

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, April 13, 2021**

****Public wishing to see this meeting may do so from the
Town of Skowhegan Facebook page****

Board of Selectmen:

Paul York, Chairman
Betty Austin, Vice Chairman
Charles Robbins
Todd Smith
Roger Staples

Town Manager:

Christine Almand

Executive Secretary:

Cara L. Mason

Call Selectmen's Meeting to order.

Paul York called the meeting to order.

1. The Pledge of Allegiance was recited.
2. Town Manager's Report and Department & Committee Reports

Town Manager

Last week the Maine Department of Marine Resources pulled their amendment to the Kennebec River Management Plan. When I receive information about a new plan, I will share it with the Board.

We had a second bridge study team meeting last week to discuss the MDOT's progress on cost estimates and the draft feasibility report. We expect to have a Second Bridge Committee meeting at the end of May or beginning of June working towards our third public meeting this summer.

Last month the American Rescue Plan Act was signed into law, and Skowhegan is receiving an estimated \$821,412.21. The US Treasury is drafting rules and guidance that is expected by May 11th. I'm waiting for that info in order to have a constructive conversation about eligible uses.

Reminder: There is a joint budget meeting scheduled for Saturday at 9:00 am.

The Town offices will be closed on April 19th in observation of Patriot's Day.

Department Reports:

Gail Pelotte:

- The bond for the Public Safety Building was approved by Maine Municipal Bond Bank, and we should have the interest rate next week.

Jeff Hewett:

- We have submitted the Façade grant application to the State. We should hear in the next month and a half if we will receive the funding. If anyone knows of any business that is interested in a façade grant, please contact the office at 207-474-6905
- We are currently working with Bigelow Brewery on their EDI Grant application which is due in May.

Bryan Belliveau:

Solid Waste & Recycling

- I was recently asked to speak at the first annual Maine Food Waste Summit put on by the Mitchell Center at the University of Maine. I was asked to tell the story of our successful program and to share how removing this material reduces our costs. Skowhegan's composting program model has been the center of conversation around the state recently. The success of our program has jump started a statewide effort for the removal of food scraps. The students at the Mitchell Center have been reviewing our program to come up with solutions for other communities. I think this is something this community can be proud of.
- We moved our recycling bins outdoors on Saturday, April 3rd.
- We now have a Facebook page for our facility. This page will be used to educate our residents on ways to improve our recycling and composting efforts. We will also use it to relay operational items.

Code Enforcement & Planning

- We are now working on a solar ordinance. The Planning Board recently opted to go with a standalone ordinance that references the Site Plan Review Ordinance so that we can use them in conjunction for these types of projects.
- We have heard of at least two issues relating to backflow of sewage into residential dwellings. I just want to remind everyone that our Sewerage Ordinance requires that all structures tied into the public sewer system requires the installation and maintenance of a backwater valve. This device protects you from sewage backing up into your structure. You are also responsible for the maintenance of the private sewer out to the connection point of the main public sewer line or man hole.
- Spring is here and people are starting or planning their summer projects. Make sure to give us a call to verify whether or not your projects require a permit.
- I also want to remind everyone that the International Energy Conservation Code 2015 edition goes into effect on July 1, 2021. If I receive permit applications prior to that date I will be reviewing them under the 2009 edition. The new edition of the code has requirements for mandatory blower door testing, mandatory HVAC duct air leak testing, mandatory whole house mechanical ventilation and higher efficiency lighting requirements. It also has stricter requirements for insulation R-values. These are only the items that I flagged as being the most costly for residential projects. I am still reviewing new code to identify other areas that may impact the costs of your projects.

I will share these findings on our Code Enforcement Facebook page. I am still waiting to hear when the International Mechanical Code 2015 and Uniform Plumbing Code 2021 editions go into effect. I will share that date when it becomes available.

David Bucknam:

- As the state starts to open more, we will be picking up traffic enforcement for minor violations to get everyone back on track. If you need to register your vehicle, get an inspection, are driving while distracted, or are not secured by a seat belt, there is a strong chance you could be stopped and reminded. Please make sure your information is up to date and readily available.
- If you are conducting yard work and are using a leaf blower and are blowing leaves and dirt into the air by the road, please make sure you shut down while traffic goes by so you are not damaging a vehicle with rocks etc.
- We are celebrating Patriots Day this weekend. Please make sure you have a designated driver as you take part in the festivities.

