

Select Board Minutes

Date: March 8, 2022

Time: 6:30 PM

Location: Multi-Purpose Room

Next Meeting: March 22, 2022, In-person & Zoom

Minutes: accepted

Present: Richard Doughty, Brian Haynes, Dina Walker, Becky Vining, Colleen Stewart, Casey McMullen

Department Heads:

None Present

New Business

Election of SB Chair:

Dina nominated Richard to remain as the Chair of the Select Board, Brian 2nd the motion and it was passed.

Recap of Town Meeting - Discuss key take-away.

Dina added to the List of Observations and recommendations regarding Town Meeting that was started after 2021 meeting. (List Attached)

- Tom Skolfield was an excellent moderator. He kept things orderly but still familiar. The added PA system was an excellent addition to keep order.
- Municipal Officers are the Select Board and should know the rules within the MMA Moderator's Manual.
- A citizen suggested the re-inclusion of 2021 Annual Report's "Budget Amounts to Raise and Appropriate. Colleen said that she had not given that page to Carol to be included, but it would be in the Town Report for Next year.

- Another suggestion was to include a one-page write-up separate from the Warrant on ARPA background for readers.
- Dina suggested replacing the 9 page "Citizen's Guide to Town Meeting" in the Annual Report with updated 2-page "Notes for Voters on Town Meeting Procedures."
- Dina also suggested to include the one-page "Rules of Procedure Table" in the Annual Report.
- The general consensus was to have Lunch next year.

Health Insurance increase for the Town Clerk/Tax Collector:

Brian brought up the motion that was made at Town Meeting to increase the Town Clerk/Tax Collector Health Insurance by \$1,000 that would make the Town paying 100% Insurance. There was no Article for the Town to vote on increasing to pay 100% of her Health Insurance, therefore even though the money was increased by the vote at Town Meeting it cannot be paid out.

Road Commissioner job search - review/update job description, draft want-ad, discuss where to post, discuss ongoing SB roll:

Elected Road Commissioner samples of job description guidelines etc. from MMA was presented to the Select Board by Dina.

All were happy with the ad we now have and said to post the Ad removing "Must be legally eligible for employment in the U.S."

In the past the ad has been sent to the Career Center, daily bulldog and we also should include the Sun Journal and Franklin Journal

Position changing from elected to appointed: It was noted that there would be no changes in the duties of the RC as described in the Job Description of the RC despite the fact that the Town Legislature voted to change the position from an elected position to an appointed position in the job description of the RC as the enumerated duties are all statutory duties of the RC as required by the State. However, the Select Board will have more supervision over the Road Commissioner now that it is an appointed position. Support will be needed from all.

Kelly said that he would help out with grading roads, etc. and would meet with the new RC and share with them what he knows.

Discussion of approach to Dummers' assessment:

The CEO was interested last year helping with the assessing process and the Select Board will make contact to see if he is again interested. When doing the work it needs to be done consistently and the assessment on sheds, etc. that are built must be assessed as the condition and quality of workmanship.

Casey, who manages Dummer's Beach Campground, was present at the meeting and will send an updated excel spreadsheet to us within a week. Casey said that if she knows when they are going into the Campground to do the assessing that she will open the gate.

Carol will get a list to Casey before Memorial weekend of those who have outstanding taxes.

PA system use policy and tracking form:

Richard said that he had talked with Sean and it seemed that the PA System could be paid by the Peter Schofield Grant.

They also discussed sharing with others. There will be forms that when anyone takes the equipment that they will need to sign it out and the form will state how much of the equipment was taken and after each use it will need to be signed back in.

Richard purchased a tote and everything fits into it and is presently stored under the stage at Town Hall.

Richard will ask Ernie at Everyday Music if it is ok storing the equipment in the cold.

Update and next steps forward on drafting Comprehensive Plan, Tower Ordinance, and Site Plan Ordinance:

Carol and Dina presented minutes from Select Board from November 24, 2020 for the present Planning Board to work on reviewing the Ordinances and make needed changes to the Building and Shoreland Zoning Ordinances and also

make needed changes in the Comprehensive Plan. At that meeting, it was stated that the PB was to present these changes at Town Meeting on March 6, 2021.

Nancy Stowell was working on all 3 primary Tower Ordinances, Land Use Ordinance and Comprehensive Plan updated. Tom Wheeler suggested getting others in Town to help her.

Sara Shifrin and other committee members said there was not a lot of comments at Town Meeting on the information presented before and after Town Meeting.

Dina pointed out that there are still a number of outstanding points in the draft tower ordinance that WAC and the SB do not agree on. For example, Brian does not agree with the entirety of the draft as it currently stands, Dina does not agree with the subject matter applying to both commercial and residential buildings, Richard originally imagined the ordinance to cover restrictions on only those buildings that obstructed the protected view sheds, not the entire town. The SB agreed that the next step is for the WAC to come to the Select Board with a list of substantive points for the draft tower ordinance so that the SB and WAC can agree on those points before continuing drafting the entire ordinance.

