Selectmen's Discussions & Decisions
December 19, 2013

Selectmen present: Tom Hohn, John Norton, and Marie Harmon

1. Met with Town Treasurer to discuss multiple items:
    a. distribution of budget information and worksheets to Department Heads. Finance Committee has set goal to deliver an FY 2015 budget that does not exceed FY 2014 and selectmen will communicate that goal to department heads.
    b. A breakdown in communication between Treasurer and Fire Chief since July is impacting Town ability to get Fire and Rescue invoices approved and paid on a timely basis. Treasurer notes that lack of documentation and appropriate approvals recently hampered and delayed processing and payment of Fire Department invoices totaling nearly $6,000; the invoices were paid after back-channel approvals were submitted but going forward Treasurer will require appropriate documentation.
    c. January 2013 state requirement that Town must receive from all contractors either proof of workers compensation insurance or proof of state pre-determination that exempts them from workers comp. Treasurer has received necessary proof from three contractors but has not been successful with others. Lack of such proof will mean Town will have to pay the state an amount equal to the cost of insurance.

2. Met with Town Attorney, Matt Tarasevich, concerning:
    a. Selectmen sought and Attorney Tarasevich provided training and guidance on selectmen's responsibility to maintain and protect town records and to verify that records are available per requirements of Maine state "Rules for Disposition of Local Government Records" and the Freedom of Information Act. This issue and discussion was triggered by two recent events concerning missing or erased Town records:
        i. the failure of former Road Commissioner to return records which the Selectmen had been assured were properly maintained including photographic record of all road / ditch construction and repairs, notebooks with history of construction, repairs, maintenance of Town roads and related computer records. First request for records were made by Town Administrator in July 2013 after change in Commissioner status with multiple requests by Selectmen since then.
        ii. The erasure of Town records which were located on the hard drive of a Town-owned computer used by a Town official for Town business. The return of the computer was required by the Selectmen in attempt to retrieve roads records and verify that fire and rescue records were maintained and protected as required by law. The Town's IT person has reported that the computer returned to the Town has had its hard drive completely wiped clean of all Town records.

    <u>Action: selectmen agreed to task Matt with contacting attorney for former Commissioner for the return of Town records.</u>

    b. Selectmen sought and Matt provided training and guidance on determination of appropriate topics for public discussion versus executive session. Matt clarified that many issues concerning Town employees could and should be discussed and reported publically as long as disciplinary action or investigation of alleged employee misconduct was covered in executive session.

Action: Selectmen agreed to fuller and more detailed reporting of Selectmen's meetings.

3. Discussion of potential workplace hazard in Fire Station. Chief Clarke stated administrative duties could not be performed at fire station due to risk of carbon monoxide poisoning. Selectmen concerned that if true then all Fire and Rescue personnel who attend meetings and training sessions in the Fire Station may be risk. While no claim of carbon monoxide poisoning of F&R personnel has been reported Matt Tarasevich advised that Selectmen must investigate reported threat of workplace hazard.

Action: Selectmen will arrange air quality testing at fire station to ensure safety of all personnel.

4. Discussed multiple issues concerning snow plowing and road conditions during and after the snowstorms on December 15th and 17th:
    a. Complaints from Deputy Fire Chief Papkee and EMT Director Clarke to Selectmen and to Town plow contractor about plow operations on the night Dec. 17. Starting @ 11:30 pm Selectman Hohn received complaints from F&R personnel that plowing had not started until 10:30 pm and that roads were covered in deep snow and were unsafe. Selectman Hohn, who had personally witnessed plowing around 9:30 p.m., got out of bed and drove around island to investigate and found roads passable and in good shape.
    b. Confused lines of communication to plow contractor with multiple calls and texts from Selectmen and F&R personnel about plowing / road conditions / problem areas. Discussed assigning one Selectman and one F&R person, ideally Will Tierney due to his connection with current Town snow services.

    Action: assigned Tom Hohn as primary Town snow operations contact and requested F&R assign Captain Will Tierney as primary F&R snow operations contact.

    c. Discussed that while comments about plowing are welcome and important some expectations about snow clearing may not match snow plowing contract requirements. Current snow services contract calls for plowing and sanding to start typically after 2" – 3" of accumulation and continue as needed to maintain the roads in a passable and relatively safe condition. Previous contract called for plowing to start when snow on roads had reached depth of 3". Expectations that roads will be free of ice and snow at all times are not, and never have been, achievable.

5. Discussed proposals for Community Center renovation. All proposals received for renovation as originally designed are far in excess of approved spending limit. Much discussion between proposers, Dan Cushing, CCRP committee and Selectmen have indicated a scope of work that is within $600,000 budget may produce an acceptable project that delivers a usable building immediately and allows features to be added as funds become available. Discussion about lack of definition of fit and finish of building or priority features.

Action: Authorized negotiation of contract and scope of work with Doten's Construction for the revitalization of the Community Center. Signing of contract will require separate Selectmen vote.

6. Tabled report on Recreation Department summer programing arrangements and budget.

Erin Crowley – Deputy Minute Recorder