Shawn Howard:

- I would like to remind our residents that a burning permit is required for outdoor fires other than camp fires on your own property.
- Burning is only allowed on Class 1 or Class 2 days and when the wind is less than 7 mph. Maine forestry sets the class day. Additionally, burning is only allowed after 5 pm during the months of April and May.
- You can obtain a burning permit online at [Maine Open Burn Permit \(informe.org\)](http://MaineOpenBurnPermit.informe.org) or by calling the Fire Station at 474-3400.
- Firefighter Paris Baxter and Captain Ty Strout have both successfully completed their 6 month probationary training periods.

Greg Dore

- I have attached a copy of the public meeting plan of the upgrade of the Elm Street / Commercial St / Madison Ave / Pleasant Street and High Street intersection with new traffic lights for your review. The MDOT is launching an online public meeting on April 16th until the 3rd of May. The project engineer and design engineer would like to attend the April 27th Selectmen's meeting to review the plan with you and answer any questions you may have. The attached plan does only show the Madison Ave/Commercial St. intersection however changing Madison Ave south bound to one lane impacts the intersection of Madison Ave and High St. / Pleasant St. We need to make Madison Ave. south bound one through lane there as well and make the left south bound lane a dedicated left turn lane. You will see these changes in the public meeting video once that launches.
- The start of spring cleanup will be on April 26th, the full schedule for the spring cleanup is available on the Town's website and Facebook page.
- We got the 2017 Western Star back this morning from Daigle & Houghton. The Western Star had fuel system problems.
- I have been in contact with Pike Industries since our last meeting, and will be having a meeting with them this week to discuss the completion of last year's work and a tentative schedule for this year's work contingent on Town Meeting vote.

- We finished replacement of the railings and deck boards on the swinging bridge yesterday. There was nice post in the Morning Sentinel on the bridge and how well the bridge has been preserved.

Denise LeBlanc:

- With the weather conditions we were fortunate to get most facilities open early. The following outdoor facilities are currently open for public use; tennis courts, community center playground, memorial field playground, Amanda Berry play place @ Bucky Quinn Field, skatepark, Pat Quinn field and Memorial Field. The Carl Wright baseball fields and Bucky Quinn field will be open as soon as they dry out more so we can get on them with maintenance equipment. We are currently working on the removal of the ice rink off the outdoor basketball courts and will have them open as soon as possible. Spring programs will be starting soon. We still have openings in our April vacation camp for grades 2-5 and middle school field hockey April vacation camp. Please check out our Facebook and/or website pages for a listing of spring programs, information and updates.
- We had a very successful community Easter event at the community center on Saturday, April 3rd with hundreds of kids excited to get outside, see the Easter bunny and find Easter eggs around the center.
- A BIG Thank You to the Skowhegan High School Baseball Team Players, Coaches & Volunteers for the amazing work getting memorial field cleaned up and ready for some baseball games.
- Reminder: Free food boxes at the Community Center on Thursdays in April, 8:30 am until gone. Boxes are free to anyone. For questions, call Skowhegan Federated Church at 474-2776.

Recording Time: 11:57

3. Selectmen's Items

Betty Austin mentioned an article in the paper about the guys working on the swinging bridge, and an article about the Skowhegan High School speech team and their win. The Skowhegan State Fair plan was also in the paper.

Somerset County budget will be voted on tomorrow evening. That is open to the public at 6:00 p.m. It looks like a less than 1% increase from last year.

Roger Staples said that two new businesses opened in Skowhegan. He wishes them success.

He attended the union negotiations. That went well.

Charles Robbins congratulated Paris Baxter and Ty Strout on their probation period completion.

Get out and enjoy Skowhegan. Shop,local, spend local.

Todd Smith also congratulated Paris Baxter and Ty Strout.

Condolences to Maynard Brown's family.

Todd Smith said that the left turn at Pleasant Street was brought up to him. Maybe that will be addressed with the new traffic pattern, at the next meeting.

Paul York thanked all of the town's employees for everything that they do. They are appreciated. Sometimes it may not seem that way. Extended thank you to the Municipal Building employees. They all take turns manning the desk. It is an extra task that has been put upon them.

