Town of Newburgh
Selectmen’s Meeting minutes
July 2, 2012

Attending Selectmen: Chris Yountz, Jim Hopkins, Claude Bolduc, Steve Burgess, Stanley Smith

Public Attendees: Linda Hamilton, Steve Porter, Lou Chamberland, Kelly Hamilton, Gary Woolsen

1. Meeting called to order at 7:00 pm
2. The recorder was full and unavailable to record the meeting. Chris made a motion, seconded by Jim, the Lou Chamberland take minutes. Vote was 5-0
3. No Warrants to review
4. Minutes of June 25, 2012: Chris made a motion, seconded by Steve that the minutes be accepted. Claude requested several changes to the minutes:
   • The mil rate was set at 13.26
   • In Old Business, the employee probationary update should be 1 item down.

Minutes are to be updated and voted on at the next Selectmen’s meeting. Also noted was that changes need to be made to the June 11, 2012 minutes. These will be voted on at the next meeting as well.

Department Reports:

1. Fire Dept: Linda Hamilton reported on activity in June
2. First Responders: Kelly Hamilton reported that 11 patients were treated in June, and that the First Responders license has been renewed.
3. Road Foreman: No report
4. Cindy’s report: No report
5. Finance Committee report:

   Jim expressed concern about the resignation of two committee members and the purpose of the committee. His understanding was that the committee was going to act as a check and balance until the Town hired an Administrative Assistant and Cindy did not hold all the positions of Town Clerk, Treasurer, and Tax Collector. He also expressed concern about paperwork being taken out of the Town Office, and stated the need to be respectful of Cindy in requesting information.

   Selectmen agreed that no paperwork should be out of Cindy’s direct supervision.

   Lou pointed out that the Finance Committee being a temporary committee was never part of the discussion in setting up the committee and many towns have Finance Committees that also function as budget committees and audit committees. If committee members had the understanding that the Finance Committee was a temporary committee it had to come from their conversations with the Town Office and not from the approved Committee description.

   Concerns about the role of the Finance Committee have been raised by Committee members as well regarding the term “oversight”. Committee members feel that the Selectmen are charged with the responsibility of overseeing the finances of the Town and cannot pass that responsibility to a committee.

   Chris Henderson has expressed an interest in being on the committee. Lou will call her
and confirm this.

Motion made by Chris, with Jim seconding, that the committee description be changed to remove the term “oversight” and replace it with “reviewing”. Passed 5-0.

Motion made by Chris, seconded by Claude, the following language be added to the Committee description at the end of the last sentence: “at their convenience not to exceed 5 business days”. Passed 5-0

6. ACO report: No report
7. Assessors Agent: No report

Old Business:

1. Johnson Gravel Pit:

Chris met w/ Ed Bearor who agreed to draft a letter to Sandra Johnson stating what the Town has to do in order to close the gravel pit. Ed would like a copy of the contract, the plan developed, and the ordinance before writing the letter. Chris will deliver the materials to Mr. Bearor tomorrow.

Linda Hamilton volunteered to review Selectmen’s minutes from 2006 to see if the contract was ever approved by the Selectmen. The contract is dated May 22, 2006.

2. AA/Manager Position:
   - Selectmen voted at the last meeting to re-advertise the position. No ad was available for review.
   - Claude spoke with Glenn Aho, former town manager of Auburn, who is willing to meet with Selectmen and discuss providing services to assist them in finding and Administrative Assistant and providing guidance until someone is hired.

It was pointed out that Mike Crooker who lives in Newburgh and is Town Manager of Glenburn might also be available to provide guidance to Selectmen. Item tabled until the next meeting to allow Selectmen time to do research.

   - Discussion about the AA job description: The Town of Newburgh’s Town Manager job description was not available. Selectmen requested that the Town’s job description be given to Selectmen before the next meeting.
   - Discussion about a Town ordinance that would allow Selectmen to retain the authority to hire and fire Town employees. Tabled to a future meeting.

3. Office/School Building: No discussion

4. Town Attorney estimates on Cindy Dunton:
   - Eaton Peabody has never returned Chris’ calls.
   - Ed Bearor is willing to conduct a nationwide asset search, review the promissory note, and look into the MMA bond for $500. Selectmen agreed to have Ed Bearor proceed. He requested a copy of the promissory note and the courts’ judgment which Chris will deliver tomorrow.

5. Town Sign: No discussion
6. The number 6 was skipped on the agenda.
7. Salt Shed Update:
• The bill for the electrical work is over $3000. Only $900 is left in the Salt Shed appropriation account. The electrical problem was discovered after the salt and sand were moved out of the salt shed and involves safety issues.

