

**Minutes  
Town of Skowhegan  
Regular Selectmen's Meeting  
5:30 P.M.  
Tuesday, November 8, 2016  
Municipal Building – Opera House**

**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.

Donald Skillings called the meeting to order.

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

1. Town Manager's Report

If you have not done so yet, please vote. Polls will be open in the Council Room until 8:00 pm.

The revaluation fieldwork is continuing. They are currently working on tax maps 34, 35, 36, and 37 – Short St., Malbons Mills Rd., Cedar Ridge Dr., Dr. Mann Rd., North Ave., Bollier Ct., Josie St., Jimmy St., Jason St., St. James St., Dore St., Blair St., Greenwood Ave., Locust St., Madison Ave., Wilson St., Cleveland St., Cowette St., West St., Gem St., Dawes St., Adams St., Waye St., Tammy Ln., Parlin St., Beauford St., Cote St., Harding St., Jewell Ct., and St. Mark St. For more detailed information, visit our website.

The office will be closed on Friday, November 11<sup>th</sup> to observe Veterans Day. I would like to thank all members of the United States Armed Forces for their service to our country.

November 13<sup>th</sup> is Pancreatic Cancer Day in Skowhegan.

There will be a rededication of the Veterans Memorial Park on November 11<sup>th</sup> at 11:00 for the ten year anniversary. Public are invited to bring a balloon with a message for a veteran for the balloon release following taps.

2. Items by the Public

There were no Items by the Public.

3. Selectmen's Items

Soren Siren said he was approached by some from out of town. They were very impressed with our passport processing.

Donald Skillings thanked the people who worked to put the rededication of the veteran's memorial together. His father was a Vietnam veteran.

4. Department & Committee Reports

Chief Howard said that the ladder truck is currently behind the station. It is not inside the station because it is not yet in service. Training will take place this week and next week, and it will then be put into service.

It is important to check your smoke detectors and carbon monoxide detectors. The fire department does have smoke detectors available for people that can't get them.

Greg Dore said that they are still picking up leaves.

Mattingly is going to run out of fuel today, so they are going to close. We had to get all of the paving done before that happened. It was a tough day to do that, but we impacted traffic as little as possible.

The new truck is all equipped and is at the highway garage.

Christine Almand said that a resignation was received from Detective Sargent Josh King.

**A motion was made by Darla Pickett and seconded by Paul York to accept the resignation of Josh King as Detective Sargent.**

**Vote: 5/0**

**Public Hearing:**

1. Discussion and decision to approve the application for Special Amusement permit for:

Bloomfield's Tavern  
40 Water Street

Donald Skillings opened the Public Hearing.

There were no comments.

Donald Skillings closed the Public Hearing.

**A motion was made by Darla Pickett and seconded by Paul York to approve the application for a Special Amusement permit for Bloomfield's Tavern.**

**Vote: 5/0**

**Consent Agenda:**

1. Approve and sign Minutes for the following:

Regular Selectmen's Meeting            October 25, 2016

**A motion was made by Darla Pickett and seconded by Betty Austin to approve the Consent Agenda as written.**

**Vote: 5/0**

Recording Time: 10:24

**Regular Agenda:**

1. Discussion and decision to appoint Steven St. Pierre as a member of the Planning Board with a term expiring June 30, 2018.

**A motion was made by Paul York and seconded by Soren Siren to appoint Steven St. Pierre as a member of the Planning Board with a term expiring June 30, 2018.**

**Vote: 5/0**

2. Discussion and decision to approve the application for Parades & Procession to allow the Skowhegan Rotary Club to hold a 5K Fun Run/Walk on December 3, 2016 at 9:00 a.m.

**A motion was made by Paul York and seconded by Soren Siren to approve the application for Parades & Procession to allow the Skowhegan Rotary Club to hold a 5K Fun Run/Walk on December 3, 2016 at 9:00 a.m.**

**Vote: 5/0**

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

Bloomfield's Tavern  
40 Water Street

**A motion was made by Paul York and seconded by Soren Siren to approve the application for Malt, Spirituous, Vinous License for Bloomfield's Tavern.**

**Vote: 5/0**

4. Discussion and decision to approve the Pay Scale for non-union employees.

Darla Pickett asked if this could be done in light of the fact that we are in the middle of union negotiations.