Presentation:

1. Jon Moody will give a presentation regarding the Option and Park Relocation Agreement.

John Moody went over the following letter. (next two pages)

RSU 54/MSAD 54

Jonathan D. Moody
Superintendent of Schools

Mark P. Hatch
Assistant Superintendent

David A. Leavitt
Support Services Manager

Hi Christine,

Below is some information regarding the MSAD 54 building project and the mutual benefits we believe exist with the Margaret Chase Smith site.

As you know MSAD54 was approved for a new school project for North Elementary School and we've been working over the past two years to hire Steven Blatt Architects and Associates to lead us through the process. The project, which will be almost entirely funded by state dollars, will have significant benefit to the district and our towns. Early in the process the firm's analysis was that the North Elementary site was not adequate for a modern school of any size. The early recommendation was that MSAD 54 look to consolidate some or all of our elementary schools on the DOE building list (Bloomfield, Canaan, Margaret Chase Smith, North).

The site analysis was expanded early this fall when it became clear that the current MSAD 54 campus (BES, SAMS, SAHS/SCTC) was not going to be recommended by the firm as an optimal site for a new school. From here we moved to an exhaustive site search, working with the town, which yielded three sites in addition to our campus. It was shortly after that point that we learned that the Margaret Chase Smith (MCSS) Site, a site that we were aware had federal recreation easements, could become a building site should the town agree to go through a conversion process on the site to move the fields. After learning that there was the potential to use MCSS as a school site it was added to the list.

The firm and building committee explored the four sites in detail and settled on two locations that would be optimal for a new consolidated elementary school: 1) The MCSS site, and 2) The Dillon Site off the Middle Road. Since that time both the firm and the district building committee have concluded that the MCSS site, if it were to include the adjacent town owned land, would be the ideal site for the new school.

In late December we met with Town Manager Almand and recreation director LeBlanc to discuss what we believed was a potential "Win-Win" for the town and district. Attached to this letter is a bulleted list of benefits of the MCSS site for both the school district and the town of Skowhegan.

I welcome the chance to come and talk and answer any questions you our your select board may have about the project.

Respectfully,



Jon Moody
Superintendent of Schools

Benefits of the Margaret Chase Smith School (MCSS) Site:

- School Location: The site is currently a school site and has been a school site for some time: The firm, state, and engineers have pointed out that using a current school site as a site for a new school mitigates the impact to the residents of the town and is generally preferable whenever possible.
- Site Size: The MCSS Site, when including the adjacent town land and recreational fields, is an optimal size for a new school (20 – 30 acres).
- Infrastructure: The site would need minimal upgrades to existing infrastructure (water, sewer, roads) relative to a new school site. When compared to the Dillon site off the Middle Road, the impacts to the town and town roads are far less significant and less costly.
- Additional Recreational Facilities: As is the case with all district schools, the new school will include significant recreational opportunities for residents, including fields, playgrounds, and trails that will be readily accessible by our community members.
- Upgraded Recreational Facilities: The town would receive funding to build and upgrade the fields at an alternate location to satisfy the required 6F conversion as part of the building project, allowing the town to develop all new facilities at a location of its choosing.
- Financial Benefit: The MCSS site would provide benefit to both the town and the district, as the site development costs are less than the alternate site (Dillon), and the project would include roughly 1.93 million dollars for the town to complete the 6F conversion.
- State Benefits: There is a benefit to the state, as even with the field relocation costs, the MCSS site has significantly lower estimated development costs than the alternate site.
- Sprawl: Because the MCSS is currently a school, the construction project would avoid sprawl as the state would pay to tear down the current MCSS as part of the building project.
- Bus Garage: The bus garage is currently located behind the MCSS. If this project moves forward at MCSS, the bus garage would be a part of the building project and be moved to a new location. If the project shifts to the alternate site, the firm is recommending that the Bus Garage be located on the Dillon Site or an alternate site on that side of the river.
- North Elementary: The North Elementary(NEL) Site is not suitable for a school but it is ideally sized for a bus garage site. Should the MCSS site be selected, the recommendation from the firm is that the NEL be torn down and that site become the new bus garage.
- Dillon Site Impact: Although the alternate site is very suitable for a school, there are more significant potential impacts of a new school on that site to the town. These impacts would include impacts to the neighborhood roads, the Middle Road, South Factory Street, Union Avenue, Pooler Avenue and Chamberlain Street. Additional impacts potentially include the bridge and potential congestion associated with moving a majority of the district's busses and transportation to that side of the river. Additional impacts to land/development that occur in an undeveloped lot are also more significant than at the current MCSS site.

