

# Town of Burnham

## Select Board Minutes

Monday, March 23, 2020 at 3:30 pm

Meeting called to order at 3:45 pm

### Approval of Select Board minutes

All minutes will be submitted in next agenda due to Administrative Assistant being on medical leave last two weeks as well as the State of Emergency Order by the Governor.

### Executive Session

Discussion of confidential records 1M.R.S.A. §405 (6)(F)  
Concealed Weapons permit

Personnel Matters 1M.R.S.A. §405 (6)(A)

Motion made and seconded to have executive session moved to end of meeting.

Vote: All in favor (3-0)

### Approval of Warrant #6

Discussion – Administrative Assistant to research each employees vacation and sick accrual rate from date of hire forward – update Board as part of writing policy and procedures for the office. Board would also like to see total dollars spent in each account more often than currently seeing this information.

### New Business -

Re: portable toilets for summer, generator service, etc.

Select Board recommend generator service be scheduled as part of original purchase agreement.

Select Board request portable toilets discussion be on next agenda, if wait to long will not be able to get one placed at the Town beach.

Spring Clean up – usually 3<sup>rd</sup> Saturday in May – discussion  
Tabled until State of Emergency is over.

Mass mailing for shut ins, elderly, immune compromised all other citizens.  
Select Board agree this should be implemented. Money spent will be reimbursable with FEMA dollars at 90% and to request the 10% at this year's Town meeting.

Emergency Management Ordinance –

To leave the spending as the Emergency Management Director sees fit during the Covid-19 State of Emergency. Suggestion also to seek another laptop for the EMD to use during emergencies.

Old Business –

Coronavirus - Discussion of office procedures during the Coronavirus  
Hours during the most recent Governor's order of social distancing will stay the same, Joyce Ryan 40 hours and Cay Jones 15 or 20 as Administrative Assistant sees necessary.

Complaints –

FYI – NO action needed. Tree on Troy Road – resting on guide wires. Notified Charlie King, Road Commissioner – Charlie advised staff to call Fairfield DOT. DOT has been notified.

Reports –

Administrative Assistant report no action needed.

Fire Department – Air packs are ready to expire, and Fire Chief would like guidance from the Select Board on how to proceed with no budget in place yet. Select Board agree for the Chief to do what is right and to proceed with what has always been done.

Correspondence-

No – Action needed

Executive Session

Discussion of confidential records 1M.R.S.A. §405 (6)(F)

Concealed Weapons permit

Motion made and seconded to enter Executive Session at 5:10 pm

Vote: All in favor (3-0)

Motion made and seconded to exit Executive Session at 5:20 pm

Vote: All in favor (3-0)

Motion made and seconded to approve Concealed weapons renewal permit #68117

Vote: All in favor (3-0)

Personnel Matters

1M.R.S.A. §405 (6)(A)

Motion made and seconded to enter Executive Session at 5:21 pm

Vote: All in favor (3-0)

Motion made and seconded to exit Executive Session at 6:15 pm

Vote: All in favor (3-0)

No action needed