

Town of Burnham

Select Board Minutes
Monday, October 19, 2020
7:00 p.m.

Meeting called to Order at 7:00 p.m.
Present: SH, KH, WM

Approval of Select Board Meeting Minutes

Motion made (KH) and seconded (WM) to approve minutes of August 24, 2020, August 31, 2020, and September 14, 2020 Select Board meetings. Vote: 3 yes, 0 no.

Motion made (KH) and seconded (SH) to approve minutes of September 21, 2020, and October 5, 2020 Select Board meetings. Vote: 3 yes, 0 no.

Approval of Warrant #24

Motion was made (KH) and seconded (SH) to approve Warrant #24. Vote: 3 yes, 0 no.

Discussion regarding timing of payroll and warrant approval. KH will contact Bangor Savings Bank to determine deadlines for correcting submitted payroll information.

Old Business:

Snow Plow Turn-Arounds

KH updated the Board regarding telephone call from Tom Aversa. Tom informed KH that he received a letter addressed to another landowner and wonders if the other landowner got his letter. The Board will investigate the mix-up and follow up to get correct letters to correct landowners.

Administrative Assistant Vacancy

Two more applications received this week. The Board discussed an offer to extend to one applicant.

Motion made (KH) and seconded (WM) to hire Stacy Patterson for interim assistance – up to 16 hours at \$30/hour. Vote: 3 yes, 0 no.

Credit Card for use by office staff

Discussion regarding need for credit card for incidental expenses and supplies. KH will contact Bangor Savings Bank regarding options.

New Business:

November Election

Discussion regarding preparation for election and options for interim assistance with clerk position.

Transfer Station Attendant: Time off request

SH will contact Jeremy Lester, David Chase, and/or Ryan Hamilton regarding possible coverage.

Tax Commitment

The Board reviewed and approved recommitting of taxes from Joyce Ryan to Cay Jones as interim Tax Collector.

Appointments

The Board reviewed various appointed positions that are presently vacant. New appointment forms will be completed for the Board to review at the next Board meeting.

Town Office Maintenance

Cay Jones will contact Ryan Hamilton regarding interest in snow removal at municipal building for 2020/2021 winter.

Correspondence:

Correspondence was reviewed and no action was taken.

Meeting adjourned 10:27 p.m.