant #49 in the amount of \$120,895.59 and warrant #50 in the amount of \$7503.09, seconded by Councilor Clemons, vote 5/0.

**Next Meeting:** January 18, 2022

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