

Town of Burnham

Select Board Minutes
Monday, October 26, 2020
7:00 p.m.

Meeting called to Order at 7:09 p.m.
Present: SH, KH, WM, and 3 others

Approval of Select Board Meeting Minutes

Motion made (SH) and seconded (WM) to approve minutes of October 19, 2020.
Vote: 3 yes, 0 no.

Old Business

Snow Plow Turn-Arounds

The letter with the error was sent by the Town, not by the lawyer. The Board asked the administrative assistant to revise and resend the letter.

Administrative Assistant Vacancy

The Board received copies of a new application that was received from an applicant interested in a part-time position. The Board discussed the possibility of filling the vacancy as two part-time positions rather than one full-time position.

The Board discussed ongoing negotiations with a second applicant interested in a part-time position. A motion was made (SH) and seconded (WM) to make an offer of employment to the applicant on the negotiated terms.

Vote: 3 yes, 0 no.

The Board asked KH to contact applicants 1, 2, and 20, to schedule interviews for the second part-time position.

November Election

The clerk is caught up on absentee ballots and early voting. The ballot counter has been tested. The Board discussed appointing Stacy Patterson as Clerk prior to the election.

Town Beach

The engineered plans were received and copies will be made for the Board to review. The engineer would like to schedule a time to review and discuss the plans. The Board asked the administrative assistant to schedule a video conference with the engineer for 11/16.

 WM Stewart Huff

New Business:

Audit Report

Treasurer's copy of the draft report has not been signed. The Board asked the administrative assistant to provide the letter and draft report to the Treasurer for approval.

Office Computer Software

Microsoft office is now a monthly subscription rather than a one-time purchase. The monthly subscription cost is \$16.50. All installation is complete.

Cemeteries

The Board received notice that work was completed at the cemeteries in July and August for which hours have not been submitted for pay. The Board attempted to call the Cemetery Sexton and Cemetery Committee Chair but received no response. KH will follow up as needed until a response is received.

Elected or Appointed Officials

Motion made (KH) and seconded (WM) to appoint Dave Huff as Animal Control Officer, effective 10/26/2020 through 10/27/2021. *Vote: 3 Yes, 0 NO* (KH)

Motion made (KH) and seconded (WM) to appoint Charles Porter as Code Enforcement Officer, effective 10/26/2020 through 3/31/2021. *Vote: 3 Yes, 0 NO* (KH)

The Board received the resignation of Treasurer Arlene Miles. The Board will contact MMA regarding procedure for acceptance of resignation and addressing vacancy.

Correspondence:

Correspondence was reviewed and no action was taken.

Meeting adjourned 10:04 p.m.

K. Huff Wayne Mitchell