

## Selectmen Meeting Minutes

Town of Newburgh

Date: 6/17/2013

Called to Order: 7:00

Roll Call:  Scott Preston  Stanley "Skip" Smith  Leonard "Bud" Belcher

Warrant: # 60-duplicate warrant paid on 6/6/13 – was duplicated from #56 because of voided checks #61-\$590.92, #62-\$2,570.00, #63-\$5,675.12, Warrant 63 was previewed by two selectmen over the weekend and \$5 was added for the total of \$5,675.12. Kelly wanted to know why the previews were done and

Serena commented on how the past selectmen put in place that the warrant previews were done over the weekend

so that the checks could be done on Monday and the warrant brought to the selectman's meetings.

Scott wanted to know if warrants could be done and signed at selectman's meetings like Winterport and

Hampden does? We will look in to that. Scott and Bud both working and they want to know if the warrants could

be done/signed at the meetings every other Monday only. Skip made motion to accept warrants 60, 61, 62 and 63,

Scott seconded-Passed 3-0

Minutes –

Department Report:

Library has resignation of Laverne Rusting. Library committee has nominated Elaine Piecuch to take her

place. Skip made motion to nominate and place Elaine Piecuch on the Library Committee, Bud second – Motion passed 3-0

OLD BUSINESS:

1.

NEW BUSINESS:

Skip made a motion to nominate Leonard Belcher as chair of the select board; Scott seconded-Motion passed 2-0 Bud will take over next meeting.

1. Marcus Ballou – MMA on Insurance and Use of Building. Risk Mgmt Services, based around Maine Torte Claims Act. The Property Casualty Pool is what covers the building. Marcus passed out a synopsis of the coverage. Will allow people to use building but if they have their own insurance the town will not be liable.

Bud mentioned that as part of the original lease to sell it to the town's people was that they could use the building for functions. Bud wanted to know if we take the building over, what can we use this building for? Marcus' recommendation was to make a policy that says for a public meeting of less than 15 people you do not need insurance, for activities above you might. It is also up to the selectmen to say, we don't care if you have insurance, we will just let you use the building. All MMA is saying is

that if you want to manage the risk, we recommend the insurance. Marcus would recommend that if the town take over the building that you form a Facility Use Policy, and that you direct when you will require insurance or not and leave some discretion and have a policy that you follow and don't inadvertently discriminate against folks for usage. He would also recommend that you have them supply you with their insurance for the use of the building. T.U.L.I.P. has a program that MMA negotiated to get; it's a third party insurance. T.U.L.I.P. is tenant user liability insurance program that is available. The town cannot provide it for people but they can use one of the terminals at the office to apply. It asks who you are, the town code, name of event, if had it before, if any claims before, if armed security (bouncers) what event is taking place, number of people in attendance, and are there vendors and then a quick quote average 100 people with no food is \$75. You cover the attendees but the people who are coming should have their own insurance. A craft fair with a couple hundred people would be around \$200. If it is a program that is run through the town then it could be covered under the Town's Rec Program. Buddy said he

would hate to have the town buy the building and then not be able to use it. Marcus said we can't tell you what to do with the building, we can only tell you who will and won't be covered. It's your building we have no right to tell you what you can and can't do with it. We can only tell you how to manage your risk; we are only giving you our recommendation. However, if stuff goes wrong and you didn't follow our recommendation, we've got to pay-it impacts and eventually it catches up. If your losses keep going up, then so will your premiums. Buddy commented that if we buy the building the cost of the increase would be \$2400; for a million and a half dollar building it's not a bad price. Marcus asked if we were renewing with MMA; yes we are. They then spoke of those positions who are bonded. Skip made the motion that we get insurance through MMA, Scott seconded-Motion passed 3-0

2. Policies – Financial and Personnel – (tabled until next meeting) Leonard wants to know that Serena will give them all pertinent information dealing with each particular issue that occurs. On the financial policies they questioned the daily deposits which Serena stated that it would not always be done daily. The cash receipting is done daily but the deposits are not. Case and point was the cash-up that is done on Thursday and Serena is in Monday and at that point does Thursday and Fridays. The bags are tallied and matched to the cash audit then signed and deposited. The deposits are done when they are convenient and Cindy can do the deposits on her way home. If Serena goes she is paid mileage and it is more cost effective if Cindy deposits these on her way home. Bud wanted to know what the ramifications are on any of these financial policies are not followed. The personnel policies need to reflect the financial policies and the personnel policies need to state that if the financial policies are not followed then what ramifications are going against that person. There needs to be ramifications added to the personnel policies that states what happens the first time, the second time etc. The ramifications will be put into place and the selectmen will either agree or disagree with them because Serena is the one that needs to put them in place. Scott also would like to see them more strict then Serena can be a bit lenient as she sees fit. The board is here to be directed, the town manager is the one who the selectmen listens to.

The next meeting will be July 8th not the 1st because two of the selectmen will be gone.

There is going to be a notebook with what the selectmen should be looking at: the bank reconciliation, Trust Accounts, Non Zero Balance All Accounts; that can go home with them, initial and return. All should come in to the office to understand what they are looking at.

The agenda is done by Thursday and the packets are done to be picked up for the weekend but are also emailed.

3. Office Hours – Monday 9-6, Tues-Wed-Thurs 8-5 and Friday 8 -12. Skip made motion to change hours, Scott second Motion passed 3-0

4. Medical Equipment Loan Closet- Rachel Wintle –occupational therapist that does home care. She would like the opportunity to set-up a medical equipment loan closet with crutches, cains, walkers, etc. and have a space at the town office for medical equipment that the town can borrow. Selectmen want Serena to contact MMA regarding liability. As long as there are no liability issues the selectmen think it is a good idea.

Who is presenting the Boston Cain to the recipient. Skip wants Serena and Cindy to present it to the recipient or to contact a boy scout. Serena contact the family and she should present it to her.

Is the Sign a go ahead? The sign is a 4 x 8 sign but the selectmen would like the phone number added.

Brent-Mudgett and Dhalia Farm Road quotes need to be sent out and quotes returned by June 28th. Two quotes for Dahlia Farm Road with fabric and gravel and Mudgett Road the same. Bud wanted to know if the bid went out for Road side mowing, it is done and it will be done in September. Scott has a list of people who can do the work, if they consider Wellman's then Scott has to abstain.

Public Comment:

Selectmen's Closing Statements:

Adjourn: Skip motion to adjourn, Scott second-Motion 3-0