WAC needs to submit a bullet list of what they want.

The SB is not sure if the Tower Ordinance will pass in its current form.

Dina will contact AVCOG regarding the Comprehensive Plan in April 2022 and report back to the SB on recommendations for next steps forward.

Update on next steps forward on ARPA appropriation and reporting:

ARPA money will be spent on lost revenue, a replacement generator for the TOPO building and Premium pay for employees.

The Town will need to report by April 30th on what the money will be spent on

Premium pay will be voted on at the next meeting.

April 1st – Assessment Day:

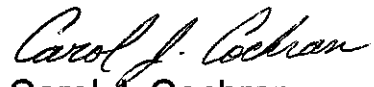
Richard will be at the Town Office from 10 until 2.

Division of Duties

Division of duties will be discussed at a future meeting.

Dina is not able to attend the next meeting in person so asked that it be Zoom.

Respectfully submitted,

A handwritten signature in cursive script, reading "Carol J. Cochran".

Carol J. Cochran

Town Meeting 2021 (Saturday, April 17, 2021) 10AM-2PM @ Town Hall*

Observations	Recommendation
1. Lack of familiarity with the Town Report by attendees	<ul style="list-style-type: none"> • Prepare and present a short summary of the Town Report at the start of the Meeting • Send out email to Town Listserve that Town Report is available for pick up as soon as possible prior to the Meeting, announce the same at Selectboard meetings (2 prior) before Meeting
2. Some attendees unfamiliar with the officers and members of various Town Departments and Boards in the room	Consider name and position signs at podium and name tags for other town officers/representatives
3. Lots of good information in the Town Report may have been overlooked by attendees	<ul style="list-style-type: none"> • Consider an index or section name tabs and page numbering • Move Warrant closer to the beginning of the Report
4. Uncertainty over meeting rules by attendees	<ul style="list-style-type: none"> • Officers can review Town Meeting Rules day before Meeting • At start of Meeting, refer audience to "Citizen's Guide to Town Meeting," summarize the basic procedures for the audience at the beginning of the meeting so that they are aware of the basic "tools" they have to speak/vote at the meeting • Consider having an assistant to help Moderator identify and organize questions/comments from audience
5. Lengthy discussions on some articles	Let's Discuss
6. Uncertainty among attendees about whether Selectboard supported or approved articles	<ul style="list-style-type: none"> • Selectboard can give a short summary of background/history for each article as Moderator introduces the article, then say a couple of words on the Selectboard's current views on the article (unanimous, split, dissent) and the reasons for their view. Then open the article for discussion.
7. Some confusion over whether votes were for article or amendments to articles	Consider having a projector on the wall that can show the current matter being voted on
8. Information overload during discussion make simultaneous recording difficult	Provide the Secretary with an assistant for the Town Meeting to help with recording the meeting minutes

*Meeting held under special circumstances: Covid distancing and masking rules in place

Town Meeting 2022: Town Hall 10AM –1PM¹

¹ Covid-19 Pandemic becoming an endemic. No social distancing rules were in place, masks provided and recommended, sanitizers and wipes provided, microphones wiped down after each use

Observation	Recommendation
1. Tom Schofield was an excellent moderator. He kept things orderly but still familiar. PA system an excellent addition to keep order too.	<p>Ask Tom to be moderator for future town meetings. If we don't have an experienced Moderator like Tom, the following mechanisms can be very helpful:</p> <ul style="list-style-type: none"> - set time allotted to each article - time keeper - take vote in the beginning whether non-voters can speak - Municipal Officers be well-versed in the Moderator's Handbook
2. Citizens requested more background information on some articles	<p>Budget: citizen suggested re-inclusion of 2021 Annual Report's "Budget Amounts to Raise & Appropriate</p> <p>AARPA: citizen suggested include one-page write-up separate from the Warrant as background for readers</p>
3. Citizens' lack of familiarity with Moderator's Rules	<ul style="list-style-type: none"> - Suggest replacing 9-page "Citizen's Guide to Town Meeting" in the Annual Report with updated 2-page "Notes for Voters on Town Meeting Procedures"² - include the one-page "Rules of Procedure Table" in the Annual Report³
4. Citizens didn't have an opportunity to mingle as much as previous years	<ul style="list-style-type: none"> - Richard suggested serving lunch at next year's Town Meeting

² Maine Moderator's Manual: A Guide to Town Meeting (7th Edition 2021), p. 29-30

³ Maine Moderator's Manual: A Guide to Town Meeting (7th Edition 2021), p. ii