

**MINUTES
SELECT BOARD
POWNBOROUGH HALL
Tuesday, January 5, 2021
6:00 PM**

1. **CALL TO ORDER** –Meeting was called to order at 6:06 pm Attendees: John Rzasa; Gerald Lilly; Allan Moeller; David Ledew; Mike Faass; On ZOOM-- Shari Lilly; Shirley Storkson; Evan Houk;
1. **PLEDGE OF ALLEGIANCE**—Was led by John Rzasa
2. **APPROVE & SIGN THE MINUTES OF THE PREVIOUS MEETING**—Motioned by Gerald, 2nd by Allan Approved 3-0
3. **APPROVE & SIGN PRESENT WARRANT**—Mike was questioned about the wages of employees paid minimum wage was increased by fifteen cents. Mike confirmed that it was indeed already updated in Trio and paychecks reflect that change. Motioned to accept Warrants by Gerald and 2nd by Allan and approved 3-0.
4. **GENERAL ANNOUNCEMENTS** – The next regular Select Board meeting will be Tuesday, January 19, 2021 at 6:00 PM at Pownalborough Hall and will be held on ZOOM.
5. **OLD BUSINESS**
 - a. Meehan Property
 - i. Business License—was picked up by Meehan late the previous week.
 - b. Fuel Contract—Office found and re-verified that Main Street Fuel was indeed charging us the correct amount for both propane and fuel oil. Mike sent letter to Main Street Fuel confirming the pricing as well. Mike further advised that the office has a new system in place where all contracts will be centrally located in one file. Copies of contracts will also be held in Vendor files for ready reference where necessary.
 - c. Addendum for Work Closures—In the Personnel Policy regarding the employees working at the Recycling Facility and Transfer Station under Article VI—Work Week it states the following: The regular work week for payroll purposes begins at 12:00 am Monday and ends Sunday at Midnight. The actual hours for Town employees shall be set by the Select Board. **Addendum—The Select Board reserves the right to change, increase or decrease the weekly hours based on demand requirements of the work schedule, weather related issues, and/or emergency situations that may occur.**
NOTE: Addendum was not voted on. Board requested that there needed to be additional information regarding weather and holiday pay. Selectmen noted they also need to develop a holiday schedule for the Transfer Station employees
 - d. David Everson Medical Release—Mike advised David provided the medical release and it is attached for reference.
 - e. Abatements for Property Taxes—all 6 abatements were approved and signed off
 - f. Mowing/Maintenance-Town properties—RFQ—Mike was directed to create the request, and to include all town properties including foreclosures and cemeteries.

6. NEW BUSINESS

- a. Foreclosure Property List—Mike provided list of recently foreclosed properties. Gerald requested a complete update on all properties we own and status on all properties including payment plans we have for foreclosed properties.
- b. David Ledew—Digital Mapping---Dave made a presentation on taking all of the various paper maps and having them digitized to provide greater uniformity. Dave provided estimated costs of \$3,800 to completely transition to the new system. We will also be able to provide updates to the digital company annually or once every two years using the same system. This digital system will also provide us 2' x 3' maps that will be far more accurate and provide more detailing of properties. Selectmen directed Dave to pursue final costs and quotes for consideration.
- c. Preliminary Draft of Medical Marijuana Rules—Mike provide copy of the preliminary draft of the Medical Marijuana update on rules and polices provided by the Office of Marijuana Policy. The current version of the Maine Medical Use of Marijuana Program was last amended in February 2018 and became effective in May 2018. Since then, there have been numerous substantive changes to the Maine Medical Use of Marijuana Act, Title 22, Ch. 558-C (the Act). OMP will engage in both an informal and formal rulemaking process for the medical rule.

7. DEPARTMENT UPDATES

- a. Town Roads—Allan directed Mike to have Seabreeze sand all of the dirt roads.
- b. Transfer Station—Question raised by towns people regarding masks not being worn—it was advised the issue was being resolved.
- c. Fire Department—Discussions regarding the Trucks were discussed. Mike update Board on his conversation with Steve Lilly, Fire Chief. Mike was directed to find out how we hold a town meeting with issues regarding Covid-19.
- d. Town Office
 - i. Water Department Funds Transferred to Town
 - ii. Housekeeping—to date unsuccessful in finding someone to clean town offices once or twice a month; Allan to check to see if person who cleans Pownalborough Hall would have an interest in
 - iii. New Vacuum Cleaner—Motion by Gerald and 2nd by John authorizing purchase of new vacuum cleaner for town offices
 - iv. Burgess Technology Services—BTS coming into Town Office to update systems and correct issues town office is having with getting updates on line.
 - v. Wi-Fi Services in office—Mike directed to obtain costs for adding Wi-Fi to town offices
 - vi. Laptops for office—Mike advised Board town computers are over 8 years old, suggested that old computers be replaced with laptops.

8. CITIZENS BUSINESS

- a. Shari Lilly inquired about donation checks approved in the June Town Meeting, being issued. Mike explained he was unaware of the donation checks, but would investigate and prepare warrants prior to next board meeting.

9. OTHER GENERAL BUSINESS---No other General Business

10. ADJOURNMENT—Occurred at 7:41, motioned by Allan, 2nd by John and passed 3-0.