

# TOWN OF MONSON

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

## **April 8, 2021 – Select Board Meeting**

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

**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**

Ricky Clawson mentioned that the flag is supposed to be at half-staff, and it is not and that the pole is rusty, the light doesn't work, and the signs are tipping. Buddy noted that someone needs to be appointed to oversee the flag. Daniel will talk to Steve about it and add it to the public works task list.

### **PUBLIC COMMENT CLOSED**

### **TOWN MANGER REPORT**

Daniel provided updates on the following:

Flooring quotes have been submitted and are being reviewed, street and sidewalk sweeping are done but will need to be touched up, culverts on Pleasant Street and Barrows Falls Road need to be replaced. Daniel submitted a list of calls for the fire department and MSW and demo tonnage for the transfer station. He also noted that he has been speaking with CMP and Revision to confirm that there will be no cost to the town for the electric car charging stations, and he is putting together an RFP for construction projects such as the ADA ramp and the door at the gym.

### **SELECTBOARD REPORT**

Eric noted that the sidewalks are in rough shape and asked if Daniel had any information on potential grants to fix them. Daniel explained that he has investigated it and the grants need to be applied for 3 years in advance and are not large enough to cover enough of the cost.

Eric then asked when the clock will be fixed and stated that in preparation for the summer road work, Daniel should have a plan developed by May. Daniel is waiting for the clock repair company to be in the area to complete the clock repair and he anticipates having the road work schedule done by the end of April.

Tyler asked Daniel how he plans to keep the road plan updated. Daniel explained that he created a duplicate spreadsheet to track work that has been accomplished. Tyler asked to be provided the updates, so he always has a current version of the plan.

Buddy asked if there is any liability for the town if residents would like to volunteer with projects around town, including helping public works. Daniel said that there would be no liability for the town or the residents.

## **TOWN COMMITTEE REPORTS**

**FESTIVAL COMMITTEE:** Dee noted that she got an email stating that Guilford has canceled their River Festival this year. She is still planning to move forward with Monson's Summer Fest and asked for opinions on the matter. All agreed to continue moving forward.

**BICENTENNIAL COMMITTEE:** The committee met today and discussed brochures that will list events and sponsors.

**BEAUTIFICATION COMMITTEE:** Will meet next week.

## **OLD BUSINESS**

**Purchasing Policy Changes:** Daniel explained the changes made to the purchasing policy. Sealed bids will be required for all work over \$2,500.00, if 3 bids are not received the selectboard may decide to work with fewer bids or extend the deadline. Bids will be opened by the town manager who will create a comparison document and recommendation which will be presented to the selectboard at the next meeting. Buddy Martin motioned to accept the changes to the purchasing policy, seconded by Eric Vainio.

**8 Mitchell St Update.:** Daniel feels that the owner of 8 Mitchell St. may be planning to appeal the town's decision. She has until April 22 to file an appeal. Daniel will begin getting quotes to demolish the building.

**Assessors Agent Update:** At the last meeting, the selectboard voted to hire RJD Appraisals to be the assessor's agent, however the assessor's budget is already overspent for this fiscal year. Daniel requested permission to find other money to pay them to begin work now, rather than

July 1. They will need to do the commitment and make sure that all properties with building permits are re-assessed. The selectboard agreed.

**Personnel Policy Update:** Daniel explained that he updated the personnel policy to state that if the town manager is accused of harassment, the accuser should report to the selectboard chair. He also added the previously discussed changes regarding holiday bonuses. Buddy Martin motioned to accept the changes as stated, seconded by Tyler Adkins.

**Capital Projects Plan:** Daniel submitted the capital projects plan for review and explained that anything in the plan will match the budget for any given year. Tyler expressed concern that the Fire Department is not in the plan. He also wanted to clarify what is in the capital projects plan vs. the road plan. Daniel noted that some projects are in both plans and he will remove any duplicate projects from one plan or the other. Daniel went on to explain some of the other items in the plan and Tyler stated that he would like to understand the rationale behind some of the pricing so better decisions can be made. Daniel will continue working on the plan.

## **NEW BUSINESS**

**Public Hearing for Proposed Ordinances:** Proposed ordinances are for recouping EMT/fire costs from non-residents and opting into the PACE program which will allow residents to obtain a loan on the assessed value of their property to upgrade to clean energy. Daniel noted that the ordinances are written, and a public hearing will need to be held to pass them. The selectboard agreed to hold a public hearing before the first selectboard meeting in May. Daniel will advertise the hearing.

**Town Manager Review:** Eric explained that the selectboard held an executive session after the last meeting to discuss the town manager's performance review. All topics of the review were discussed, line by line. Buddy Martin feels that overall, Daniel is doing a satisfactory job. Eric and Tyler feel that there is much room for improvement in most categories, such as leadership, efficiency, community relations and administrative duties. Overall views of each selectboard member are as follows:

Buddy Martin – Daniel is doing a good job in general but could improve on being a more ambitious leader and being more focused on projects assigned by the selectboard.

Eric Vainio: Eric gave Daniel credit for many accomplishments over the past year but feels that he needs to be more efficient, do a better job following through on tasks, put more effort into the public works department, pursue grant opportunities for the Fire Department and Public Works and establish better relationships within the community. Eric does not feel that a pay increase is warranted at this time.

Tyler Adkins: Feels that Daniel adequately handles his administrative duties but needs improvement on research and preparation, developing relationships within the community, economic development, attention to detail, following through on tasks and taking more pride in the appearance of the town.

Daniel responded by saying that he feels that many of the selectboard's comments are fair and that he will work to improve his timeliness. He also noted that he does not feel that the selectboard has a clear understanding of his job and that he works on many things that the selectboard is not aware of, ie. he is helping his 3<sup>rd</sup> local family get a new septic. Daniel did not realize how much stress he had due to the public works situation with the previous employee and was frustrated that the selectboard did not support him or the public works employee when they were being disrespected by certain residents. Daniel also explained that his management style is to be more of a part of the team with town employees than a "boss" and that he tends to only be the "boss" when he must be. Daniel is asking for a 2.5% cost of living riase. Overall, he is happy being in Monson.

Meeting adjourned at 9:30 pm.