

Town of Casco

Minutes of the July 21, 2015 Selectboard Meeting

Members Present:

Holly Hancock, Tom Peaslee and Grant Plummer

Staff Present:

Town Manager David Morton and Deputy Town Clerk Lucille Griffin

Approval of Agenda:

The Selectboard moved (Plummer), seconded (Peaslee) and voted to approve the agenda for the July 21, 2015 Selectboard meeting: 3 in favor, 0 opposed, 0 abstentions.

Approval of Bills:

The Selectboard moved (Peaslee), seconded (Plummer) and voted to approve bills: 3 in favor, 0 opposed, 0 abstentions.

Approval of Open Warrants:

The Selectboard moved (Plummer), seconded (Peaslee) and voted to approve open warrants: 3 in favor, 0 opposed, 0 abstentions.

Approval of Minutes: (July 7, 2015)

The Selectboard moved (Peaslee), seconded (Plummer) and voted to approve the minutes of the July 7, 2015 Selectboard meeting: 3 in favor, 0 opposed, 0 abstentions.

Town Manager's Update: (David Morton)

The dangerous building situation on Highland Shores Road is being addressed by the property owner and does not require Selectboard action at this time. Folks who maintain a mooring or float must obtain a mooring permit. Moorings and floats are not grandfathered without a special permit from the State of Maine. All buoys and markers must be permitted by the State of Maine. Shoreline alteration projects within one hundred feet of the shoreline such as rip rap, walkways, gardens, fill, tree removal, etc., require a shoreline review and permit. Please inquire at the Town Office. A Town contractor is doing roadside mowing and brush trimming. The Town expects to have all of its Global Information System (GIS) information available on its website

by September. Tax bills should be available by the second or third week in August. Contracts have been signed for the Libby Road construction project. Casco Days is this week on Thursday, Friday and Saturday. The Cumberland County Communications Center is offering a new program called Code Red, a voluntary program that provides a telephone message to people who sign up informing them of any developing community emergencies. Please contact the Cumberland County Communications Center at 893-2810 for further information. Code Red informational flyers are available at the Town Office, Casco Community Center and the Casco Public Library.

Committee and Staff Reports:

None.

Selectboard Comments:

Grant Plummer commented on a recently distributed foreclosed properties package and reminded the Selectboard of the need to follow procedures. David Morton mentioned that more information and follow-up regarding possible foreclosure actions will be provided at an August, 2015 Selectboard meeting, adding that he anticipates Selectboard review of policies and processes regarding foreclosed properties. Holly Hancock confirmed that this will be an agenda item for one of the Selectboard's August meetings.

Public Participation:

None.

Old Business:

1. Discussion regarding moving forward with the Town Office project.

David Morton stated that the Town is 1) working with a surveyor to develop a site plan for the Casco Planning Board approval process; 2) meeting with a draftsman regarding building design; 3) working with a soils scientist regarding septic design and potential locations; 4) adding more details to the site plan regarding utility locations, etc.; and 5) looking at parking to maximize the number of spaces. David added that the Subcommittee is meeting regularly to keep everything moving forward.

2. Review of purchase of new Rescue Unit vehicle with update from the Fire Chief.

Fire & Rescue Chief Jason Moen stated that Town Meeting approved the purchase of a new ambulance to replace the 2007 ambulance that is approaching 70,000 miles and experiencing serious mechanical issues. Jason reviewed price quotes and recommended the \$167,000.00 quote by Sugarloaf Ambulance. Jason added that although the quote is \$4,000.00 higher than a lower bid, 1) the company produces a higher quality ambulance; 2) the company provided the

previous three ambulances acquired by the Town; 3) the Town has an excellent working relationship with Sugarloaf Ambulance; and 4) the higher cost includes an upgraded paint scheme that matches other Fire Department equipment and reflects well on the Town.

In response to an inquiry from Grant Plummer, Jason stated that turn-around time is about two hundred and seventy days from order to delivery. In response to an inquiry from Grant, Jason stated that the decision to recommend Sugarloaf Ambulance had been vetted and agreed to by the committee. Holly Hancock noted that the purchase package included a purchase and sale agreement and an invoice for the chassis order that included a \$1,000.00 discount for up-front chassis orders. Jason added that Sugarloaf Ambulance offered a favorable \$10,000.00 trade-in allowance for the Town's current ambulance.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to authorize the Fire & Rescue Department to move forward with the purchase of the rescue vehicle from Sugarloaf Ambulance and to authorize the Town Manager to sign the purchase and sale agreement and make payment for the chassis: 3 in favor, 0 opposed, 0 abstentions.

