

Town of Burnham

Select Board Minutes
Monday, February 24, 2020

Meeting called to order at 7:05

Present: Joyce Ryan, Administrative Assistant

Select Board: George Robison, Chairman
Kristy Hapworth
Wayne Mitchell

Approval of Select Board minutes of February 24, 2020.

Motion made and seconded for approval of the minutes of February 10, 2020.

Vote: All in favor (3-0)

Approval of Warrant #4

Motion made and seconded for approval of Warrant #4.

Vote: All in favor (3-0)

New Business -

Call of Town Meeting, March 20, 2020 and March 21, 2020.

Motion made and seconded to Call the Town Meeting of March 20, 2020.

Vote: All in favor 3-0.

Resignations - Health Officer - Cay Jones

Motion made and seconded to accept the resignation of Health Officer,
Cay Jones.

Vote: All in favor (3-0)

The Select Board asked the Administrative Assistant to research:
If the Officer must be a resident or can the town use one from another town.
and to also place an ad in the Rolling Thunder and post on Towns WEB site.
The Select Board would like the Administrative Assistant to seek quotes from
a couple Contractors to level or sure up Municipal building sagging floor. No
action taken until quotes are in.

FEMA closeout of Direct Administrative Costs Paperwork. This is a left over
amount due the town from a wind storm of October 2017. The
reimbursement is minimal (\$267), the cost to research past years
hours/sites/action and multiple other items would be greater than the
reimbursement amount.

Motion made and seconded to sign off on the paperwork and not collect the
reimbursement.

Vote: All in Favor (3-0)

New Business (cont.)

Kristy will submit Letter of Transmittal needed for Annual Report.
Motion made and seconded to dedicate the Annual Report honoring
Maurice Call.

Vote: All in favor (3-0)

Old Business -

The Select Board reviewed candidates for Animal Control Officer and have
withdrawn original candidate choice. The Administrative Assistant will
contact Applicant #2 with offer of employment also authorizing the Admin
Assistant on behalf of the Select Board to offer employment to select another
Applicant should the first recommendation not work out.

Motion made and seconded for ACO position.

Vote: All in favor (3-0)

Moody/Towers Property – Correspondence from Mr. Towers Attorney.

Motion made and seconded to cease any future notices from The Town to Mr.
Towers until we see an updated status from the Attorney's office.

Vote: All in favor (3-0)

Spirit of America Award

Motion made and seconded to table until after town meeting. Revisit topic at
April meeting.

Vote: All in favor (3-0)

Reports - Administrative Assistant report provided.

Executive Session-

Motion made and seconded to enter Executive session at 7:50 to discuss
confidential records.

Vote: All in favor (3-0)

Action- no action taken; (Taxes can be paid by anyone; The deed stays in
original owner name.)

Concealed Weapons Permits

Motion made and seconded to Exit Executive Session 8:32.

Vote: All in favor (3-0)

Motion to approve permit Concealed Weapons Permit

Vote: All in favor (3-0)

Executive Session

Motion made and seconded to enter Executive Session at 8:35 pm to discuss a
Personnel Matter (1 M.R.S.A. § 405 (6)(A))

Vote: All in favor (3-0)

Motion made and seconded to exit Executive Session at 9:18 pm

Vote: all in favor (3-0)

Motion made and seconded to approve pay increase based on annual performance review.

Vote: All in Favor (3-0)

Administrative Report –

The town of Burnham has moved from manual sales of Inland Fisheries to the State of Maines electronic system "Moses". This will cut down on the time it takes to issue hunting and fishing licenses and recreational vehicle registrations considerably. The electronic system will minimize the handling of paperwork and the time it takes to prepare monthly and quarterly reports. Letters have gone to all applicants for last two jobs posted.

I have begun to identify cost saving and will prepare a report mid-year.

I have also begun looking at policy and bylaws and will continue to work on this as we move forward into 2020. I have identified improper practices and will have a full report prior to any major changes.

The streamlining of the warrant process; with managerial approval of all bills and payroll before putting before the select board. Currently with two elections, a public hearing and town meeting and working part time between two towns I have not been able to get the financial piece in perspective, however it is on the top of my list.

Cay Jones and I have cleaned up the office space and rearranged to make easier flow for our daily task. We would love to see a fresh coat of paint.

Select Person Mitchell updated Board on Public Hearing, opening, the steps, articles and rules.

Fire Department will get chairs from town office on Sunday March 8th,

Meeting adjourned at 10:00 pm

Vote: All in favor (3-0)

Respectfully submitted

Joyce Ryan

Town Clerk/Administrative Assistant