

MINUTES
Casco Board Of Selectmen
July 6, 2010

Members Present:

Barbara York, Paul Edes, Mary Fernandes, Carroll Morton and Ray Grant

Staff Present:

David Morton and Lucille Griffin

Guests Present:

Sandy Fredricks, Margaret Dilley, Joe Chamberlain, Sue Witonis, Wayne Ward, Gil Avery, Rick Thorpe, Jenn Murray, Jeannine Oren, Denise ???, Irene E. Morton, Alice Darlington, Lisa Williams Ackley, Holly Hancock and Bev White

The Board of Selectmen approved bills and signed warrants.

Old Business:

- Rules Of Order For Selectmen's Meetings:

The Board of Selectmen reviewed and discussed a draft outline regarding rules of order for the Selectmen's meetings.

Ray Grant said people should address the chair and be recognized before they speak.

Paul Edes said that speakers should be limited to two minutes.

Ray Grant said he is fine with that.

Barbara York noted that this draft is basically what the Board of Selectmen discussed at their workshop on June 29, 2010.

Wayne Ward said he would recommend that the Board adopt Roberts Rules of Order.

Town Manager Morton said that what is in the draft covers the gaps in Roberts Rules of Order. These guidelines can be posted and have them available to everybody. Then everybody will know the rules.

Margaret Dilley said that Roberts Rules of Order are taught in the programs at the high school.

Susan Witonis commented that a microphone is needed as it is very hard to hear what is being said if you are in the audience.

Barbara York said that this is the basic fundamentals of running the Selectmen's meetings. York said she is in favor of the draft rules. York said that the Board could accomplish more work and be more organized.

Ray Grant said definitely.

Town Manager Morton, going back to what Ward said, thinks that this is not in conflict with Roberts Rules of Order; it fills in the gaps. If the Board would like to become more familiar with Roberts Rules of Order, then we certainly can hold some training programs. There are lots of resources and the study of Roberts Rules of Order is a study in and of itself. They can become very complicated and they can be very simple. Whatever meeting you are in, it is ultimately up to the Chair to have command of that meeting. Again, these guidelines can be a supplement to Roberts Rules of Order and how you want to manage the meetings. Having a common way to manage your meetings is a good idea and these guidelines will fill in the gaps in Roberts Rules of Order.

York said that these rules are just how to conduct our meetings. This is the business meeting of the Board of Selectmen. This is our business meeting and that is very clear for all boards whether you are a council or Selectpeople. The meeting that you have here tonight is the Selectmen's business meeting. Not that we don't invite people to speak but you actually don't have to allow that. York thinks we should try it. There should not be unlimited discussion all the time. We have always made our meetings very open to people and allowed them to talk. When we get a podium and have people go up there to speak everyone will be able to hear what is being said.

Wayne Ward said now we are going to use Roberts Rules of Order but you are going to add more things to it. Ward asked if he was going to see more of a shutdown on public participation. Ward said that the workshops are the business meetings of the Board, the regular meetings are for interaction with the public. This is a Selectmen's meeting for the public and this is where we are going to have our input. Ward continued that he thinks the workshops are where the Board gets to tell the public to shut-up. If your intent is now to quiet us, allow us to speak for two minutes and that's it and then make decisions, the Board would be the ones that lose as they don't get the full viewpoints of the public. Ward stated whether the Board likes it or not there are ideas that should be allowed to be expressed and if it takes longer than two minutes, so be it.

Ray Grant said that tonight the way we were going to vote was on these rules here and, second, we wanted look at Roberts Rules and stuff like that and we are going to study that. We are not voting on those tonight. Grant said he thought two minutes on each article for everybody in the room gives everybody plenty of time. Grant said if they run over he did not think they would have a watch here and put a timer down. Grant said that going back and forth with four or five people is unruly and does not accomplish anything.

Carroll Morton said, if you think back and think things over, a lot of times one person would be shut off but the next guy could talk for five, six or seven minutes. It has to be straight across or it's not fair.

Barbara York said that the Board had been offered a timer for the two minute limits.

Mary Fernandes said she would like to have more time to read the draft rules.

The Board of Selectmen tabled this item until the next meeting.

