

**Selectmen Minutes  
Town of Newburgh**

**DATE: 10-05-2015**

**CALL TO ORDER:** Meeting called to order at 6:02 p.m.

**ROLL CALL:**   X   Leonard (Bud) Belcher,   X   Renee O`Donald,  
  X   Stanley (Skip) Smith,   X   Cindy Grant

**WARRANTS: AP# 64 = \$14,139.46, AP# 66 = \$160.26, AP# 67 = \$121,511.72, PY #68 = \$3,779.59,  
AP Warrant #69 = \$    AP Warrant #70 = \$10,110.87**

**MINUTES:** 9-1-2015, 9-14-2015 – Tabled as Board has not yet read them.

**DEPARTMENT REPORTS:**

1. Fire- No report and no one present from Fire Department
2. Rescue- Kelly was not available for the meeting, so she sent an e-mail report which was read by Selectman Belcher. There were 6 calls for September. There was a fundraiser at Newburgh Day in which #330.50 was raised from the BBQ and there was \$26.37 in donations to go toward their AED goal.

Kelly noted that there had been a discrepancy on her accounting for the Capital/Donation account and the number that the Town showed. Kelly and the Town Manager sat down to go over the numbers and concluded that Kelly had not documented an invoice that she had approved for payment. Cindy provided her with the signed copy as well as a receipt that she had not received for a donation. After discussion, it was decided by both of them that invoices and receipts will all be placed in the Recreation mail box, as there are several people who remove items from the Rescue mailbox. This should reduce the chance of receipts being misplaced.

3. Roads- Brent reported that the Trudy Road was the only road that had any issue during the heavy rain last week. He requested that gravel be put on this road to repair it. He also noted that the Red Schoolhouse Road could use a load of gravel as well. The Board agreed. Selectman Belcher thanked Kendall and Brent on a job well done on the Flinn Road. During the heavy rain storm, that road did not wash out at all.

Brent also stated he would like to have Taylor Grading come back once more to do spot grading. The Board directed Brent to go ahead and have Taylor Grading do the work as directed by Brent. There was discussion about what to do with the North Road this fall. Brent suggested that the gravel deliveries and the grading be done at the same time.

Brent noted that the North Road needs the shoulders cut back. Due to the washouts, it is necessary to ditch this out. Brent feels that Kurt would be able to do this, but then we would need someone to pick up the excess.

There was discussion about salt that was delivered. Brent said that there was four inches of water on the floor where the salt was dumped. Brent was told by the delivery driver that Bucksport denied the delivery, but we could not, as Brent was not aware that they were delivering at that time. By the time he was aware it was already dumped. Also the sand that was delivered was all

wet. After discussion, it was determined that this will have to be handled by the plowing contractor. There was discussion about repairing the sand/salt shed to stop the water from seeping in through the walls. There was also discussion about thinking about replacing the shed.

4. Recreation – Newburgh Day went well. It is estimated that 200 – 250 people attended. The next event will be the craft fair on 11/12.
5. Library – Gary Woolson said he has nothing new to report.
6. Town Manager –
  - Dry Hydrants – waiting for DEP Permit. Once this is back, Cindy will get bids for the job.
  - Emergency Management Director – Town Manager Grant reported that she has researched options for Emergency Management Director, and the best option she has come up with is for her to take that position with Deputy Clerk Gina Belcher as the back-up as she lives in town. It is very time consuming to do all of the training required. The funds were allocated through the Fire Chief’s position, but it is not worth trying to break that down to reallocate the funds. Gina has agreed to be the shelter coordinator. Skip made a motion to appoint Cindy Grant as Emergency Management Director, Renee’ seconded, approved 3-0.

#### **OLD BUSINESS:**

1. Paving North County Rd. – There was discussion about whether to pave or not. It was unanimously agreed by the Board to hold off on paving until the paving projects begin in the spring. They also agreed to put this project out to bid separately from the big projects for spring. The Board directed Cindy to go back to Wellman Paving to get a more in depth bid for the paving and shoulder work to be used with the other bids from Pike and Lane for use in the spring. It was agreed to put the bid requests out in early March for the big paving project and then the North County Road as a separate bid.
2. Job Description for Town Manager - The Board has reviewed the revised job description for our Town Manager. Renee’ had a couple of minor wording changes. Renee’ has forwarded her changes to the Town Manager. The Board approves this job description as per Renee’s changes 3-0.
3. Final plan on Paving Project – The Board along with the Town Manager and Road Foreman. It was unanimously agreed by all to put off the bidding on the paving project until March 2016. The Select board agreed 3-0.

#### **NEW BUSINESS:**

1. Putting Audit to Bid – The Board had agreed to put the Town annual audit out to bid. The Board had comprised a list of audit firms that bids should be sent to. Selectman Belcher made a motion to put the audit bid out as soon as possible, Selectman O’Donald seconded, motion approved 3-0.
2. When to start Budget process – After discussion, it was decided to begin the budget process in mid- March of 2016 for the Budget Committee. Town Manager Grant said she would have Department Heads have their projected budgets submitted by the mid-February.
3. Annual Appointment of Tax Collector, Treasurer, Clerk, GA Administrator, and Registrar of Voters – Selectman Belcher made a motion that Cynthia Grant be appointed for all titles noted above. Selectman O’Donald seconded the motion, motion passed 3-0.

4. Selectman Belcher brought up the hours that Town Manager Grant puts in. He noted that the Town Manager puts in a lot of hours for meetings, etc. He wanted to make sure that she is being fairly compensated for her time. Cindy said she has used vacation for days taken in July, but she has taken a few hours here and there and occasional Fridays off to compensate for the extra time put in.

**PUBLIC COMMENTS: None**

**SELECTMEN'S COMMENTS:** Selectman O'Donald noted that the next newsletter should have a descriptive paragraph outlining the road project.

**ADJOURN:** It was decided to schedule another Selectman Meeting for October 13<sup>th</sup> at 6:00 p.m. Meeting was adjourned at 7:15 p.m.