Jason Moen stated that the tanker truck bid was awarded to Midwest Fire Apparatus and that the chassis will be manufactured by Freightliner in November or December, resulting in a May, 2016 delivery of the tanker truck. Jason commented on price quotes for the Town Meeting approved replacement of the Central Station roof and recommended accepting Austin & Sons' bid of \$26,375.00.

Grant Plummer suggested separating the cost of materials from the cost of labor in such bids to potentially benefit from community connections and avoid remaining in the dark about products being used. Grant added that a double drip edge upgrade is "worth its weight in gold," as it deflects water further away from the building. In response to an inquiry from Grant regarding the possibility of the Town providing materials, David Morton stated that the Town would likely have to re-price the project. Grant stated that he would support Jason's recommendation with several minor changes in specifications, specifically a minimum of six feet of ice and water shield and a double drip edge. Tom Peaslee clarified that Austin & Sons' bid included six feet of ice and water shield. David suggested a minor upgrade to a double drip edge.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to approve Austin & Sons' proposal with a minor upgrade to double drip edge: 3 in favor, 0 opposed, 0 abstentions.

In response to an inquiry from Grant Plummer regarding communities that may be in need of an older model pump truck, Jason Moen replied that they all go back to Brian Hogan. Jason added that trade-in values are typically looked at, but if the Selectboard chose to look for communities in need, the Fire Department would be happy to consider a small sale price.

In response to an inquiry from Holly Hancock regarding social media as it relates to an upcoming review of the Personnel Policy, Jason explained that any posts must be approved by

himself or the webpage administrator, adding that posts are vetted to ensure that they fit the message the Fire Department wants to send to the public, and that scene photos are not allowed.

David Morton added that another concern regarding Facebook and other social mechanisms is to prevent the public from posting comments. Jason Moen added that the Fire Department's policy is to remove derogatory comments.

3. Discussion regarding updating the personnel policy.

In response to an inquiry from Tom Peaslee, Holly Hancock clarified that the draft included all recommendations by legal counsel. Holly suggested that in general, the Selectboard should approve the recommendations of legal counsel, adding her suggestion that a section calling for semi-annual performance reviews be changed to annual performance reviews. Holly suggested that all references to the "Board of Selectmen" be changed to "Selectboard." Holly noted that with several minor changes in language, the progressive discipline policy from the former Casco Rescue Department might be helpful to the Town Manager when dealing with personnel issues.

David Morton suggested taking changes to the Personnel Policy in steps by 1) first considering recommendations from legal counsel; 2) then considering the issue of semi-annual performance reviews versus annual performance reviews; 3) then considering the request to have legal counsel review the progressive discipline policy; and 4) then considering his recommendation for another amendment.

The Selectboard moved (Peaslee), seconded (Plummer) and voted accept the recommendations of legal counsel: 3 in favor, 0 opposed, 0 abstentions.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to remove the word "semi" from page 7, section H, and replace it with "annual": 3 in favor, 0 opposed, 0 abstentions.

The Selectboard moved (Hancock), seconded (Plummer) and voted to change all references to this group to "Selectboard": 3 in favor, 0 opposed, 0 abstentions.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to send the progressive discipline policy to legal counsel for review: 3 in favor, 0 opposed, 0 abstentions.

David Morton stated that the Town is fortunate to have several part-time employees who have been with the Town for a number of years, adding that the Town has a considerable investment in them and that considerable time, effort and training would be required to replace them. David stated that he would like the Selectboard to consider a new benefit for regular part-time employees who are employed by the Town on a year-round basis on a regular schedule of an average of at least twenty hours per week, and who have been employed by the Town for three years, adding that this does not include seasonal or per diem employees. The benefit would be a paid leave day based on an eight hour day for each year of employment to a maximum of five

days per year, which days could be used at the employee's discretion for any purpose and do not accrue from one year to the next.

In response to an inquiry from Tom Peaslee as to whether this was in line with other Towns, David replied that it was a "mixed bag" with some towns providing many benefits for employees who work twenty hours or more per week on a scaled basis. Grant Plummer expressed his only concern that part-time employees remain available to cover for full-time employee vacations. David indicated that scheduling would be subject to the supervisor's approval and that the new benefit would not have a significant effect on the budget.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to approve this addition to the Personnel Policy for July, 2015 as long as it fits in the current budget: no vote was taken.

