

# TOWN OF MONSON

*"A town where friendliness is more than just a word"*

## **March 25, 2021 – Select Board Meeting**

**Present** – Buddy Martin, Tyler Adkins, Eric Vainio, Daniel Swain, John Moore, Bobbie Crockett,  
David Bjork, Ricky Clawson

**Zoom** – Brian Turner

- 1) Meeting opened at 7:00PM
- 2) Selectboard approves prior meeting minutes and signs warrants
- 3) Buddy Martin officially opens meeting to public comment

### **PUBLIC COMMENT**

Bobbie Crockett mentioned that at the last meeting it was stated that the public should only be speaking during public comment. She asked if she should call a selectboard member after the meeting if she has a question. Buddy said yes and that any questions could also be directed to Daniel. He also noted that if something is important, people may raise their hand but that too much time has been being spent on conversation.

### **PUBLIC COMMENT CLOSED**

### **TOWN MANGER REPORT**

Daniel provided updates on the following:

Public Works is working on preparing for spring tasks and unclogging culverts.

Daniel spoke to CMP about the trenchwork for the electric car charging stations. They will be re-working some numbers so there should be some grant money left over so the town will not have to pay for the trenching.

There are currently no new flooring quotes for the meeting room, but Colleen Pinkerton quoted \$590.00 to paint the walls and Pinnacle Painting quoted \$750.00. Daniel noted that Colleen will not be able to begin the project until after April 12, but Pinnacle can begin on Tuesday. After a short discussion it was decided that the job would be awarded to Colleen.

Daniel is working on getting quotes for the ADA ramp. The leftover money from the bond will be used for the project.

Daniel is working on the insurance renewal paperwork but there is more paperwork than usual this year, so it is not done yet.

## **SELECTBOARD REPORT**

Eric noted that the town needs a new state flag and asked Daniel about the status of the clock. Daniel stated that he is waiting for the clock repair man to come to town and fix the timing. Eric then stated that he would like the selectboard to do an in -depth monthly review of the budget to check year to date amounts.

At the previous budget meeting Daniel mentioned that an IT Services company could make some changes to the computer system which would enable him to do more work from home. Eric feels that it is important for the town manager to work in the office and be accessible to the public. Daniel explained that he is not planning on spending any more time away from the office, he was talking about working during his “off hours”.

## **TOWN COMMITTEE REPORTS**

**FESTIVAL COMMITTEE:** No report

**BICENTENNIAL COMMITTEE:** No report

**BEAUTIFICATION COMMITTEE:** No report

## **OLD BUSINESS**

**Personnel Policy Changes:** Daniel made all changes that were recommended by the attorney and added a line about employee holiday bonuses. Currently holiday bonuses are \$100 for full time employees, \$50 for part time employees and \$25 for non-hourly employees, not to exceed \$100. Daniel will also add that if the town manager is accused of harassment, it should be reported to the selectboard chair.

**8 Mitchell St Update.:** Daniel stated that the owner of the property has been served the notice of findings and the town attorney recommends waiting 30 days to take any action as that is the amount of time the owner has to appeal the decision. Daniel will have quotes to demolish the building at the next meeting. Daniel also noted that although the owner calls the office frequently, he has not heard from any contractors. Brian Turner stated that in order not to have the building torn down, the owner must submit, in writing, a list of contractors and their contact information. This has not been done.

**Assessors Agent RFP Follow Up:** Daniel asked RJD Appraisal for an annual quote for services. He was given a price of \$12,000.00 which would include 24 days of work. The firm will be paid monthly and will spend 1 – 2 days per month in the town office. The time that they spend in the office will be the time that residents may communicate with them. RJD is willing to start working for the town now at a rate of \$600.00 per day until the contract is approved. Daniel suggested that they begin in April. Buddy Martin motioned to accept RJD Appraisal's bid, seconded by Eric Vainio.

## **NEW BUSINESS**

**Purchasing Policy Update:** Daniel stated that he would like to have a deadline for bids to be submitted at which time the Town Manager will open the bids and put together a comparison for the selectboard. He feels that this will move the process along faster and the bids will be able to be voted on at the next meeting. Eric noted that the flooring bids were over \$2,500.00 and wondered if the RFPs should have been advertised in the newspaper. Daniel posts the RFPs on the town website and Facebook. After a short discussion it was decided that that is acceptable. Daniel will also update the policy to state that if it is not possible to get 3 bids, the town will work with what is submitted.

**Capital Projects Plan:** Daniel submitted a rough plan for all departments for 6 years. He explained the layout of the plan and that it includes all projects that will cost over \$5,000.00 for things that depreciate.

Meeting moved to Executive Session for 1 MRSA Subsection 405 (6) (A) Personnel Matter  
At 8:00 pm.