In addition to the benefits described above, there are a variety of additional potential benefits that have come to light as we've engaged in conversations with the town about the MCSS site. We believe strongly that this partnership will be mutually beneficial for both the Town of Skowhegan as well as the MSAD 54 School District.

Christine Almand said that it has been good working with Jon Moody and the school. She feels that this is a win/win situation. The Town has a great relationship with the schools. We share our fields with them and they share their fields with us. With this plan we can continue to do that very well. The school will take over maintenance of the field behind the school as well as the trails on that property.

Our engineer reviewed the cost estimates for the relocation of the fields. We also made sure that we can still expand on that site in the future. We will be able to mitigate the wetland impact.

Roger Staples said that we need a new school and this plan is a good one. He asked if the tennis courts would also be relocated.

Jon Moody said that all of the recreational facilities would be relocated.

Christine Almand said that the plan is that the Selectmen will approve this agreement tonight. There will then be a public hearing at the next meeting, and it will go on the Town Meeting Warrant to be approved at Town Meeting. There are many steps after that. The town would have to apply to get the property out of those federal restrictions. After the State approves the site, we would have the \$1.9 million. It is then up to us to engineer exactly what we want. We have a concept design. The engineer made sure that the costs were relevant. That would then go through the Planning Board and we would put it out to bid.

Betty Austin said that we don't have a lot of questions, because of the information that we already got. The explanations were excellent.

Jon Moody said that it is a State funded school, so very little of cost will be local. It is likely in the \$50 to \$60 million range.

Todd Smith said that he had the experience of serving on the school board. He is in favor of this for all of the highlighted reasons.

Charles Robbins asked if the whole 18 acres is owned by the Town.

Jon Moody said that the line is approximately where the bus garage is and the MCS playground.

2. Discussion and decision to approve the Option and Park Relocation Agreement, move forward with the ratification of that Agreement and to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss that Agreement.

A motion was made by Betty Austin and seconded by Todd Smith to approve the Option and Park Relocation Agreement, move forward with the ratification of that Agreement and to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss that Agreement.

Christine said that this also authorizes her to sign the Agreement.

Vote: 5/0

Recording Time: 35:01

Consent Agenda:

1. Approve the Minutes from the following:

Regular Selectmen's Meeting – March 23, 2021

2. Approve the removal of Kris Laney from the Planning Board effective immediately. No longer a resident of Skowhegan.

A motion was made by Betty Austin and seconded by Todd Smith to approve the Consent Agenda as written.

Vote: 5/0

Regular Agenda:

1. Discussion and decision to approve the Application for Parades & Processions to allow the Skowhegan Regional Chamber of Commerce to hold the Memorial Day Parade at 10:00 a.m. on May 31, 2021.

A motion was made by Roger Staples and seconded by Charles Robbins to approve the Application for Parades & Processions to allow the Skowhegan Regional Chamber of Commerce to hold the Memorial Day Parade at 10:00 a.m. on May 31, 2021.

Vote: 5/0

2. Discussion and decision to approve the Application for renewal of an On-Premises Malt, Wine and Spirits License for:

Pak Lee Chinese Restaurant, Inc.
252 Madison Avenue

A motion was made by Todd Smith and seconded by Charles Robbins to approve the Application for renewal of an On-Premises Malt, Wine and Spirits License for Pak Lee Chinese Restaurant, Inc.

Vote: 5/0

3. Discussion and decision to approve the application for renewal of a Farmer's Market Authorization to sell malt liquor or wine for:

Skowhegan Farmer's Market
42 Court Street

A motion was made by Betty Austin and seconded by Charles Robbins to approve the application for renewal of a Farmer's Market Authorization to sell malt liquor or wine for Skowhegan Farmer's Market.

Vote: 5/0

4. Discussion and decision to approve Pole Location Permits for the following:
 - 3 Poles on Dyer Street – 354' west of the intersection of Dyer Street and Dane Avenue
 - 2 Poles on Molunkus Road – 572' west of the intersection of Molunkus Road and North Avenue

A motion was made by Roger Staples and seconded by Charles Robbins to approve the Pole Location Permits as written.