Christine Almand said that she has talked to an attorney and a union representative about this. If there is any discussion regarding how this pay scale may relate to the union scales it would need to take place in executive session.

Soren Siren said he thought that there were scales with 2% or 2.5% steps. This one is 3%.

Donald Skillings said that there were 2%, 2.5% and 3% presented and discussed at a previous meeting. Donald Skillings said he is not as concerned with the increase in wage as he is that people are slotted where they should be on the scale so that it is equitable. He would personally like to see a 2.5% scale.

Christine Almand said that this does not have to be approved tonight. She handed out copies of the scale at 2.5%.

Donald Skillings said that he feels that it is unfair to have these five employees not getting raises because everybody else is part of a union. Two of these employees approached him about this.

Darla Pickett asked if the scale could be approved and make sure they are in the right place later on.

Donald Skillings said that the Selectmen approve the scale. It is then Christine Almand's decision to put an employee in a particular spot.

Christine Almand said that with the department head scale the Selectmen approved the scale and she made some recommendations about some individual adjustments. She said she does not have anything like that on this scale. The employees would be placed on the scale at or just above their current pay rate.

Donald Skillings said that three or four positions on the department head scale had adjustments made. The Recreation Programmer who has been employed here since 2003 was being slotted on the 3% scale at step six. That person has 13 years. There needs to be an adjustment for that employee. It is just disparaging from where he should be.

Paul York said that he would like to see the 2.5%, which is what we set out to do. The programmer position needs to be looked at and adjusted.

**A motion was made by Paul York and seconded by Soren Siren to approve the 2.5% Pay Scale for non-union employees with an adjustment for the Recreation Programmer effective November 14, 2016.**

Donald Skillings said that if something else is negotiated, which makes this unequal treatment we will then need to readdress this.

**Vote: 5/0**

Recording Time: 23:58

5. Discussion and decision to accept the State of Maine, 2015 Municipal Snowmobile Grant-In-Aid Program Grant in the amount of \$20,816.37. There is no match requirement for this grant.

**A motion was made by Betty Austin and seconded by Soren Siren to accept the State of Maine, 2015 Municipal Snowmobile Grant-In-Aid Program Grant in the amount of \$20,816.37. There is no match requirement for this grant.**

Donald Skillings asked if this goes to the snowmobile clubs or goes to the Recreation Department.

Christine Almand said that this is a pass-through grant for multiple snowmobile clubs. We do get the grant fees which were established years ago.

**Vote: 5/0**

6. Discussion and decision to allow Denise LeBlanc to apply for the State of Maine, 2016 Municipal Snowmobile Grant-In-Aid Program Grant. There is no match requirement for this grant.

**A motion was made by Betty Austin and seconded by Soren Siren to allow Denise LeBlanc to apply for the State of Maine, 2016 Municipal Snowmobile Grant-In-Aid Program Grant. There is no match requirement for this grant.**

**Vote: 5/0**

7. Discussion and decision to allow Denise LeBlanc to apply for and accept the New Balance, Move More Kids Program Grant in the amount of \$12,000.00. There is no match requirement for this grant.

**A motion was made by Betty Austin and seconded by Soren Siren to allow Denise LeBlanc to apply for and accept the New Balance, Move More Kids Program Grant in the amount of \$12,000.00. There is no match requirement for this grant.**

**Vote: 5/0**

8. Discussion and decision to accept the Carrabec High School, Jobs for Maine Graduates, Jumpstart Our Youth Grant in the amount of \$1,000.00. There is no match requirement for this grant.

**A motion was made by Soren Siren and seconded by Betty Autin to accept the Carrabec High School, Jobs for Maine Graduates, Jumpstart Our Youth Grant in the amount of \$1,000.00. There is no match requirement for this grant.**

**Vote: 5/0**

9. Discussion and decision to accept the Good Shepherd Food Bank, SFSP Mini Grant Program Grant in the amount of \$600.00. There is no match requirement for this grant.