- Community Center Kitchen Project:

Town Manager David Morton said that he is still doing some background research on the low bidder. We have a contact in Fryeburg that is going to do more research. Town Manager Morton said he has not found out any more about the low bidder than he knew last week. Town Manager Morton said he has received some positive feedback regarding two or three residential jobs but there is a distinct lack of contacts. There are a lot of job references that Morton could follow up on.

The Board of Selectmen tabled this item until a future agenda.

New Business:

- Appointments To The Finance Committee:

The Board of Selectmen interviewed the candidates for the Finance Committee that were present. Candidates present were Jenn Murray, Jeannine Oren, Susan Witonis and Joe Chamberlain.

Barbara York asked if the Board wanted to hold the appointments until next meeting. Sue Durkee was unable to come to the meeting tonight and had advised the Board of that at an earlier meeting.

Ray Grant said he thought the Board should vote tonight.

York noted that the Finance Committee is not meeting right now.

Town Manager David Morton said that the Finance Committee would not be meeting in July. They will meet in August and then begin in earnest.

There ensued discussion on whether the Board should vote tonight or hold the appointments until the next meeting when Sue Durkee could be present. There were several comments from the audience, the candidates, and the Board of Selectmen regarding this item.

Ray Grant moved to appoint the two new people to the Finance Committee tonight. Mary Fernandes seconded the motion. The vote was 3-2-0; Grant, C. Morton and Fernandes voted yes; York and Edes voted no.

Barbara York said we should take the two South Casco people because there is no representation from South Casco. York noted that Holly Hancock, Ted Ropple, and Lew Wetzel were from the

Village; Sam Brown from Webbs Mills; and Roger Nute from the Cooks Mills area. We have no one from South Casco.

Ray Grant nominated Jennifer Murray to the Finance Committee. Mary Fernandes seconded. The vote was 3-2-0; Grant, C. Morton and Fernandes voted in favor; York and Edes opposed.

Carroll Morton nominated Jeannine Oren to the Finance Committee. Mary Fernandes seconded the nomination. The vote was 3-2-0; Grant, C. Morton and Fernandes voted in favor; York and Edes opposed.

Barbara York said that there was still no representative from South Casco. There then ensued discussion from the Board and the audience on this item.

- Rescue Department Stretchers:

Rescue Chief Holly Hancock presented information regarding the bids for the new stretchers for both Rescue trucks. Hancock had bids from Ferno and Stryker. The Rescue Department purchased two stair chairs from Stryker a year ago. The current stretchers were purchased in 1998 and 2001. The stretchers that we have now are designed for a 350 pound capacity and the new stretchers carry a 700 pound capacity. Also included in the bid are nets that go under the head end of the stretcher where we put patient belongings, the computer, and the monitor. Chief Hancock said that, from last year, the Rescue Department has \$8,892.99 left in their budget. The Rescue Department is requesting to have this amount carried forward to cover this purchase. Chief Hancock said that the Rescue Department's income from patient billing last year was \$173,371.29 and of that amount we expended \$157,000. This money is from patient billing rather than tax dollars and it really needs to stay within the Rescue budget. There was then extended discussion on the purchase of the stretchers.

The Board of Selectmen moved (Edes), seconded (Fernandes) and unanimously voted to approve the purchase of two Rescue stretchers from the low bidder, Ferno, and to use unexpended Rescue Department funds from last year for this purchase.

- Letters To Finance Committee Candidates:

Barbara York requested Town Manager David Morton to send letters to the Finance Committee candidates thanking them for their interest and advising them that if there is another opening at some point we would ask them to come back for interviews. We will keep their names on file in case there is an opening.

- Location And Scheduling Of Selectmen's Meetings:

Barbara York noted that the Board had talked about this in their workshop regarding going back up to the Community Center and the possibility of having meetings every other week.

Paul Edes stated that he felt if the Board was going to meet every other week that they should expect pay for twenty-six weeks rather than fifty-two weeks. Edes asked why they should get paid for services not being rendered.

Ray Grant said that your services are going to be rendered because you are going to be at the Town Office every week. Grant said it looks like it is just going to cover your gas costs as it is.

