

## TOWN OF MADISON - PUBLIC NOTICE

The Inhabitants of the Town of Madison are hereby notified of a public meeting. The time, place and purpose of which are as follows:

### MINUTES BOARD OF SELECTMEN EAST MADISON FIRE STATION JUNE 25, 2018 6:30 p.m.

- A. **Salute to the flag:** Meeting was called to order at 6:30pm.
- B. **Select Board Chair & Vice Chair:** Motion by Jack Ducharme to nominate Al Veneziano as Board Chair, seconded by Ron Moody. There were no further nominations. Motion carries 5-0. Motion by George Elias to nominate Jack Ducharme as Vice Chair, seconded by Al Veneziano. There were no further nominations. Motion carries 5-0.
- C. **Roll Call:** Selectmen Al Veneziano, Jack Ducharme, George Elias, Ron Moody and David Savage were in attendance. Town Manager Tim Curtis, Town Clerk Kathy Estes, Road Commissioner Jeff Wright and Finance Director Tammy Carrier were also in attendance.
- D. **Consent Agenda:** Warrants Dated: # # 33 (5/21/18 - \$494,950.03), # 34 (5/21/18 - \$2,509.16), # 35 (6/11/18 - \$ 172,911.91); Payroll Register's: #21 (5/24/18 - \$11,011.01), # 22 (5/31/18 - \$10,324.42), #23 (6/7/18 - \$34,181.65), #24 (6/14/18 - \$10,300.30), #25 (6/21/18 - \$10,756.65): Motion to approve by Selectman Elias, seconded by Selectman Ducharme. Motion carries 5-0.
- Accept bids and approve quit claim deeds for property sold at auction June 20, 2018:** Motion by Selectmen Ducharme to accept the bids and approve the quit claim deeds for the following properties: 5 Locust Street, 51 John Street, 37 Brick Road, 12 Garden Street, 122 Old Point Avenue, Mallard Road, Business Park Drive and 20 Young Street. Seconded by Mr. Savage. Motion carries 5-0.
- E. **Discuss acceptance of meeting minutes of May 21, 2018, and June 11, 2018 Town Meeting:** Motion to approve by Mr. Ducharme, seconded by Mr. Elias. Motion carries 5-0.
- F. **Old Business (Selectmen's Concerns from immediately preceding meeting):** None
- G. **Items of Communication:** Town Manager Curtis shared with the Board that there has been much discussion online regarding the changes to the Town's Animals Ordinance passed at Town Meeting on June 11, 2018. Mr. Curtis outlined a one-page summary of three-year process that led up to the ordinance changes. He has been in contact with the Maine Farm Bureau and is seeking the board's direction as to how to move forward. The consensus of the Board was to have the Town Manager work with a representative from the Farm Bureau to recommend amendments or alterations to the Animals Ordinance (chapter 148) and report back to the Board at a future meeting.

The Town Manager reminded the board that the next Assessors Meeting was scheduled for July 23 at 530. At that time the Assessors will review the Town valuation and prepare to set commitment in August.

Town Manager Curtis told the Board that recent Madison High School graduate Maddy Theriault is working at the Town Office over the next 8 weeks as a summer intern. She will be working on projects including recycling, recreational trails and playgrounds.

The Maine Municipal Association's ballot for two representatives for the Legislative Policy Committee was presented to the Board with two candidates. Selectman Elias made the motion to nominate Elaine Aloes from Solon and Tim Curtis from Madison, seconded by Selectman Moody. Motion carries 5-0.

The Town Manager reminded the Board to review and sign the disclosure statements required by the Town's Ethics Ordinance.

Allen Morales sent a letter to the Board expressing his appreciation for the Town's patience with the property at 497 Main Street and apologizing that it took so long to resolve the issues from a fire in 2013. Mr. Morales is in the process of selling the property and has made arrangements to reimburse the Town for the cost of removing the buildings.

The Town Manager shared a communication with Matthew Hamrick who owns the property at 21 Naomi Avenue. He has started the process of evicting the owner of the camper on the property.

## H. New Business

### 1. **Appointed Positions:** Motion by Mr. Ducharme to make the following one-year appointments:

Code Enforcement Officer:	Susan Hathaway
Alternate CEO	Leo Mayo
Local Plumbing Inspector	Susan Hathaway
Alternate LPI	Leo Mayo
911 Addressing Officer	Tim Curtis
Alternate 911 Addressing	Tammy Carrier
Fire Chief	Don French
Emergency Management	Tim Curtis
Sexton	Mike Ricker
Tree Warden	Jeff Wright
Tax Collector	Tim Curtis
Overseer of the Pines	Jim Elias
Auditor	RHR Smith & Associates

Seconded by Mr. Elias, motion carries 5-0.

Motion by Mr. Ducharme to appoint Susan Hathaway to fill the remainder of the Public Health Officer post. The post expires June 30, 2019. Seconded by Mr. Elias. Motion carries 5-0.

Motion by Mr. Ducharme to authorize the Town Treasurer to apply tax payments in chronological order beginning with the oldest unpaid tax bill, seconded by Mr. Elias. Motion carries 5-0.

Motion by Mr. Elias to approve the Treasurer's Disbursement Warrant for State Fees, seconded by Mr. Ducharme. Motion carries 5-0.

Motion by Mr. Elias to approve the Treasurer's Disbursement Warrant for Employee Wages and Benefits, seconded by Mr. Ducharme. Motion carries 5-0.

Motion by Mr. Elias to approve the Policy Regarding Small Amounts of Uncollected Property Tax Interest, seconded by Mr. Moody. Motion carries 5-0.

