

Select Board Minutes

Date: January 9, 2024

Time: 5:30 PM

Location: Multi-Purpose Room

Next Meeting: January 23, 2024

Pledge of Allegiance to the Flag

Minutes: Approved December 9, 2023

Present: Lisa Miller, Richard Doughty, Dina Walker, Steve Conant, Dan & April Demers, Russel Banton, Laurie Pratt,

AGENDA ITEMS:

Department Heads:

Highway

Dan said that all the equipment is running. Minor work needs to be done 2016 with the exhaust and the starter on the backhoe. Still have no heavy equipment operator but does have Shawn Greenleaf and Mike Stephenson for this next storm working part time.

Richard said a citizen had approached him with a concern that the wing from the plow digging up the ditches. Richard said that he could give Dan the locations involved.

Weld Recreation:

1. Kitchen – Stove needs to be replaced the mice have gotten into it.
April said they would like to put more cabinets what the gas stove was, moved the microwave from underneath the cupboards and move it where the fans is over the stove. That would make room for the BUNN coffee maker to be moved over where the microwave oven is. A range top would be purchased to place on the counter and there is already the commercial convection oven there.

Approval was given for the removal of the gas stove, but there are no funds for a cook top. April will get the cost for the cooktop and present it at another meeting.

Richard asked that she engages the building and ground person in that project.

2. Removal of the piano on the stage at the Town Hall.
April asked if Piano can stay or go that is on the stage at the hall and if it not used can they remove it? It was suggested to make contact with Sean Minear to see if he had any knowledge of its history.
3. Women of Weld – It was suggested that April ask Nancy Stowell.

Photo waiver form and a Liability form – April asked if a form needed to be signed by a parent if a picture was taken at a Weld Recreation Function and posted on Facebook. Dina said that she will do research on this topic and get back to the board.

4. Movie Projector-April said that Dina had asked her to get some prices.
 - April said that if we purchase a good one that it would cost \$400. A 17' or 20' screen would be need for a cost of \$115. The screen would be on a stand that is easy to move, the screen is easy to move up or down and will be able to sit on the stage. It was suggested that she make contact with Sean Minear about a scholarship from the Peter Skolfield Fund through Weld Historical Society.
 - The cost of a projector or screen would be out of the Town Hall budget and can be used by anyone using the Town Hall whether it is an organization or rental.
5. Fees for classes when teacher charges fee
 - Zumba charges \$10 per class using our facility with 24
When Dennis does a water color class, he charges a fee and Weld Recreation pays for the materials used.
 - After much discussion on charging an additional \$1 or \$2 fee for the classes that an instructor charges for, it was decided at this time no additional fee.
 - It was felt that residents should not be charged to attend Weld Recreation activities.
 - Anyone who can or wishes can donate to Weld Recreation at the activity.
6. Results/cost from 45 degrees setting hall for a month
We have not had a delivery of oil since the heat has been left on at 45 degrees.
7. Lock on Hall door – The latch is not working and hard to open the door. Right now, if someone is there by themselves, they cannot lock it from the inside. Dan will look at the latch and see if he can fix it.
8. Night light on hall porch – The sensor will be repositioned for those of all heights.
9. Cabot fundraiser/other
April asked if upfront costs needed to go before the Budget Committee.

Dina thanked April for the report of ideas and potential spending report to the Select board, but reminded April that her appointment as Weld Recreation Coordinator gave her authorization to make decisions within her budget and does not have to obtain permission from the Board to spend within her budget. If she felt like it, she could come and notify the Board from time to time of a certain

purchase over \$1,000. But she still does not require the Board's permission to make such a purchase as long as it is within the allocated budget to Weld Rec.

10. Pickle ball is still a lot of people that want to do it.
Parade at Memorial Day general people what to do a parade which would be larger than the Christmas Party one. April will contact Sean and let him know that Weld Recreation is interested in participating in the celebration for Memorial Day.
11. Fundraiser calendar with all of the Weld Town events printed on it and sold.

Volunteer hours – Dina was present at the last Weld Recreation meeting and said that it would be best to keep records of all of their volunteer time for purposes of insurance and grants. Lise Bofinger and Kris Tyler also said that there are community grants that are available by keeping a log of all volunteer time and committee positions.

New Business:

1. Approve Town host party for Bernard Rackliffe (Jan 20) Town has Event – Bernard is under hospice care and has been a big part of the Town of Weld. Dina asked Weld Recreation to be the sponsor and in doing so there will be no rental fee and insurance will be under the Town. Richard said that being Town Sponsored that it was not necessary to go through Weld Recreation. Dina wanted to keep them in the loop by Town hosting the event where they hold events and it should be put on the Town Calendar so that it published for all Town residents to attend. Richard asked if everyone was in agreement to host the event and all were in agreement.

2. Begin Discussion and Review of Draft Personnel Policy

Dina said that she just wanted the Board to start talking about it realizing that is already 6:30 she does not expect to go through the whole 13 pages and understands that everyone has had only a few days to look at it. It has been sent out to all Department Heads and is looking for comments from them. Goal to have something in writing that reflects what we already practice, clean up anything that is not clear and put everyone on notice that there is a personnel policy in place.

Page 2 - Physical Examinations – Lisa feels the last sentence should be removed Richard said that "Full time" is someone who works 30 hours or more per week. We defined full time employment when we went into contract with Maine Municipal for insurance employees that is "budgeted" for a 30-hour work week there is an employee that we classify as a fulltime employee is budgeted for 30 hours per work but generally works 26 – 28 hours per week. Dina asked what position that was and Richard said it was the Treasurer and that the policy should be changed to say full time employee budgeted to 30 hours per week not *works* 30 hours paper week. Dina accepted the change.

It is the Legislative Body that approves town employees' wages established by the town's legislature.