Town Manager David Morton said that, in observation, some communities actually pay by the meeting. It has never been calculated that way in Casco. The Board can manage that however they think is appropriate. Town Manager Morton thought that there had always been recognition that your responsibilities and duties as members of the Board of Selectmen are more than just attending a business meeting here.

The Board of Selectmen moved (Grant), seconded (York) and voted to attend the meetings at the Community Center and that there be a workshop every other meeting. The workshop will be followed by a regular meeting. The vote was 4-1-0; Grant, York, C, Morton and Fernandes voted in favor; Paul Edes opposed.

Town Manager Morton clarified that this would begin immediately so the next meeting would be on July 20, 2010. Following that meeting the schedule would be August 3, August 17 and August 31, 2010. That gives us two weeks to get the word out. It will be put on the website, in the Bridgton News and Lake Region Weekly. That should allow us to have the minutes in time for you to review them and we have already begun the process of backing up the warrant process. We are telling everyone to get their bills in earlier so that the Board members would get an opportunity to look at the warrants well in advance of the meeting where you are expected to sign them. In the past, when the Board has not met or has not been able to meet because of inclement weather, we have always been authorized to issue payroll, reimbursements to personnel for out of pocket expenses, utilities, payments to the state and federal government and to make General Assistance payments that might require a timely response by the town. Other payments will need to wait until the Board actually convenes.

The Board of Selectmen moved (Grant), seconded (York) and unanimously voted to authorize payments for payroll, reimbursements, utilities, necessary state and federal payments, and any required General Assistance.

Town Manager Morton said that the agendas for the Selectmen's meetings will be posted the Tuesday before the meeting.

- Taping Of Meetings For Televised Replay:

Town Manager Morton said that televised replay was a topic that came up at the workshop. There was some interest expressed by the Board and one of the questions that was presented was could the Board just appoint an ad hoc committee to deal with this one topic over a short period of time. The answer is yes. That is in their rules for appointing committees that they don't have to advertise and you don't have to make a big production. If the Board knows three or four people who want to get together and investigate that and come back with a plan or a budget,

whatever is necessary, that is within your purview. There are a couple of opportunities that we could have if we had taping equipment and people to run it. We could send those clips to either Lake Region TV or to the Raymond Town Hall broadcast studio. People in Casco can receive either of those signals.

Paul Edes suggested that we go through Raymond for the broadcasting as Lake Region TV has an audio problem with their broadcasts.

Barbara York said that each Board member should come up with people that are interested in doing this project.

Town Manager Morton said that we need a core group to take care of the equipment. We have no budget to pay staff to do that and he has always envisioned that to be a volunteer effort.

Ray Grant asked Rick Thorpe if he would be interested in being a member of the core group. Thorpe said he was interested. Jeannine Oren and Wayne Ward were also suggested for the committee. The Board concurred with these three people being appointed to the ad hoc committee and noted that more people could be added. This will be a study committee and possible committee to operate the equipment.

The Board of Selectmen moved (Grant), seconded (Fernandes) and unanimously voted to appoint Rick Thorpe, Jeannine Oren and Wayne Ward to the ad hoc committee to study taping Selectmen's meetings for televised replay.

Ray Grant said that he did not mean to just pick Rick Thorpe out and asked if there was anybody else in the audience that would like to participate on the committee. There were no further volunteers from the audience.

Town Manager David Morton said that there may be other interested folks that come along after this meeting.

- Games Of Chance For Casco Days:

The Board of Selectmen moved (York), seconded (Grant) and unanimously voted to approve applications for Games of Chance for Casco Days. The applications are for Beano, two for Beat the Dealer game, Pan Game, and Bars and Bells.

Town Manager David Morton advised the Board that his name was listed on one of the applications as he and his daughter run the Beano tent.