In response to an inquiry from Grant Plummer regarding review by legal counsel, David clarified that all changes to the Personnel Policy are reviewed by legal counsel.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to approve this addition to the Personnel Policy for July, 2015 as long as it fits in the current budget pending legal review and approval: 3 in favor, 0 opposed, 0 abstentions.

New Business:

4. Review and action of a request for a consent agreement regarding building side setback distances for Steve Jones at assessors map 15, lot 6A and lot 6A-2.

Code Enforcement Officer Donald Murphy provided an overview of the request and the reasons for the consent agreement. Donald explained that previous to the current owner, a newly created lot resulted in property line and setback issues. Grant Plummer clarified that the Selectboard is being asked to accept a shorter setback. Steve Jones explained that his father, the previous property owner, measured from the wrong spot when he created a lot. The Selectboard discussed various issues related to the request and language to be included in the consent agreement.

The Selectboard moved (Peaslee), seconded (Plummer) and voted to authorize the Town to work with the property owner to create the consent agreement that includes that the property will not become more non-conforming and the side setback reductions on Hawthorn's Attic cross over to 6A-2, and that the consent agreement will come back to the Selectboard for signing: 3 in favor, 0 opposed, 0 abstentions.

5. Discussion regarding planning and engineering for future road projects.

David Morton stated that Cooks Mills Road, Johnson Hill Road, Edwards Road, Stone Road, Lord Road, and Point Sebago Road are in need of help, adding his suggestion that the Town consider engineering work on at least two of the roads, and that Johnson Hill Road, Edwards

Road and Stone Road typically require the most annual maintenance. David suggested that left over paving money from this year's Libby Road project be applied to shimming Cooks Mills Road, which will buy some time. David then narrowed his recommendations to Johnson Hill Road and Edwards Road, which are through roads with more traffic, as opposed to Stone Road, which is a dead end road.

In response to an inquiry from Holly Hancock regarding shimming Cooks Mills Road or Point Sebago Road, David replied that both roads would be viable choices for shimming, which would help Point Sebago Road tremendously.

In response to an inquiry from Grant Plummer regarding an engineer's assessment process, specifically as to whether money is being spent in the best way in order to make good decisions, David expressed that he would be happy to work with engineers to determine how money can best be spent. Tom Peaslee added that when budgets are a concern, buying time is sometimes an option.

In response to an inquiry from Grant Plummer regarding the possibility of having an engineer conduct a drive-around assessment of everything, David Morton expressed his opinion that the Town should focus its efforts on planning and engineering on Johnson Hill Road and Edwards Road, adding that he would be happy to have an engineer look at other roads with respect to the best use of money left over from the Libby Road project.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to direct the Town Manager to engage an engineering firm to review Johnson Hill Road and Edwards Road for potential road construction projects for 2016, and include a brief engineering review of the remainder of the list to see if there is anything the Town can do this year: 3 in favor, 0 opposed, 0 abstentions.

6. Review of meeting calendar.

The Selectboard agreed to meet on August 4, 2015 and August 18, 2015. The Selectboard acknowledged 1) that David Morton will be on vacation in September; 2) the need to review how business will be conducted while David is out of town; and 3) the need to review the Selectboard matrix. The Selectboard tentatively agreed to meetings on October 6, 2015 and October 20, 2015.

7. Discussion regarding acquisition of property. (May require executive session pursuant to 1 M.R.S.A., Section 405(6) (C) to discuss the potential acquisition of real estate because premature disclosure of the information could prejudice the Town's bargaining position.)

The Selectboard moved (Hancock), seconded (Plummer) and voted to adjourn to executive session pursuant to 1 M.R.S.A., Section 405(6)(C): 3 in favor, 0 opposed, 0 abstentions.

The Selectboard adjourned to executive session at 8:31 p.m.

The Selectboard returned from executive session at 8:55 p.m.

The Selectboard moved (Hancock), seconded (Plummer) and voted to direct the Town Manager to make an offer on the property, subject to Town Meeting vote: 3 in favor, 0 opposed, 0 abstentions.

There being no further business, the Selectboard moved to adjourn.

ATTEST:

Lucille D. Griffin
Deputy Town Clerk

ATTEST:

Robert C. Tooker
Administrative Secretary