

**TOWN OF SANGERVILLE
BOARD OF SELECTMEN
MEETING AGENDA MINUTES
Beginning @ 5:00PM
Wednesday, February 20, 2019**

Item 1. Open Meeting: (Pledge). Chairman Mike Wark called meeting to order at 4:59 PM, followed by the Pledge of Allegiance.

- a. **Selectmen Present:** Mike Wark, Jody Cabot, Dale Gray
- b. **Employees Present:** Lois Jones
- c. **Residents Present:** None.

Item 2: Approval of Minutes:

- A. **February 6, 2019 – Select Board Meeting.**
- B. **February 6, 2019 – Public Hearing.**
- C. **February 10, 2019 – Select Board Workshop.**

Selectman Cabot made a motion and Selectman Gray 2nd to approve the minutes, as written. All in favor.

Item 3. Review of the Treasurer’s Warrants:

- A. **Payroll #9, 10.**
- B. **Accounts Payable #11.**

Selectman Gray made a motion and Selectman Cabot 2nd to approve all warrants. All in favor.

Item 4. Open Session: Limited to 2 Minutes – Extension per Chairman. None.

Item 5: Selectmen Concerns:

- A. **Selectman Gray:** There was some discussion regarding absentee ballot voting for Town Meeting. However, even though the nomination paper process was approved at last Annual Town Meeting, town meeting form of government was not altered to require nomination papers and offer absentee ballots and voting. The Town did not change to a secret ballot/Australian ballot form of Town Meeting. It only added in a nomination paper process prior to the Annual Town Meeting, but because the Town still has an open meeting form of government, nomination can still be from the floor, in addition to the nomination paper process.

Another discussion was in regards to a town resident doing work for C&W Nuite vs. being hired by the Town. Manager informed the Board that there are no public works employees hired by the Town. Manager had a conversation with the individual in question and he was informed by the Manager that if he worked with C&W Nuite during the plow season, he was an employee of theirs, not an employee of the Town. Any discussion regarding payment for services, and job description was a conversation he needed to have with C&W Nuite.

- B. **Chairman Wark:** (This conversation occurred after the Committee Reports.) Chairman Wark informed the Board that the library would be receiving an endowment from an individual, possibly \$100,000. This is great news for the library, and they may be able to eliminate their “yard sale” table due to this generous gift.

A request for email addresses for each of the Board of Selectman was made. The email addresses would match the Town office's in form, for example, sm1sangerville@sangervilleme.com.

Item 6. Committee Reports:

- A. Rec Committee.** Manager informed the Board that the Rec & Parks Committee is entering into a conversation with New Balance in the hopes of getting a grant or some type of support to replace and update some of the playground equipment at the Veterans' Memorial Park. Manager also informed Board she was going to be looking into a grant for new boat docks. Selectman Gray commented that if we are going to be pursuing those types of grants and support, that the Board would like to have a conversation with the Parks & Rec Committee to possibly design a new layout for the whole park and make it safer and more usable for all residents and activities.

Item 7. New Business:

- A. Paving prices.** Board reviewed quotes of paving prices and tonnage estimates for proposed paving. There was some discussion regarding the preparation of McPhetres, in-town, and what needs to be done and what can actually be done. Suggested meeting with Road Commissioner and possibly Phil Curtis in March to determine scope of work and discuss the ability of Road Commissioner to complete the project early enough in the season to get the paving completed early.

Item 8. Old Business:

- A. Update on Tax Acquired Property.** Manager brought Board up-to-date on the new law for tax acquired property when landowner is over 65. A resident has the right, with the new law, to ask the Town to obtain a real estate agent to sell the property. There are certain requirements that must be met by the landowner, however. A letter has been sent, with the application, and the landowner has thirty (30) days to respond. If no response, then we can put it out to bid as we normally would. In the meantime, if there is no response and we wish to put it out to bid after the thirty (30) days, the Board needs to arrive at a minimum bid. That will be considered while we wait for the next thirty (30) days.
- B. Feasibility Study – Army Corp of Engineers.** Manager informed Board that she is starting the process of requesting the Army Corps of Engineers to review the Village Cemetery and possibly receive a grant for the repairing of the embankment that is eroding. This must first start with a request letter for a feasibility study. The ACE will pay for the first \$100,000 of the feasibility study. Anything over the first \$100,000 will be split 50/50 with the Town, to complete the feasibility study. Selectman Cabot made a motion and Selectman Gray 2nd to sign the letter of request for a feasibility study. All in favor.
- C. Personnel Policy.** There was some discussion on the proposed changes to the personnel policy. Manager stated she felt the Board was employing a micromanagement tactic giving the Board the control of raises, when it should be a Manager's decision for raises. Manager stated the current policy already allows the Board to review the proposed raises through the budget process. Raises would then go into effect after approval at Town Meeting. Board wants raises to go into effect on a specific date – June 1st. Manager argued that if they are only going to allow a COLA to take effect by policy, maxed at 2%, then it should take effect at Town Meeting, because a COLA is already calculated on the previous year's inflation rates, so a COLA is already a year behind and the Board is asking for another delay by

making it June 1st. Board agreed to change date to May 1st, but kept a cap of 2%, with a possibility of further merit raises – but only at the approval of the Board.
**Selectman Cabot made a motion and Selectman Gray 2nd to amend section 10, Compensation, of the personnel policy, as follows: “10) COMPENSATION.

All employees of the Town shall be compensated based upon their range of duties, responsibilities, and level of work performed, as established by the Town Manager.

An annual cost of living adjustment of no more than 2% may be given to hourly employees at the Town Manager’s discretion. Any amount greater than 2% must be discussed with and approved by the Select Board in advance. The cost of living adjustment will take effect for all hourly employees on May 1.

Merit increases for hourly employees will be based on an employee’s annual performance evaluation and awarded on the employee’s anniversary date. The Town Manager will seek prior approval of the Select Board for all merit increases.

Cost of living adjustment and/or merit increase for contractual employees, i.e. Town Manager, will be based on annual performance evaluation and granted at the discretion of the Select Board.

All compensation is subject to annual budget approval.”
All in favor.

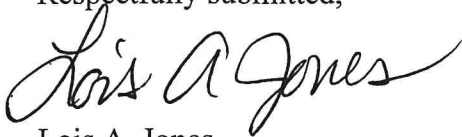
Item 9. Correspondence. None.

Item 10. Request for Additional Agenda Items. None.

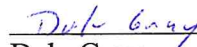
Item 11. Executive Session. None.

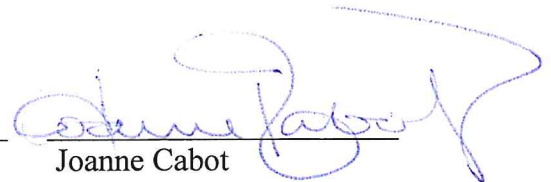
Item 12: Adjourn. Chairman Wark made a motion and Selectman Cabot 2nd to adjourn. All in favor.

Respectfully submitted,


Lois A. Jones


Michael Wark


Dale Gray


Joanne Cabot