- Town Office Schedule:

Town Manager David Morton said that we discussed in the workshop session how we were going to adjust to compensate for time for employees. We took out all overtime in the budget process, and we have to pay overtime to employees who work over forty hours. Our office is open forty-five hours a week. The problem is that you can do your best planning but when

people come in at five minutes before 5:00 p.m. and they have a registration that takes thirty-five minutes you are over the time. If that happens at the end of the pay period you end up with extra time with no money to pay for it. This happens particularly on Saturday. Folks will come in at five minutes before noon and they may have multiple transactions. At noon we lock the door but there will still be people in the entry way. Instead of the day ending at noontime, it ends at 1:00 p.m. and, again, that is clocking overtime that we have no way of paying. The suggestion was made that we continue with the same operating days that we have now but we modify our closing schedule so that four days a week we will close the outer door at 4:30 p.m. The employees will continue to work until 5:00 p.m. They will still be working forty hours. That will give the employees an opportunity to take care of that day's business cash out and get ready for the next day without incurring any overtime. We had also discussed that instead of allowing three hours for Saturday, we will continue to close the door at noontime but, in terms of budgeting the employees' time, we will plan on four hours, until 1:00 p.m., to make sure that we don't run over. That would involve two employees on Saturday. The issue the Board will need to vote on is closing the door for services at 4:30 p.m. instead of 5:00 p.m.

Mary Fernandes asked if this had been discussed with the staff. Town Manager Morton said that the staff thought it would work and would certainly work better than what we have right now. Sometimes people come in and it takes more than half an hour so there is still a potential of occasionally running over.

Ray Grant asked, on Saturday, if the employees were going to be paid for an extra hour were they going to stay at work for an extra hour. Town Manager Morton responded that they were not necessarily going to stay. Grant asked if they did not have vital work to do after they close the door. Town Manager Morton said that they have earned an hour bonus just for being here on Saturday anyway. Grant said he just wanted clarification on how you were proceeding on this. Town Manager Morton said he would be planning on having them take four hours off during the week if they were scheduled to work Saturday and if they can close at noon that's fine and if they have to stay until 1:00 p.m. that's fine.

Susan Witonis asked why we couldn't stagger hours. Town Manager Morton said that we do stagger hours. We have someone that comes in earlier and leaves earlier and we have someone who comes in later and leaves later.

The Board of Selectmen moved (Grant), seconded (Fernandes) and unanimously voted to try closing the Town Office at 4:30 p.m. with the employees continuing to work until 5:00 p.m. and on Saturdays that we pay the clerks the extra hour.

- Mary Fernandes asked if there was a microphone system at the Community Center. Town Manager Morton said that we have a small, temporary microphone that we could borrow from the Recreation Department.

- Ray Grant said that while we were talking about the overtime and stuff, he would like to do away with paid snow days. Grant said he could not imagine why the Town of Casco is paying people not to come to work because it is snowing.

Paul Edes said that he could see if the employees are here and have to go home early they should get paid but not get paid for snow days when they did not come in to the office.

The Board of Selectmen moved (Grant), seconded (Edes) and unanimously voted to stop the policy of paying the employees for snow days when they do not work and only pay for the hours that the employees work if they leave early.

Lisa Ackley asked if this only affected the Town Office. Town Manager Morton said that this also affected the Transfer Station/Bulky Waste facility.

Alice Darlington asked if action can be taken here that includes the Transfer Station/Bulky Waste facility. Town Manager Morton said that the Transfer Station/Bulky Waste employees are Town of Casco employees and follow whatever policies are adopted here.

Lucille Griffin commented that on Saturday's it really isn't an hour that you are paying us for that we don't work. We have to come in early enough to set up and stay long enough to close down. It is less than one hour and it depends on the number of people (customers) that are there whether it is a whole hour or less.

Becky Behlan asked if the employees get paid time off. Town Manager Morton said they do have paid time off. Behlan asked if they could use paid time off for snow days. Town Manager Morton said they could.

Holly Hancock said she had concerns about the employees having an undue hardship put on them for something that is out of their control.

Ray Grant responded that it would not be out of the employees control because we are not going to close the Town Office. The Town Office is not going to be closed just because it is snowing. That is their option just like anybody else that is holding a job.

Holly Hancock asked if when there are unsafe conditions that you are going to say that the Town Office should be open.

Ray Grant said that he has to go to work whether it is snowing, blowing or ice. The only person that he knows that doesn't is the school department and that is because they are transporting our kids in busses. Grant stated nobody else does.