Claude made a motion, seconded by Chris, that Will Brown be used to repair the electrical system at the Salt Shed; that the $900 remaining in the Salt Shed appropriation account be used for this work with the remaining $3000 coming out of overlay as this was an unanticipated expense; and that in the future these types of discussion be held at Selectmen’s meetings and not through email. Passed 4-1, with Steve opposed.

• Skip stated that he feels our plow contractor should provide sand because of concerns that if our sand is used it could cost the town if the sand caused an equipment breakdown, for example a rock breaking a chain.

8. The number 8 was skipped on the agenda.

9. Littlefield Road Bids:

• Skip called the firm awarded the contract at a previous Selectmen’s meeting. He is fine with the bids being reviewed and the decision on the award being possibly changed.

• The low bid was Wellman Paving. Wellman Paving has done good work for the Town in the past, is a responsible contractor, and meets the criteria outlined in MMA’s bid contract review process.

• Steve states that Selectmen are allowed to choose from the three lowest bidders in awarding the contract.

• Chris explains that there are no stipulations in the bid that would disqualify other bids.

• Claude reads the contract/bid legal language and concludes that Selectmen have a responsibility to award the bid to the lowest qualified bidder.

• Skip made a motion, seconded by Jim, to award the Littlefield Road repair project to Wellman Paving for $42,974. Passed 4-1, Steve opposed

Other Road discussion:

• Claude recommends getting the bid for the Dahlia Farm road project together.

• Brent would like to discuss shouldering on the Chapman and North Roads and how to fix the Lindsay road.

• Kelly Hamilton suggests packaging all the bids which would perhaps get us a better price. Claude states that this will be possible once the road plan is complete.

• Selectmen asked that Brent be asked to attend the next Selectmen’s meeting and come prepared with recommendations for which road projects to concentrate on.

• Skip will contact Brent and ask him to come to the next meeting prepared to give suggestions and offer direction to the Selectmen. Selectmen agreed to have Brent as the first item on the agenda.

New Business:

1. Volunteer sign up requirements:
Discussion about whether potential volunteers are required to call the Town Office to express their interest. Claude suggests that volunteers should not be required to call the office as long as they notify either the Committee chair, the Selectmen, or the Town Office to express their interest in being appointed to a committee. Claude will draft a policy for review at the next meeting.

2. Agenda Template: Tabled
3. Selectmen meeting policy: Tabled
4. Cemetery Committee Duties: Chris has a copy of what the duties are. Selectmen request that they be given a copy, and that a copy be given to the Sexton.
5. Snow Plow contract:
   - Skip prefers that we have two trucks plowing.
   - Claude will prepare a draft of the contract for the next meeting; Steve will work with Claude on the contract. The snowplowing contract will be combined with the salt and sand contract with a specific date for when the salt and sand are to be put up.
   - Steve Porter requests that a clause be included in the contract stating that contractors will be responsible for any damage to mailboxes.
6. Changing banks: Chris introduced because Camden National does not provide copies of cancelled checks. Several people stated that Camden National does provide copies of cancelled checks. Tabled.
7. Policies: Tabled. Chris requests that his agenda items be put on the agenda as submitted.
8. Town Report: Chris has not started yet.
9. Eagle Security: Steve would like to obtain a report from Eagle Security from January to the present showing who and when people have entered the office. Selectmen request that Steve obtain a cost estimate and bring the issue to the next meeting.
10. Select Board rules:
    - Steve poses the questions “How should the Selectmen hold themselves accountable?”, for example not removing papers from the office or bringing citizens into the Town Office.
    - Jim suggests waiting until we have an AA to develop a policy and including staff in the discussion.
    - Claude states that Maine State Statutes cover ethics and so does the MMA manual for Selectmen.
11. Wellman Paving:
    - Wellman had stated at the last meeting that he had not been paid for 60 days after completing the work last year.
    - Steve passed out Wellman’s invoice dated 9/20/11, a copy of a check dated for the 9/23 Warrant, and a copy of the cancelled check dated 10/3 to show that he had been paid timely.

Public Comment:
   - Linda Hamilton asks if a newsletter is coming out soon. Community calendars are
now available and citizens need to be notified.

- Steve Porter points out that Selectmen voted to advertise for a Sexton and that Cindy has not placed the ad. Chris will try and get it in the paper soon.

Selectmen's Statements:

- Chris is updating the web site. Web site address is: newburghmaine.com
- Jim informs Selectmen that their new email accounts are case sensitive as to names and passwords.
- Jim informs the Board that staff have completed their self-evaluations. Jim will be meeting with them individually and will provide a report to the Selectmen.

Chris makes a motion to adjourn the meeting at 8:55, Steve seconded. Passed 5-0

Submitted by:
Lou Chamberland