

Town of Burnham

Select Board Minutes
Monday, November 2, 2020
7:00 p.m.

Meeting called to Order at 7:00 p.m.
Present: SH, KH, WM, and 3 others

Approval of Select Board Meeting Minutes

Discussion regarding amendment of minutes as drafted to add results of votes on two matters.

Motion made (WM) and seconded (KH) to approve minutes of October 26, 2020, as amended. Vote: 3 yes, 0 no.

Approval of Warrant #25

Motion made (SH) and seconded (KH) to approve Warrant #25. Vote: 3 yes, 0 no.

Old Business

Snow Plow Turn-Arounds

One of the two easements has been returned and recorded with the registry. Charlie King will follow up with the landowner for the second outstanding easement. Charlie King also proposed additional easements: one on the Dodge Road and one on the Goodblood Road, and possibly one on the Whitten Road.

Administrative Assistant Vacancy

KH updated the Board regarding scheduled interviews. Applicant #1 declined an interview. Applicant #20 is scheduled to interview at 7:15 p.m. on Monday, November 9, 2020. Applicant #2 has been contacted but has not yet responded.

Audit Report

Arlene Miles signed the Treasurer's draft. C. Jones will return the signed copies to the auditors.

Transfer Station

Updated proposal received from Plymouth Engineering for construction of steel building. Proposal includes estimates for engineered plans, assistance with the bid process, and oversight of the construction project. Selectmen will review the proposal and discuss at a later date.

Stuart Hull

WM

(KMH)

Mill Bridge

Updated proposal received from Plymouth Engineering. Selectmen will review the proposal and discuss at a later meeting. Charlie King will follow up with the other engineer to request an alternative quote.

Payroll

KH updated the Board regarding discussions with Bangor Savings Bank about timing of payments. No action taken.

Discussion regarding submission of timesheets by town employees. The Board advised that all employees must sign and submit their own timesheets. C. Jones and S. Patterson will follow up with town employees to inform them of new procedure.

Bank Account

The Board reviewed and completed a resolution for the Town's bank accounts. Motion made (KH) and seconded (WM) to authorize access to accounts by Sue King (Treasurer), Stacy Patterson (Clerk), and Cay Jones (Deputy Clerk).
Vote: 3 Yes, 0 no.

Elected and Appointed Officials

Appointment of Officials

Motion made (KH) and seconded (WM) to appoint Kyle King as Assistant Fire Chief, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Peter Smedberg as Assistant Fire Chief, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Christopher King as Fire Captain, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Bryan King Jr. as Fire Captain, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Stacy Patterson as Clerk, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Stacy Patterson as Tax Collector and Excise Tax Collector, effective through March 31, 2021.
Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Stacy Patterson as Registrar of Voters, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Handwritten initials: KH, SH, WM

Motion made (KH) and seconded (SH) to appoint Cay Jones as Deputy Clerk, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Cay Jones as Deputy Tax Collector and Deputy Excise Tax Collector, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Cay Jones as Deputy Registrar of Voters, effective through March 31, 2021. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Donna Bubar as Ballot Clerk, effective through March 31, 2022. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Gwendolyn Chase as Ballot Clerk, effective through March 31, 2022. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Brian Fletcher as Ballot Clerk, effective through March 31, 2022. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Joy Foss as Ballot Clerk, effective through March 31, 2022. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Johna Knights as Ballot Clerk, effective through March 31, 2022. Vote: 3 Yes, 0 No.

Motion made (KH) and seconded (SH) to appoint Laura Navor as Ballot Clerk, effective through March 31, 2022. Vote: 3 Yes, 0 No.



Treasurer Vacancy

The Board reviewed correspondence from MMA regarding the resignation of the Treasurer. The Board may appoint a treasurer to serve the remainder of the elected term, and such appointment serves as effective acceptance of the resignation of the current treasurer.

Susan King addressed the Board regarding her interest in serving as Treasurer for the remainder of the term. Motion made (WM) and seconded (SH) to appoint Susan King as Treasurer, effective through the earlier of March 31, 2021, or the swearing in of a duly elected Treasurer.

Certificate of Settlement

The Board reviewed the Certificate of Settlement completed by Cay Jones, interim Tax Collector. Motion made (KH) and seconded (WM) to approve the Certificate of Settlement and sign the Commitment to Stacy Patterson as Tax Collector. Vote: 3 Yes, 0 No.



New Business:

Abatement Requests

Discussion regarding two abatement requests. The Board requested Cay Jones or Stacy Patterson prepare the required documents for consideration and approval of one of the two. The second request is regarding tax acquired property and requires further review.

Assessing

The Board reviewed a letter from RJD regarding proposed fees for assessing services for 2021. The proposed fee for the quarter review is increased by \$250 over the price paid this year.

Complaints

The Board reviewed and discussed a complaint regarding the procedure followed by the Animal Control Officer for a recent call regarding stray cats. No action was taken.

Correspondence:

Correspondence was reviewed and no action was taken.

Meeting adjourned 9:22 p.m.

*K. J. Hughes
Street Dept Wayne Township*