Public Participation And Comment:

- Gilbert Avery said he wished that this Mr. John Ballentine (Lake Region Weekly) would do a little more research in Casco before he writes some of his articles. Recently, some of the implications at some of the Casco residents in pretty plain words were aimed at Barbara York. Avery said that he is appalled at the reference that Casco has never known people of color. This couldn't be further from the truth. Avery said that he had attended school in Casco his entire life and graduated from Casco High School. He went to what is now Crescent Lake Community Center in Webbs Mills in his earlier years. Avery said he would not reveal the kids names but

we couldn't have thought more of those two kids and never gave a thought over their color. This was back in the early to mid 1930's into the 1940's. Avery said he would not reveal their names without their permission. They grew up and left Casco many years later. To Avery's knowledge, at least in his generation, we accepted rich, poor, color and politics as our friends. As to my neighbor, Barbara York and Paul, unfortunately Paul is not with us, he has known them at least thirty-seven years. He became their neighbor in 1973 when he moved to Pikes Corner from Cooks Mills. He worked with Barbara's husband Paul for many years. Avery said that Mary (Fernandes) is the first black woman elected to a Selectperson's position in Casco; however, she isn't the first black family to have lived here. After Avery retired in 1973, he started going to the Selectmen's meetings and was on the Budget Committee for nine years during that period. As a student of Casco High School he attended the Town Meetings as part of our assignments. Avery said he does not have a computer but he studies the newspapers, such as the Portland Press, Lake Region Weekly, the Bridgton News and occasionally the Lewiston paper as well as the Norway Advertiser. Avery said that he does not agree with the time to speak at meetings being limited. Avery said that it is a free country and if he has to take up his views in the Bridgton News, so be it; shut up, never. Casco is about people, not just the ????. Avery said he has paid taxes in Casco since he was eighteen years old and that amounts to sixty-two years.

- Susan Witonis said Ray Grant commented that a couple of weeks ago there was a vote to accept people on other committees. Witonis asked if those people on those committees were notified that they were coming before the Board. Witonis said that she had not received any letter on reappointment to the Recreation Committee. Town Manager Morton said that he went to the committee chairs and asked them who wanted to re-up and that a list came from the Recreation Director. She was under the impression that you wanted to continue to be part of the Recreation Committee. Witonis said that she was never asked. Witonis said she thought we always sent out a letter. Town Manager Morton said apparently we did not send a letter this year.

- Rescue Chief Holly Hancock asked the Board if they still wanted to receive their Rescue statistics on a monthly basis. The Rescue Department gets them quarterly by e-mail but Hancock was of the impression that the Board would still like to get them monthly. Hancock asked how many of the Board would like to have them by e-mail. Barbara York and Paul Edes are unable to open attachments. Mary Fernandes said that she had no problem receiving them by e-mail. Paul Edes said that he liked the way the Rescue Department was doing it now and he would like to see the Fire Department do it the same way. Barbara York said she would like to continue to receive them monthly and would like to see the Fire Department do it the same way. Carroll Morton and Ray Grant were okay with either e-mail or paper.

Other Business:

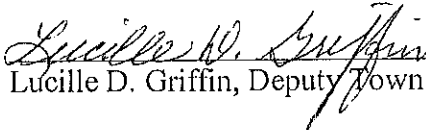
- Town Manager David Morton brought up that the Town of Casco had received what is called a PILOT payment; this is a payment in lieu of taxes. Non-profit institutions are not required to pay taxes but sometimes some of them do for a variety of reasons; they want to be a good corporate citizen, there is some advantage to them showing that they support the community for grant purposes or they just feel that it is the right thing to do. Payment in lieu of

taxes is something that we have received for a long time. We have received from the Spurwink School a check for \$4,774.53, an amount equal to what they would have paid in taxes this past fiscal year if they were a taxable property. That money will go into our revenue account as unanticipated revenue and go into our undesignated fund balance. It will be available for use by Town Meeting at some other time. The Board is not authorized to use that. It would have to be approved by Town Meeting. Town Manager Morton will send Spurwink School a letter thanking them for that payment.

- Ray Grant asked Rescue Chief Hancock if Spurwink School paid for their rescue runs. Hancock said that they do pay for their rescue runs.

There being no further business to come before this meeting, the Board of Selectmen moved (Edes), seconded (Fernandes) and unanimously voted to adjourn.

ATTEST:



Lucille D. Griffin, Deputy Town Clerk