Vote: 5/0

Recording Time: 38:33

5. Discussion and decision to expend an amount not to exceed \$1,244.80 from the Recreation Department Reserve Account, Building Designation for repairs to the Community Center kitchen fire suppression system.

A motion was made by Betty Austin and seconded by Charles Robbins to expend an amount not to exceed \$1,244.80 from the Recreation Department Reserve Account, Building Designation for repairs to the Community Center kitchen fire suppression system.

Vote: 4/0/1 (Todd Smith abstained)

6. Discussion and decision to allow Greg Dore to join with the Town of Winslow for street painting, and to expend an amount not to exceed \$26,000.00 from the highway Department Contract Services Account, Street Painting Designation for street painting.

A motion was made by Betty Austin and seconded by Todd Smith to allow Greg Dore to join with the Town of Winslow for street painting, and to expend an amount not to exceed \$26,000.00 from the highway Department Contract Services Account, Street Painting Designation for street painting.

Vote: 5/0

7. Discussion and decision to award the Single Axle Dump Truck Bid. The following bid was received:

Daigle & Houghton	\$162,006.00
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Greg Dore recommends awarding the Single Axle Dump Truck Bid to Daigle & Houghton with a total bid price of \$162,006.00 and expending that amount form the Highway Department Reserve Account, Equipment Replacement Designation contingent upon Town Meeting Vote.

A motion was made by Betty Austin and seconded by Roger Staples to award the Single Axle Dump Truck Bid to Daigle & Houghton with a total bid price of \$162,006.00 and expend that amount form the Highway Department Reserve Account, Equipment Replacement Designation contingent upon Town Meeting Vote.

Todd Smith asked Greg Dore if this is in the ballpark of what he was expecting.

Greg Dore said that it was higher than expected. He was expecting about \$145,000.00. The truck is \$2,000.00 more than he expected, but the cost of plow equipment has gone up significantly. H.P. Fairfield told him that was due to the increase in steel that they use to make the equipment. It is still in line with where we should be.

Charles Robbins asked if this price includes the plow.

Christine Almand said that that price does include the plow equipment.

Vote: 5/0

8. Discussion and decision to award the Polymer bid. The following bids were received:

	4 Drums	2 Drums
Polydyne, Inc.	\$1.35	\$1.40
Atlantic Coast ACP-515	\$1.49	\$1.49
Atlantic Coast ACP-62	\$1.65	\$1.65
GAC Chemical	\$1.95	\$1.99

Brent Dickey recommends awarding the Polymer Bid to Polydyne Inc. with a bid price of \$1.35 per pound (4 Drum) and to expend an amount not to exceed \$10,935.00 from the Pollution Control Supplies Account, Chemicals Designation to purchase 8,100 pounds of Polymer.

Vote: 5/0

9. Discussion and decision to award the Sodium Hypochlorite Bid. The following bids were received:

Harcros Chemicals	\$1.49
GAC Chemical	\$1.95
Monson Company	No Bid

Brent Dickey recommends awarding the Sodium Hypochlorite Bid to Harcros Chemicals and expending an amount not to exceed \$14,900.00 to purchase 10,000 gallons of Sodium Hypochlorite.

A motion was made by Todd Smith and seconded by Betty Austin to award the Sodium Hypochlorite Bid to Harcros Chemicals and expend an amount not to exceed \$14,900.00 to purchase 10,000 gallons of Sodium Hypochlorite.

Vote: 5/0

10. Discussion and decision to allow Jeff Hewett to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the 2021 CDBG Economic Development Program Grant for Bigelow Brewing Company.

A motion was made by Betty Austin and seconded by Roger Staples to allow Jeff Hewett to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the 2021 CDBG Economic Development Program Grant for Bigelow Brewing Company.

Vote: 5/0

11. Discussion and decision to move forward with the Release Deed to the State of Maine for the property located on Main Street (Map 23, Lot 52), and hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the Release Deed.

A motion was made by Betty Austin and seconded by Todd Smith to move forward with the Release Deed to the State of Maine for the property located on Main Street (Map 23, Lot 52), and hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the Release Deed.

Todd Smith asked if this meant that we would no longer have to paint the triangle.

Greg Dore said that because it is within the compact area, we are still responsible for regular maintenance...so we would still be painting it.

Vote: 5/0

Recording Time: 45:14

12. Discussion and decision to move forward with the Utility Scale Solar Facilities Moratorium Ordinance and to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the Moratorium Ordinance.

