

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, June 28, 2016
Municipal Building – Council Room**

Board of Selectmen:

Donald Skillings, Chairman
Paul York, Vice Chairman
Betty Austin
Darla Pickett
Soren Siren

Town Manager:

Christine Almand

Executive Secretary:

Cara L. Mason

Call Selectmen's Meeting to order.

Christine Almand called the meeting to order.

The Pledge of Allegiance to the Flag of the United States of America was recited.

1. Appoint the Chairman of the Board of Selectmen.

A motion was made by Paul York and seconded by Soren Siren to nominate Donald Skillings as Chairman of the Board of Selectmen.

There were no other nominations.

Vote: 4/0/1 (Donald Skillings abstained)

Donald Skillings took over running the meeting.

2. Appoint the Vice Chairman of the Board of Selectmen.

A motion was made by Soren Siren and seconded by Darla Pickett to nominate Paul York as Vice Chairman of the Board of Selectmen.

There were no other nominations.

Vote: 4/0/1 (Paul York abstained)

1. Town Manager's Report

I would like to congratulate Betty Austin and Paul York on their reelections.

On June 24th we sent out 553 – 30 Day Lien Notices for the 2016 taxes. To date we have collected in full on 23 of those accounts in these two business days.

The revaluation fieldwork is continuing. They are currently working on tax maps 13 and 14. For more detailed information, visit our website.

The Town has a 1990 Arial Fire Truck for sale. For more information, visit our website or contact Chief Howard.

The Town offices will be closed on July 4th in observation of Independence Day.

Darla Pickett said that the revaluation people came into her house, but not anybody else's in her neighborhood. She asked if they were going inside on just random places.

Christine Almand said that they are going inside if people are home to allow it. If they are not home, notices will be sent and a time will be set up to go in.

2. Items by the Public

There were no Items by the Public.

3. Selectmen's Items

Betty Austin thanked everyone that voted for her to be reelected for a fifth term.

Betty Austin said that Mike Lambke (RFGH) received an award from Tufts University, for helping with the training of other doctors.

Jeff McCabe also received an award from the ALFCIO last week, and was recognized by some conservation groups in the state.

Darla Pickett said that she had spoken to the woman that Linwood Corson had stopped to help while he was off duty.

Chief Howard said that he gave Linwood a letter of commendation. He was off duty, driving down the road when he noticed an older lady on the ground. He turned around to make sure she was ok. She was outsider tending to her flowers when she fell. She couldn't get up nor call for help. She had been lying there for quite some time. Her husband was asleep inside the house. She was bleeding quite a bit. Linwood tended to her, helped her get up and called an ambulance. She stopped into the station last week. She said that Linwood is such a sweet young man.

Donald Skillings said that our most tenured employee is a sweet young man.

Soren Siren said it was nice to see the North Avenue fountain running.

Paul York asked if we have an update on the boiler at the Community Center.

Denise LeBlanc said that there was a meeting with the engineer on Friday. We are waiting for the report.

Paul York asked if a sign could be placed on Water Street, prior to High Street directing trucks to that route, instead of them going through the downtown.

Greg Dore said there has been a sign there. He will check to make sure it is still in place.

Paul York wished everyone a safe and happy holiday weekend.

Donald Skillings congratulated Paul York and Betty Austin on their reelections.

He thanked Greg Dore for getting the fountain up and running.

He wished everyone a safe and happy holiday, and said that he will not be at the next meeting. He will be on vacation.

4. Department & Committee Reports

Gail Pelotte said that elections went smoothly. She thanked all of the election workers.

Trisha Austin wished everyone a safe and happy 4th. She said that her son would be coming home from over-seas for about a month.

Randy Gray said that his family was here visiting for a week and a half. His son is now headed to Turkey.

Joel Cummings said, that the Chief's son is headed home from the hospital.

He said that there was an attempted robbery at Stony Brook last night. He was arrested this afternoon by Detective King. We believe he may be responsible for some of the other robberies in area towns.

Denise LeBlanc said that all of the camps are underway. We are hosting a regional Cal Ripkin tournament. Summer Food Program started a week and a half ago. 18 and under is free...breakfast (8 – 9:30) and lunch (11:30 – 12:30) Monday through Friday and Dinner (5:30 – 6:30) Tuesdays and Thursdays.

