

## **SELECT BOARD MEETING: VIA ZOOM**

Date: December 22, 2020 6:30 P.M.

In Attendance: Selectboard- John Fenner (chair,) Lorie Costigan, Peter Beckett, Charles Garrigan

Danielle Gould - absent

Town Clerk Elizabeth E. Dickerson

Kay Neufeld, Camden Herald

1. Call Select Board meeting to order

Chair Fenner called the meeting to order at 6:30 P.M.

2. Meetings are recorded

Selectperson Fenner reminded attendees that Zoom meetings are recorded.

3. Approve the minutes of December 15, 2020

Motion to approve minutes: Selectperson Beckett made the motion, Selectperson Costigan, second

Discussion: none

Vote: Beckett: yes, Costigan: yes, Fenner: yes, Garrigan: Gould: absent 4-0-1 the motion passes.

4. Public Comment: none

5. Road Commissioner- absent

6. Town Clerk- Elizabeth Dickerson: most town offices and state agencies will be closed Christmas Eve. Selectperson Costigan asked what has been the usual practice. Chair Fenner said that in the past three years, the office had been closed. Selectperson Beckett motion, town office closed to public Christmas Eve, second Garrigan, employees can work if they want to get caught up on projects. Vote: Beckett: yes, Costigan: yes, Fenner: yes, Garrigan: yes, Gould: absent 4-0-1 the motion passes.

7. Select Board

A. Committee Reports- Comprehensive Planning: Selectperson Costigan reported that the next meeting has been moved to January due to needing to get expert advice on non-point pollution.

B. Earned Pay Leave Law-adjust personnel policy? *See NEW attached personnel working draft and EPL POINTS*

Selectperson Fenner made some edits in language and to distinguish contractual workers from employees, and to qualify that paid holidays are at the discretion of the Selectboard. Article IX has changed sick leave to medical leave. Reference to FMLA has been clarified. Article XII, health insurance available for full time employees only: clarified to include that any employees can purchase coverage. Selectboard could also offer prorated

coverage. Under Leave of Absence- Bereavement- misspelling fixed- 3<sup>rd</sup> down under A, in capitalized words, bereavement can be granted to attend a funeral. Chair Fenner, shouldn't have to be specific to family bereavement. All edits made are to do with existing policy language cleanup, not edits to include new Earned Pay Leave law (EPL.)

EPL: Suggestion by Chair Fenner- one possibility is to change vacation leave for full time employees to title it EPL instead of Vacation. May need to be additional edits but as long as the requirement for EPL is met the board can decide what to add. The carry forward of hours is capped at 40 hours. EPL can be used down to one hour increments, an employer can require notice up to as much as four weeks to use EPL. Can also exclude certain time periods of the year except for absolute emergency use, for example the time period when people are coming in to pay taxes during the discount period. As far as rest of employees, the Selectboard would have to say that the other classes such as regular part time and the appointed officials are all going to be covered by EPL. Another statement would need to be included that for full time employees the town would rename Vacation as EPL and the other two groups would need a statement they are entitled to EPL. Or maybe that statement would work for everyone with a citation to the law. And then the working rules and the implementation would have to be added to the policy. Selectperson Beckett: said that would have to put something in there that wouldn't add vacation and EPL together. Selectperson Fenner: subtract vacation and substitute EPL. Fire Department: Stipend for the fire department and emergency response doesn't count toward accrued hours for EPL. Training, meetings, equipment testing do. It's not going to be a huge amount of accrued time but the selectboard will have to look at it in the budget. Suggestions: let Selectperson Fenner know of any, otherwise he will continue to craft something to adopt next week. Selectperson Beckett can work with him on Monday. Monday is also the start of the boiler replacement, and it is warrant week. Selectpersons can also refer to the FAQ on the MDOL site that Selectperson Fenner included in this week's packet. How to handle Animal Control Officer and Code Enforcement Officer will need review. Firefighters already turn in time sheets quarterly. Selectperson Costigan- all we can do is begin to collect the information and go from there and start working to craft policy.

C. Discussion on remote access to computer system- Our PC support company provides remote support. Many towns are doing remote work because of COVID. Remote workers would have to use town owned machines. The remote worker would have to log on to his or her own machine in office, which would have to be running at the time. There is no dedicated "server." The clerk's computer functions as a server. The town office was closed for one week at first when COVID hit, and then closed to public for a while. Clerks met customers in the parking lot. Selectperson Costigan: can see it being effective for a town administrator, not effective for our needs since what happens here involves assisting the public. The clerk reports that it would be helpful. There are many tasks she could continue to work on, such as audit document preparation, financial reports, and checkbook reconciliations if she could access her computer. Selectperson Costigan will call other towns and get a sense of what they are doing. Selectperson Fenner has been thinking for some time that we should have a standalone server. Selectperson Beckett

said that this was investigated three years ago but proved too expensive. Things may have changed.

Selectperson Garrigan: would a computer be left on all the time? Selectperson Fenner: someone would have to turn it on. Selectperson Fenner said that computer slowness in office might be because one computer is trying to be both a server and a computer. Selectperson Beckett will get information from the tech support company as well in terms of what options might exist.

8. Other- Garrigan- question for road commissioner, but he is not here, will delay question. Hole on West Appleton. Hasn't been formal discussion with road commissioner concerning the fact that he is also plowing Hope and Appleton. How is the separation of trucks assigned to the Appleton contract going to work? Selectperson Fenner said that Jake had said that there was a separation of trucks for Hope and that there would not be overlap. The main issue is that our sand doesn't go to another town. The discussion was held, Jake assured this would not be the case. Selectperson Beckett: are we all set for boiler? Selectperson Fenner said that everything was still on track according to Maritime. Jake knows that we need the loader at 10 am warmed up and ready to roll Monday December 28. Selectperson Garrigan will be available as well and can come down ahead of time to help get set up.

9. Executive Session: none

10. Adjourn 7:31 pm, adjournment is by unanimous consent

A True Copy Attest,

A handwritten signature in black ink, appearing to read 'E. Dickerson', with a long horizontal flourish extending to the right.

Elizabeth Dickerson  
Appleton Town Clerk