A motion was made by Todd Smith and seconded by Charles Robbins to move forward with the Utility Scale Solar Facilities Moratorium Ordinance and to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the Moratorium Ordinance.

Christine Almand said that, while she was gone, at the last meeting the Selectmen took a vote for a moratorium. In order to have a moratorium, you need a moratorium ordinance. That has to be approved at a Town Meeting. After a Moratorium Ordinance is enacted, the Selectmen do have the ability to extend the moratorium. The Planning Board approved the language at their last meeting, and that is what is before the Selectmen tonight. This is for a 90-day moratorium, which is what the Selectmen had voted that they wanted.

Paul York said he looks forward to the Public Hearing. We were all over the board with how to handle this. Having some more information will be helpful.

Christine Almand said that we are in the process of a solar project on the landfill. If this were enacted for 90 days, our solar developer is fine with that. She would have some concerns if it were extended beyond that. She doesn't want a moratorium to go on for so long that it would affect our project on the landfill.

Vote: 4/1 (Roger Staples opposed)

13. Discussion and decision to approve the Appointment Application for all Boards, Committees, Commissions and Councils that are appointed by the Board of Selectmen.

A motion was made by Betty Austin and seconded by Charles Robbins to approve the Appointment Application for all Boards, Committees, Commissions and Councils that are appointed by the Board of Selectmen.

Todd Smith wanted to know about the part of the application that talks about the Planning Board, Budget & Finance and SEDC. He would like to see the Planning Board and the Budget & Finance Committees have the same criteria as the SEDC Board. To be on the SEDC Board you have to be a resident or own/operate a business in town. He would like to open the other two up with the same criteria, to anyone who has a vested interest...not just residents of Skowhegan.

The out-of-town people bring a lot of value to the SEDC Board.

Charles Robbins asked why they are separated out that way.

Christine Almand said that you used to have to be a resident on the SEDC Board. The change was made in order to keep someone on the committee.

Betty Austin said that the SEDC Board is to grow the Town of Skowhegan with businesses. There were people on the board that worked at banks, with lots of information and influence to get businesses going.

Charles Robbins asked if that out-of-town influence could help the Planning Board and Budget & Finance Committee.

Betty Austin said that she did not think it would. It is a different concept and a different way that you look at things.

Christine Almand said that she had not had a chance to look at what percentage of other towns do that, or if they do. If we were to do that, the ordinance for the Planning Board and the bylaws for the Budget & Finance Committee would need to be changed. Those were voted at Town Meeting.

Betty Austin said that the Budget & Finance Committee is solely looking at taxes. She thinks that should be just residents. The Planning Board is doing a lot of subdivisions and where people are building homes. Its not just about business. Where as SEDC is more about business.

Todd Smith said that the out-of-town members could present that same value, especially if it were a business owner. Who is taxed more than a business? Our committees are under-staffed now. To open up the pool of people to a larger population. Bringing more people in to share their input to help our town.

Betty Austin said that only the SEDC Board has more to do with businesses. The Budget Committee and the Planning Board are not solely to grow business.

Christine Almand said that, as far as the Budget Committee goes, the only people that are allowed to vote on the budget, at Town Meeting are residents that are registered to vote here. Likewise, the Budget Committee is representing them.

Roger Staples said that the application is simple and hits all of the points.

Christine Almand said that this came from the workshop on committees. This was moved along quicker by the removal of a Planning Board member. We intend to post that position for a period of maybe a month. We will the bring those applications to the Selectmen for their decision. This is a whole new process.

Charles Robbins asked if all of the applications would come to the Selectmen or if they would get filtered first.

Christine Almand said that they would all come to the Selectmen, unless, for instance they were trying to be on the Planning Board but they were not a resident.

Roger Staples said that this will give some kind of an idea of where they are coming from, if we are not familiar with the person.

Vote: 5/0

Recording Time: 57:03

14. Discussion and decision to approve the Job Description for the Road Commissioner position.

A motion was made by Betty Austin and seconded by Roger Staples to approve the Job Description for the Road Commissioner position.

Todd Smith asked if this was new or just a print off of what we currently have.

Christine Almand said that we don't currently have one. There was a draft in our files. She took that draft and made some minor changes. Greg Dore also reviewed it. A lot of the job responsibilities are also lined out in the Statutes.

Charles Robbins asked how this applies to an elected official.

