

MUNICIPAL OFFICERS MEETING MINUTES

March 20, 2025

7:00 PM

7:40 PM

Karen James

Eric Durgin

Cory Hale

The meeting was called to order with two Municipal Officers present. Karen James and Eric Durgin were in attendance. Patty Barber also was present for the full duration of the meeting.

The board opened the meeting with the Pledge of Allegiance

Board approved minutes from March 6, 2025, as typed

Board signed the previously approved warrant from March 13, 2025, and approved March 20, 2025.

Added agenda item under Old Business an update on James M. Day v. Town of Hiram

New Settlement Road Project – Khriel Excavation sent in a formal bid withdrawal

Board Members approved their motion to accept Khriel's withdrawal on the New Settlement Road Phase 1 project. They formally awarded the contract to W.L. Sturgeon. Need to request a contract from W.L. Sturgeon. Karen James mentioned for the record, that she spoke with Bob Sturgeon to make sure he would still accept the job even though there was a delay between bid and award. Bob Sturgeon agreed that they will still do the job.

Tree Removal on New Settlement Rd Update: Karen met with the loggers on Friday. Days Logging removed the trees on Tuesday March 18th and clean up was done the following day. The overall project went smoothly and successfully.

Review Personnel Policy Holiday Pay- Board Members discussed how to interpret holiday pay due to the new office hours. They decided that a holiday day is a day, not a set hour amount, they discussed that whatever day the holiday falls on the pay will be for the work hours scheduled for that day. Discussions also took place around vacation pay on whether this should be factored in hours or days. They decided to bring back the topic of vacation pay at the Second meeting in April.

Marylou will not be at the next Municipal Officers' meeting on 4/3

Karen is unable to attend the Municipal Officers meeting on 4/17.

Road Commissioner: The Board discussed that the rate of pay language says it is based on the DOT rates It needs to be based on the rates Kyle Estes had submitted previously, Marylou will make the revisions and present to the board for signatures at the next meeting. Revision - Rates are attached in Addendum A instead of DOT rates.

Guidelines for Road Commissioner The board approved the motion to terminate 11/16/2000

Schnell/Day Update: Schnell's lawyer sent a request to the Superior Court to remand the case back to the Planning Board. Board Members discussed and agreed that once this action takes place Leah the Town's Attorney will assist the Planning Board with the next steps.

Signed the pole permit to add a pole to Triptown Rd

Board signed the appointment of Dave Hewey (Alternate) and Gordon Lewchuk (Full Time) as new Planning Board members.

Assessing Contract – Marylou noticed the contract with Dave Ledew had not been revised to reflect the rate increase from \$40 to \$50. Board the updated assessing contract.

Office Hours – The upcoming office hours have been advertised in the Weekly Shoppers Guide. As of April 1, 2025, the new hours will be:

Monday through Wednesday from 9:00 AM to 3:00 PM and Thursday from 9:00 AM to 7:00 PM. Closed on Friday and no Saturday hours. Quite hours from 8:00 AM to 9:00 AM Monday through Thursday. Marylou discussed and requested wiggle room to go to 34 hours as needed.

Eric brought up a discussion around having two election locations. Marylou raised concern that the state would not fund enough equipment for two locations. Karen brought up the idea of alternating locations in election years. Eric is curious about the voters count by location. Marylou will pull voter's count.

Board Members approved and signed Municipal Officers pay schedule.

Marylou advised that she has also posted in the Weekly Shoppers Guide that no motor vehicle transactions will be able to be completed, from April 2- 10th. She also requested to process the the warrants on April 1, 2025, versus April 3, 2025.

Due to the office being closed on Fridays the Board Members have agreed that warrants can be emailed for approval even on meeting weeks versus signing during meetings.

Meeting adjourned

Respectfully submitted,
Lisa Fox