The Board then considered the list of members to be appointed to the following boards: By written ballot the Selectmen appointed members to one-year terms on the Budget Advisory Board, and three-year terms on the Planning Board, Board of Appeals, Board of Ethics and Recreation Committee.

There were no recommendations to fill the five vacancies on the Municipal Solid Waste and Recycling Committee. The Town Manager will work on this and report back to the Board.

### 2. **Freedom of Information Act (FOIA) Training:** Town Manager Curtis pointed out some highlights of the FOIA training including the legal requirements for all elected board members to take this training

annually, and what constitutes a meeting. Board members were instructed to turn in their signed FOIA training papers to the Town Clerk.

3. **Proclamation of Corporal Eugene Cole Day:** At a previous meeting the Board had agreed to join the Town of Norridgewock in issuing a proclamation recognizing April 25 of each year as Corporal Eugene Cole Day. Motion to approve the proclamation by Mr. Moody, seconded by Mr. Ducharme. Mr. Veneziano commented that the High School is planning to coordinate their community service days in recognition of Corporal Cole. Motion carries 5-0.
4. **Discuss approval of salaries for Town Employees:** The Town Manager provided a slate of pay increases for Town Employees. 2% increases across the board including both union and non-union employees. The Code Enforcement Salary was recommended at \$17.50 hour for 20 hours per week and the Road Commissioner Salary was recommended at \$26.44 per hour not to exceed 40 hours per week. The Road Foreman Position which is currently not filled was recommended at a range of \$20.50 to \$22.00 based on experience. The Town Manager also noted that the changes at the Library for part time and substitute staff will change based on the required minimum wage increases on January 1, 2019. Motion to approve the salary changes as recommended by Mr. Elias, seconded by Mr. Ducharme. Motion carries 5-0.
5. **Discuss recommended change to Personnel Policy (earning of 'sick' days):** The Town Manager asked if the Board wanted to consider looking into the current structure for paying out sick days. Currently an employee in good standing will receive the equivalent of 25% of sick pay earned unless they have worked for the Town for more than 20 year, after which they receive 100%. The Town Manager asked if the Board would consider a stair stepped approach. The question being which did the board prefer: Having employees use up their sick time in the weeks before they resign/retire; or paying out a lump sum to employees who continue to work a full-time schedule until they resign or retire. It was the consensus of the Board that if this issue were to be considered it should be done in the context of the renewal of the collective bargaining agreement with the Highway Union which is due in 2020.
6. **Discuss Removal of Blight (497 Main St. 32 Naomi Ave. 21 Nathan St.):** The Town Manager reported earlier on the payment for the demolition at 497 Main Street. In regards to 32 Naomi Avenue and 21 Nathan Street the Town Manager wanted to confirm that the Board intended to keep those properties in the Towns name. As such the assessors would have to abate the back taxes on those properties. Motion by Mr. Elias to retain the property at 32 Naomi Ave in the name of the Town, seconded by Mr. Moody. Road Commissioner Jeff Wright said this property could be useful for pushing snow when the Town plows the very narrow Naomi Ave. Motion carries 5-0. Motion by Mr. Ducharme to retain the property at 21 Nathan Street, seconded by Mr. Elias. Mr. Ducharme asked what the lot may be used for. The Town Manager explained that it is in the floodplain so it would be very costly to build on it, but it could be used for additional parking for the boat landing and trails located on Nathan Street. Motion carries 5-0.
7. **Review Somerset Community Television (Channel 11 Budget):** The SCTV Budget provided by Manager John Harlow was consistent with the past two budgets with a net amount to the Towns of Madison, Anson and Skowhegan of \$66,820. Madison portion will be approximately \$19,800. The Town Manager noted that franchise fees are going down as less residents subscribe to cable and as such the Town receives only \$18,500 in fees to pay its portion. The remaining amount comes from taxation under community services. Motion to accept the SCTV budget by Mr. Elias, seconded by Mr. Moody. Motion carries 5-0.
8. **Review Emergency Management Plan:** The Town Manager presented the recently updated 56-page Emergency Operating Procedures (EOP) manual. Marc Leslie and Don French put much of the work into the updates the Town Manager Curtis thanked Selectmen Savage for catching a few errors in his review. In general, this plan outlines the possible threats that Madison could face and the responses to them. The Fire Chief and members of the Sheriff's Department met with administrators

from the School District to discuss how to better improve communication in the event of a hostile threat like the search for a shooter in April of this year. Motion to accept the plan by Mr. Elias, seconded by Mr. Ducharme. Motion carries 5-0.

- I. **Selectman Concerns:** Selectman Ducharme noted that with a new member of the Board there will be a need to replace Paul Fortin who was an officer on the Anson/Madison/Starks Board of Directors. The next AMS meeting is scheduled for July 25.
- J. **Citizen Concerns:** There were several comments received by the board regarding the changes to the Animal Ordinance (Chapter 148) passed at Town Meeting on June 11, 2018. Residents asked how the ordinance was going to be enforced. The Town Manager said enforcement of any ordinance is conducted in response to complaints from residents or businesses. In this case the Town would let any complaining or concerned resident know that they are considering changes to the ordinance. Residents asked about grandfathering in properties that currently have certain farm animals. Board Chair Veneziano said that would be discussed with a representative with from the Maine Farm Bureau and recommendations would be made back to the Board. Town Manager Curtis said that any changes would have to be approved by a Town Meeting vote.
- K. **Adjournment:** The meeting was adjourned at 7:30pm.