Christine Almand said that there is always potential for some issue. Where they are not appointed by the Town Manager, it would be up to the Selectmen and the Town Manager to deal with any issues. There is a more complicated process sometimes, which could involve some legal deliberation. Having this job description is helpful. We have set the next person up for success. We have put in place a new Administrative Assistant. She is learning how to do a lot of the administrative functions. Greg isn't used to having that amount of help and is getting out on the road a lot more often. In recent years we put the Foreman position in place. The budget is in a much better place in the last few years. We have been increasing our road funding. We have been fortunate to have the same person for 29 years.

Charles Robbins said that there are no required work hours.

Christine Almand said that it is a salaried position. If they are not putting in the time that is considered sufficient for a salaried position, we may need to have a conversation. That might start with herself, and then the Selectmen may get involved. If for some reason, they are not fulfilling their duties and/or putting in a sufficient amount of time, the Selectmen might look at cutting their pay.

Paul York asked why that isn't in the job description...so we don't run into that issue. If somebody thinks that they can just show up to direct their people. Most likely if they are doing their job, they are going to be working more than that. Put a 40-hour minimum in there.

Christine Almand said that she would come up with a sentence and add that.

An amended motion was made by Betty Austin and seconded by Roger Staples to approve the Job Description for the Road Commissioner position with working hours added.

Greg Dore said he thinks that we are losing sight of what this is for. It is intended to educate somebody who takes this position, as opposed to something that you can impose on that person. It is an elected position so there are limits to what you can and cannot do to that person. You cannot tell them that they have to work 40-hours a week. The only time you can get involved is when he doesn't fulfill his obligations.

Paul York said that the Selectmen control the pay. We don't want to pay a salary to someone who is working one day.

Christine Almand said that the pay is set by the Selectmen, utilizing the salary pay-scale which is conditioned on a set amount of regular hours of work. We can't set the hours, but we can set the pay.

Greg Dore said that at Town Meeting it is voted on what he gets paid for the year. It is not voted on number of hours.

Christine Almand said that is actually not how the pay is voted on. The Town Meeting vote is to approve the summer budget and the winter budget. That includes what we have budgeted for your pay. That is not a direct approval of your pay. We set your pay through the pay-scale, and your benefits through the personnel policy. We will continue to do that.

Betty Austin said that a line could be added that states that the person would need to work sufficient hours to accomplish the tasks.

Greg Dore said that whomever takes his position, you can't do the job in less than 40 hours and fulfill the obligations.

Christine Almand said that she would come up with something to cover this.

Vote: 5/0

Recording Time: 01:08:53

15. Discussion and decision to allow Bryan Belliveau to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the Shoreland Zoning Ordinance and the Floodplain Management Ordinance.

A motion was made by Betty Austin and seconded by Charles Robbins to allow Bryan Belliveau to hold a Public Hearing on April 27, 2021 at 5:30 p.m. to discuss the Shoreland Zoning Ordinance and the Floodplain Management Ordinance.

Vote: 5/0

16. Discussion and decision to accept a donation of mulch and labor from York's Landscaping to mulch two town traffic triangles (Madison Avenue/East Madison Road and Water Street/High Street).

A motion was made by Todd Smith and seconded by Charles Robbins to accept a donation of mulch and labor from York's Landscaping to mulch two town traffic triangles (Madison Avenue/East Madison Road and Water Street/High Street.

Vote: 5/0

17. Treasurer's Warrants to be approved:

#75	\$	48,790.99 (Payroll #12)
#76	\$	46,685.38 (Payroll #13)
#77	\$	10,612.44 (State Payables)
#78	\$	44,190.78 (Payroll #14)
#79	\$	13,958.08 (State Payables)
#80	\$	1,117,695.55 (FY 2021 Accounts Payables)
Total	\$	1,281,933.22

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

Vote: 5/0

18. Other Business

There was no Other Business.

19. Unfinished Business

- Review Policies and Ordinances
- Run of River/Economic Development
- Utilizing Outside Services
- Marketing/Celebrating Skowhegan
- Public Safety Building
- Sidewalks and Bike Trails/Lanes
- Second Bridge
- Solar Power

Christine Almand said that she does have the policy from the Police Chief on the cruiser. She just needs to work on updating the Personnel Policy. That should be on the next agenda.

20. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on May 11, 2021.

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