Merit increases recommended by the Select Board but has to have the approval by the Town Legislative body. A recommended merit increase approved by the town does not need to go into the policy procedure, only the anniversary date approved by the SB. There were questions on Merit increases and Dina will look into them and get back to the Board.

-Motion to revisit holiday policy

Holiday Pay – Dina wanted to bring this up again about Carol's special Holiday pay and knows that they already took a vote and has thought about it since. Dina has heard from citizens and an employee that they feel with Carol's long service that she should in fairness of everyone that the Holiday pay of 8 hours that the day she works she receive whatever hours that she typically works on that Holiday.

Under 15. D.

Dina made a motion that A Full-Time Employee shall receive holiday pay for the holiday based on an eight (8) hour work day; provided, however, for as Carol Cochran remains in service as the Town Clerk of Weld, she shall receive holiday pay based on the hours the Town Clerk is obligated to work on such day. This exception applies specifically to Carol Cochran and not to the position of Town Clerk.

Richard indicated that he did not feel that individual names should be included in the policy. Richard said that the Public Works has been working 4 10-hour days, do we pay them 10-hour Holiday pay. He feels 8 hours of holiday pay and if they wanted 12 hours then work 4 hours on that day or a different day of the week. We are flexible on times and we are a small town and felt that was a way to keep it fair, equal and just. He feels that they should be paid either 8 hours or the number of hours that they work but it should be the same for everybody.

Richard said that the position should be put in and not an employee's name and that Carol fills 2 positions, Town Clerk and Tax Collector. Richard said that it could say the incumbent Town Clerk and Tax Collector.

Dina feels that from a legal standpoint, it would be more precise language to name Carol in the policy so that it is clear that this benefit was personal to Carol only and not for anyone in the position of Town Clerk.

Dan added to this issue and said that when PW changed to a 10-hour work that it was their choice and he was ok with getting paid for 8 hours that they do not have any set schedule. He said this was the right thing to do for Carol whether she worked 12 or 14 hours was fair for what she has put into this place.

Dina called for a vote with the new wording, Lisa 2nd the motion and all were in agreement.

23-Personal Time and 24- Sick Leave

Richard said that 23- Personal time and 24-sick time we do not have now and does not feel that both is need.

Dan said that he suggested one or the other and call it personal days or mental health day.

Dina will revise 23 and 24.

26. Family Medical Leave – Dina believes that is Federal Law. Richard said that he understands that we are not paying for their time off and their position or one with same pay will be available when they return.

Dan said that on Page 4 number 13 it should be beyond 40 hours of comp time and not the 20 hours written.

Also, a signed form should be used for an employee to request use of accrued compensatory time, so that there will be a written record of what has been used.

Dina agreed to make these changes in the next draft.

Old Business

Approve invoices and ACO training time to be paid out of 2023 budget

Our ACO completed 47 hours of mandatory training to be a certified ACO. Lisa wrote a letter stating that after completion of the training that it was over the budget and was asking to be paid but wanted the Board to know for the next time training was required. Richard said that there is not that much in training, however there was money in the overall ACO budget and suggested that Lise is paid \$655.52 for the training. The Selectboard all agreed that Lise should be paid.

Public Safety had invoices that they did not receive before year end that amounted to \$5700 which was dated 11/29 and is asking that it be paid out of 2023. The Board again was in total agreement.

Public Works has invoices in the amount \$5,200 from the recent flood and asking for them to be paid from the 2023 budget. Again, all were in agreement to pay them from the 2023 budget

Reaffirm Road Commissioner's authority over Public Works Personnel:

Richard stated that although when the position of Buildings and Grounds Keeper was first created, the employee in that position acted more independently. However, the select board agreed a couple of years ago that as the position is well within the Public Works budget that the Road Commissioner should have direct management and discipline authority over the Buildings and Grounds Keeper in the same way that he/she has authority over the Heavy Equipment Operator and any other Public Works personnel. The select board hereby reaffirms the Road Commissioner's authority over all Public Works personnel including the Buildings and Grounds Keeper.

Discuss and Amend Draft Solar Farm Ordinance to Draft Large Commercial Structure Ordinance; Discuss and approve Public Hearing Schedule for the same

Lisa said that some people are discussing selling their land to developers in Town. She suggested the board reconsider Dina's previous suggestion to amend the draft solar farm ordinance to extend to "large commercial structures" in general. Dina will have a draft ready for review for next meeting. Dina reminded the board that she will be sending both the draft large commercial structure ordinance and the original solar farm ordinance to Town Counsel for legal advice. At the next meeting we can set a date for the Public Hearing and it needs to be posted 7 days prior on our website. Richard will read the Ordinance over again. In order for the article to on into the Town Meeting Warrant the article needs to be drafted by February.

Next meeting of January 23rd a draft and will need to be approved and will need to get the Lawyers approval.

Dina thought that the first weekend in February they could be ready for a Public Hearing.

Dina reminded the board that if the article for the Solar Farm does not pass, we will have another article asking the Town if they want the Select Board to draft a large commercial structure Ordinance that they like and do a moratorium.

Schedule for submission of article and budget recommendation for Town Warrant

First week in February when reports need to be in to Carol.

There was also discussion to add an article To see if the Town will vote to approve an annual cost of living adjustment COLA to the annual wages of all Town Employees the amount of the annual adjustment would be based on the annual increase of the consumer price index.

Community Concepts:

Requesting a letter of support from the Town in applying for funding from UDSDA-Rural Development to assist families in building their own homes through the Section 523 Self-Help Homeownership program.

Carol will prepare the suggested letter on the Town's Letterhead and Richard will sign it on behalf of the SB.

Respectfully submitted,


Carol J. Cochran

Town Clerk

7:30 PM