**A motion was made by Betty Austin and seconded by Soren Siren to accept the Good Shepherd Food Bank, SFSP Mini Grant Program Grant in the amount of \$600.00. There is no match requirement for this grant.**

**Vote: 5/0**

10. Discussion and decision regarding moving forward with a Marijuana Retail Establishment Ordinance.

Christine Almand said that there are two options which she has laid out in their packets, unless the Selectmen want to take another route.

Donald Skillings said that a Moratorium cannot be put into place without having a Town Meeting. The first choice is to hold a Public Hearing and put a Moratorium in place at a Special Town Meeting. The second choice would be to rescind the vote of October 25<sup>th</sup>, hope that it takes the ten months to get this going, and have the Planning Board work on an Ordinance for our June Town Meeting.

Donald Skillings said that the Moratorium would give us ten months to work on the Ordinance (six months and then extend it until Town Meeting) so that we can make a permanent choice. The other is essentially waiting for the State of Maine to move. The rules have not been established.

Darla Pickett said she would opt for the first option.

Christine Almand said that the Moratorium would hold us until Town Meeting with nobody being able to put anything in place. Either way she expects that we will need to work on an Ordinance for Town Meeting. Town Meeting is seven months from now.

If the question passes tonight it takes 30 days to take effect. It then allows the Department of Agriculture nine months to develop the rules. Nobody can actually apply to become a retail marijuana establishment until the Dept. of Agriculture gets the rules in place and establishes the application process. She said that she does not expect this to be in place before the June Town Meeting. Many area Town Managers are urging their Selectmen to take a wait and see approach.

**A motion was made by Soren Siren and seconded by Darla Pickett to rescind the motion made on October 25, 2016 regarding putting a Moratorium in place for retail marijuana establishments.**

Darla Pickett asked, if we don't like what the Department of Agriculture has for rules, can we make our own or do theirs stand.

Christine Almand said that what she read in the legislation made it sound like we would be able to limit the number to as little as zero. It looks like we would not be able to restrict location because we do not have zoning.

**Vote: 5/0**

11. Treasurer's Warrants to be approved:

#119	\$	1,965.26 (FY 2016 Accounts Payables)
#36	\$	39,378.29 (Payroll #43)
#37	\$	33,942.02 (Payroll #44)
#38	\$	6,607.96 (State Payables)
#39	\$	1,940,951.34 (FY 2017 Accounts Payables)
<b>Total</b>	<b>\$</b>	<b>2,022,844.87</b>

**A motion was made by Darla Pickett and seconded by Soren Siren to approve the Treasurer's Warrants as written.**

**Vote: 5/0**

12. Other Business

There was no Other Business.

13. Unfinished Business

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

Christine Almand asked if the Selectmen wanted to do anything with pay increases for part-time employees. We do not have pay scales for part-time employees.

Darla Pickett asked how many part-time employees we have.

Christine Almand said that this varies depending on time of year. Throughout the year we have about 50 or 60.

Donald Skillings said that he is hesitant without knowing what we are working on. We need more information.

14. Sign Documents

The Selectmen signed documents.

**Executive Session:**

1. Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(A) to discuss a personnel matter.

**A motion was made by Soren Siren and seconded by Darla Pickett to enter into Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(A) at 6:16 p.m. to discuss a personnel matter.**

**Vote: 5/0**

**A motion was made by Betty Austin and seconded by Paul York to exit Executive Session at 7:13 p.m.**

**Vote: 5/0**

Nothing to report.

2. Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(A) to discuss the Town Manager's Annual Performance Appraisal.

**A motion was made by Betty Austin and seconded by Darla Pickett to enter into Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(A) at 7:15 p.m. to discuss the Town Manager's Annual Performance Appraisal.**

**Vote: 5/0**

**A motion was made by Betty Austin and seconded by Soren Siren to exit Executive Session at 7:27 p.m.**

**Vote: 5/0**

Nothing to report.

**Adjourn Selectmen's Meeting.**

Approved and signed on November 22, 2016.

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