

# Town of Burnham

## Select Board Minutes

Monday, June,15 2020 at 7:00 pm

Meeting called to order at called to order 7:15 pm

Present: Select Board Hapworth, Mitchell and Charlie King

Absent: Select Board Chair Robison

### Approval of Select Board minutes:

None prepared for this meeting

### Approval of Warrant #13

Motion made and seconded to approve Warrant #13

All in favor (2-0)

### New Business –

#### Joint Purchase sand and salt (see attachment)

Motion made and seconded for Administrative Assistant to inquire as to commitment of Joint Purchase and make decision on signing, also to contact Harcross for price if purchased directly from them. Administrative Assistant will notify board next meeting as to outcome of joint purchase agreement.

All in favor (2-0)

Motion and seconded to add approval of concealed weapons permit to new business.

All in favor (2-0)

### Approval of Concealed Weapons permit #68118

7:47 pm, Motion made and seconded to enter executive session per

1M.R.S.A. §405 (6)(F) Confidential records

All in favor (2-0)

7:52 pm, Motion made and seconded to exit executive session

All in favor 2-0

Motion made and seconded to approve concealed weapons permit #68118

All in favor (2-0)

### Old Business –

#### Snowplow Contract

Motion made and seconded to move to end of agenda.

All in favor (2-0)

## Call of Election

Motion made and seconded to call Municipal Election on June 26, 2020 from 2:00 pm to 7:00 pm and Town Meeting on June 27, 2020, 1:00 pm at Fire Station #1, pending availability of moderator.  
All in favor (2-0)

## Discussion

TAP – Risk Management

Have CEO, Charlie Porter see what the condition of properties are.

Payroll – Transfer Station

Discussion if Administrative Assistant should have some hours out of Transfer Station budget; no action as all salaries are in one line and not by department.

Policy/Payroll/Hours

Arlene Miles – tightening up bank. Discussion as to who can add to bank account. When things slow down, Administrative Assistant will draft policy for yearly Select Board to notify bank of new members and process for adding people to account.

Coronavirus-Update

## Complaints –

Mecca Sue Simmons- Chemical odor in the town office.

Action, to get MDS sheet for product used on floor and begin a binder for all materials as required by MMA.

## Reports –

Administrative Assistant report for June 15, 2020

Thursday June 11, 2020 two new computers and Trio SQL installed.

Received state absentee ballots and school absentee ballots these will join with the State of Maine's Primary Election on July 14, 2020.

In the final stages of our yearly risk management agreement.

Have begun the process of eliminating the savings account that has been used internally. Beginning July 1<sup>st</sup> will be depositing all funds into the Treasurers account. I will be working with Arlene to streamline the reports of deposit to try and help her through this transition.

I am scheduled for a ZOOM training with Maine Municipal Association, Cash Management

Respectfully submitted

Joyce Ryan

Town Clerk/Administrative Assistant