Chief Howard said that it is extremely dry. He warned people to be careful with their campfires. There are no permitted fires for debris or brush.

We have had two recent fires that were set by children playing with matches. Know where your children are and what they are up to...keep lighters and matches out of reach. Talk to your kids about fire. Call the fire department with any questions.

22 wrestlers from Nebraska will be arriving on Thursday. They will be wrestling Saturday night at Hights. It will be moved to the High School if it rains. He had his wife are hosting a couple of the wrestlers at their house for a few days.

Chief Howard said that manufacturer recommendations should be followed on all fireworks. It is very dry. The best place for fireworks is over water.

Greg Dore said that the Stevens Road is ditched and ready for paving. We will be continuing with the catch basin cleaning.

He is meeting with the painting contractor. The lines should be finished Thursday.

On Tuesday they will start milling on High, Pleasant, Heselton, and Norridgewock Avenue. They will be back after the sewer line is fixed to overlay the whole thing.

Donald Skillings asked if the windmills were still coming through. He said that the 5:00 p.m. thing is getting old.

Joel Cummings said that he believed they would be finished by the end of July.

Donald Skillings said that he was almost hit today at the Main Street intersection. The lines are almost completely gone.

Greg Dore said that that intersection has not been done yet. It will be done before the holiday weekend.

Presentation:

1. Presentation of the SHAPE award.

Mike LaPlante from the Department of Labor said that they are charged with enforcement of the OSHA standards. The Fire Department received the SHAPE Award last year. This award has only been given 67 times in 11 years. This award is not given out lightly.

Pamela McAtlin presented the plaque to Christine Almand. Pamela said that this award is the best of the best.

Donald Skillings said that this is a testament to all of our department heads and employees.

Jeff McCabe presented Christine Almand with a legislative sentiment.

Christine Almand thanked the department heads and employees as well as the Safety Committee.

Consent Agenda:

1. Approve and sign Minutes for the following:

Regular Selectmen's Meeting June 14, 2016

2. Accept the resignation of Carol Lam and Katie Oulette from the Heritage Council effective June 30, 2016.

3. Accept the resignation of Cara Mason from the Channel 11 Board effective June 30, 2016

A motion was made by Darla Pickett and seconded by Paul York to approve the Consent Agenda as written.

Vote: 5/0

Regular Agenda:

1. Discussion and decision to appoint Kristina Cannon and Matt Dubois to the SEDC Board with terms expiring June 30, 2017.

A motion was made by Betty Austin and seconded by Paul York to appoint Kristina Cannon and Matt Dubois to the SEDC Board with terms expiring June 30, 2017.

Vote: 5/0

2. Discussion and decision to approve the application for Malt, Spirituous, Vinous License for:

Skowhegan State Fair
33 Constitution Avenue

A motion was made by Paul York and seconded by Soren Siren to approve the application for Malt, Spirituous, Vinous License for Skowhegan State Fair.

Vote: 5/0

3. Discussion and decision to approve the Pay Scale for salary employees.

A motion was made by Betty Austin and seconded by Darla Pickett to approve the Pay Scale for salary employees.

Darla Pickett said that she talked to as many department heads as she could. They do a lot of hard work. She likes what has been presented.

Betty Austin said that it has been a long time and we needed to upgrade.

Judi York asked when this pay scale would take effect and how it would affect the budget that was already voted on.

Donald Skillings said that he believes that it would take effect on July 1st. There is \$105,000.00 in the budget to cover increases for all employees. We have enough money budgeted for what we feel comfortable with...we are in union negotiations, so we cannot say with certainty that we have enough money. Within the budgeted range, we have enough money set aside.

Christine Almand said that 3% of last year's wages was budgeted for this. This amount is \$2,000.00 less than the 3% for this group of employees.

Donald Skillings said that he is concerned that the starting salary for some jobs is \$49,000.00. It appears that we have three adjustments within the scale. Does this motion include those adjustments?

Betty Austin said that it does include those adjustments.

Christine Almand said that their pay rates are public information. Job performance discussion would need an executive session, but pay can be discussed publicly.

Soren Siren said that he initially thought it was a little high. He sat down with Christine Almand, and he got a good understanding of the factors that went into this. He now feels comfortable with this.

