

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

Date: December 29, 2020 6:30 P.M.

In Attendance: Selectboard- John Fenner (chair,) Lorie Costigan, Peter Beckett, Charles Garrigan, Danielle Gould  
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 22, 2020

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

Discussion: none

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

4. Public Comment: none

5. Road Commissioner- absent

6. Town Clerk- Elizabeth Dickerson: there are 22 liens about to go out that the Treasurer is working on. Budget: Selectperson Beckett asked about the financial statements the clerk provided to the selectboard in terms of whether the finances are on target. He will work on the budget and where we are in terms of revenues/expenditures and ask the clerk questions as needed.

7. Select Board

A. Committee Reports- Selectperson Beckett- tipping- (TCSWMO) he has been investigating the letter sent in by a user complaining about the facility and can't work out what is going on due to how the letter was written and needs to speak with the individual who wrote the letter. Selectperson Garrigan also had difficulties. The selectboard will follow up with the individual.

B. Earned pay leave law-revised personnel policy: Selectperson Fenner put in a section pertaining to EPL. Issue of vacation- only applicable to two full time employees- both would qualify for 40 hours of EPL a year, Five 8 hour days. He left vacation alone except reduced days per year by five. The amount of leave is still the same amount but is more flexible and 40 hours of it can be carried forward into a successive year which the current vacation plan didn't provide. Questions: Selectperson Beckett: what do the red

comments mean, Selectperson Fenner, all text should be black, just an editing situation. The one printed out at the town is all black. Selectperson Beckett said that the policy looks good and no issues. Selectperson Fenner said that the town has no union contracts such as bigger cities, so there isn't an issue there. Selectperson Beckett asked what do we do about CEO? Selectperson Fenner- will have to figure out because everyone qualifies for EPL – There's policy and then there's tracking which we will have to develop as we go along. The CEO is less challenging because he does turn in an annual hours report. Animal Control will be more difficult. Selectperson Costigan reminds that the CEO job is based on a stipend but the plumbing duties are based on fee sharing. Selectperson Fenner said that currently the CEO is given the local portion of fee share for plumbing. The salary is for code enforcement, not fee sharing. Doing away with fee shares and converting to stipend for given number of hours and fee share revenue to the town might be an option. This current rewrite gets us legal, the details will need to be worked out. Selectperson Garrigan suggested that Article 15, use of accruals- the second sentences, "the city" – should be changed to town. Somewhere is a reference to Munis, that should be taken out and changed to Trio. Clerk mentioned that Maine recognizes Indigenous People's Day, perhaps should be added in holidays and remove Columbus Day.

Selectperson Fenner- assuming vote to approve, will do a final and pass around.

Vote: Motion- Fenner, Second, Beckett, Vote, Beckett yes, Costigan yes, Fenner yes, Garrigan yes, Gould yes, 5-0-0 the motion passes.

C. Discussion on remote access to computer system- Selectperson Costigan said that she talked to several municipalities and will continue to do so, will compile into a document, discussed what Hope is trying to do, boils down to a few issues: if there have been closure for any length of time, most towns have found ways to remain open, there was a general discussion regarding tech differences in the towns: Camden has VOIP, probably most advanced out of towns, they work on rotating alternating schedules, one clerk in office, one clerk remote, the remote person has VOIP, the way they manage hourly employees is that they have a way to make sure the people answering the calls are the people who are working remotely.

Minimum number of people in the office systems is a goal. Number of services that towns are able to add to the website is another goal. Rapid Renewal- do we offer it? The Clerk says we do, but it could be more prominent on the website. Selectperson Costigan said that some of the smaller towns don't have a rotating schedule, but they try to use office space differently, one person in front and one person in back.

8. Other- Selectperson Costigan- what is happening with Zoom payments? They used to be paid with the former clerk's town credit card, today Selectperson Fenner gave the Treasurer his town credit card, the town is in the process of getting the Treasurer a town credit card.

CEO- Selectperson Fenner will need to talk with CEO and find out what to do about building permits that are coming in. Perhaps the CEO's wife could come in and pick up paperwork, could the CEO work at home? We may have to try to find someone as an

interim, maybe the CEO knows someone who can cover. Must be a licensed inspector. Selectperson Beckett said that Hope is potentially looking to hire a code officer. Perhaps some sharing opportunities.

Selectperson Garrigan update on furnace: all heat supply is hooked up, exhaust is hooked up, all sheet metal is on, have not hooked up water supply. Selectperson Garrigan will meet Selectperson Fenner at 8 am on Thurs to go over furnace.

9. Executive Session: none

10. Adjourn 7:07 pm, adjournment is by unanimous consent

A True Copy Attest,

A handwritten signature in black ink, appearing to read 'E. Dickerson', with a long, sweeping underline.

Elizabeth Dickerson  
Appleton Town Clerk