Paul York said he doesn't want to go into this and the shoot ourselves in the foot later. It appears that we are starting from the wrong end, in order to get to that top figure.

Donald Skillings said that this is an increase of over \$14,000.00.

Darla Pickett said that now we have to pay overtime for people that make below a certain level. It is up to the Town Manager to bring new people into the scale at the appropriate level according to experience.

Christine Almand said that when we hire at this level, Selectmen are involved in the process. That includes stating pay.

Donald Skillings asked how Christine Almand determined that one employee got a \$211.00 advancement and others did not.

Christine Almand said that the majority agreed to go into the scale at the level they are currently at, or just above. Some may get three cents some may get more than that depending on what the closest step is. The Clerk/Treasurer received an increase of two steps, the Pollution Control Supervisor received two steps. His pay is supposed to be equal to the Road Commissioner. We cannot afford that much of an increase, so she split it in half. The Police Chief also received two step increase, based on what other chiefs are making.

Donald Skillings said that he would probably vote against this because he would like to see the starting point lower.

Vote: 3/2 (Donald Skillings and Paul York opposed)

4. Discussion and decision to award the Traffic Camera Bid to Electric Light Company, Inc. with a total bid price of \$16,440.00 and expend that amount from the Highway Department Roads and Sidewalks Reserve Account, Road Resurfacing Designation.

A motion was made by Betty Austin and seconded by Paul York to award the Traffic Camera Bid to Electric Light Company, Inc. with a total bid price of \$16,440.00 and expend that amount from the Highway Department Roads and Sidewalks Reserve Account, Road Resurfacing Designation.

Vote: 5/0

5. Discussion and decision to approve the Appointments, Selectmen Appointments and Selectmen Sub-committee Appointments beginning July 1, 2016.

A motion was made by Betty Austin and seconded by Darla Pickett to approve the Appointments, Selectmen Appointments and Selectmen Sub-committee Appointments beginning July 1, 2016 (see attached).

Vote: 5/0

Recording Time: 49:52

6. Discussion and decision to approve the Sentiment for New Balance.

A motion was made by Betty Austin and seconded by Darla Pickett to approve the Sentiment for New Balance.

Vote: 5/0

7. Discussion and decision to approve the letter requesting that the 2018 Moose Permit Lottery be held in Skowhegan.

A motion was made by Paul York and seconded by Betty Austin to approve the letter requesting that the 2018 Moose Permit Lottery be held in Skowhegan.

Vote: 5/0

8. Discussion and decision to approve the Easements for Somerset Woods Trustees and New Balance for Phase 3.4 of the CSO project.

A motion was made by Betty Austin and seconded by Soren Siren to approve the Easements for Somerset Woods Trustees and New Balance for Phase 3.4 of the CSO project.

Vote: 5/0

9. Discussion and decision to approve the Department of Transportation License Agreement for Phase 3.4 of the CSO project and authorize Christine Almand to sign the license.

A motion was made by betty Austin and seconded by Soren Siren to approve the Department of Transportation License Agreement for Phase 3.4 of the CSO project and authorize Christine Almand to sign the license.

Vote: 5/0

10. Treasurer's Warrants to be approved:

#104	\$	34,149.45 (Payroll #24)
#105	\$	36,240.20 (Payroll #25)
#106	\$	8,460.45 (State Payables)
#107	\$	<u>129,138.03 (FY 2016 Accounts Payables)</u>
Total	\$	207,988.13

A motion was made by Soren Siren and seconded by Betty Austin to approve the Treasurer's Warrants as written.

Vote: 5/0

11. Pre-approval of fiscal year 2017 Warrant #2 in an amount not to exceed \$125,295.28 for the Highway General Obligation Bond payment.

A motion was made by Paul York and seconded by Betty Austin to approval fiscal year 2017 Warrant #2 in an amount not to exceed \$125,295.28 for the Highway General Obligation Bond payment.

Vote: 5/0

12. Other Business

There was no Other Business.

13. Unfinished Business

- Job Classes/Pay Scale
- Run of River/Economic Development
- Utilizing Outside Services
- Town Charter

Nothing was discussed.

14. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on July 12, 2016.

A True Copy Attest: _____
Cara L. Mason, Executive Secretary