

TOWN OF BELGRADE
BOARD OF SELECT PERSONS MEETING
TUESDAY/ FEBRUARY 19, 2008 / 7 P.M./ TOWN OFFICE

Meeting Convened 7:00 p.m./ Adjourned 9:45 p.m.

Officials in Attendance:

Melanie Jewell Select Person, Chair
Ricky Damren Select Person, V. Chair
Richard Carey Select Person
Dan Newman Select Person
Jack Sutton Budget Committee
Dennis Keschl Town Manager

Marcia Haigh Librarian
Fred Perkins Board of Parks & Recreation
Kathryn Horton, Board of Parks & Recreation
Linda Bacon Board of Parks & Recreation
Jessica Moore Recreation Director

Order of Business:

- 1.) The Board reviewed the minutes of the January 29th, 2008, public hearing on the March Referendum questions. Ricky Damren made a motion to approve of the minutes as amended. Dan Newman seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)** The Board reviewed the minutes of the February 5, 2008 meeting. Ricky Damren made a motion to approve of the minutes as amended. Dan Newman seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)** The minutes of the Tax Anticipation Note, dated February 13, 2008 were information only as they were approved of at the February 5th, meeting.

Unfinished Business:

- 1.) Cheryl Cook was present for the discussion of the Personal Property Taxes. She has mailed out letters to those who are delinquent. If they do not respond by the March 5th due date. She will make phone calls. If she does not receive a response from calling, she will visit the businesses with the Town Manager.

New Business:

- 1.) Recreation Director, Jessica Moore gave her quarterly update to the Board. **(Please see the attached update)** Jessica reviewed some of the issues with the Recreation Facility. One of the issues listed was the damage to the facility because of leakage from the build-up of the ice and snow on the roof. The Town Manager reported the insurance company has estimated the water damage to the Recreation facility, and would pay \$4,600, with a \$1,000 deductible to come from that amount. Facility maintenance will get an estimate on what the damages will cost to repair.
The windows in the gym have all been replaced, except for a couple of windows that are inaccessible. (These can be replaced at another time and are still under warranty). Fred Perkins reported, the small size of the windows installed, caused the seals to fail by allowing the windows to heat up, which caused the seals to heat up and swivel inward. The windows were under manufacturer warranty and replaced by Waterville Windows. There are a number of issues with the doors at the Center. The Social Room Doors and the front door problems are being addressed.
There was discussion about hanging permanent rope lights and having them wired directly in the gym. No decision was made.
The Recreation committee would like to see an automatic switch ordered for the generator at the Center. They are concerned that if there is a power-outage and the facility has been rented, this may cause issues for the renters.

The Board discussed fundraising to help earn money to address some of the issues discussed. The Town Manager conveyed that the Recreation Committee could not fundraise as a board of the Town and that issues with the facility should not have to be addressed by fundraising, rather they should fall under a regular maintenance schedule. He stated fundraising should address programming at the facility, and not facility maintenance. He further stated, the Town should be building a budget for ongoing maintenance. Jessica said she realized the Board could not fundraise and they were working on putting together a group who would become a non-municipal board. A formation of a committee, who would become Friends of the Center, is being considered to work on fundraising.

The Board discussed installing an energy miser for the vending machines or to get smaller, less expensive machines that could be unplugged.

There is a current vacancy as Jean Dalton has resigned from the Board.

The next contract with the Alford Center will be for two years and nine months. There will be a meeting held for discussions with the AYC and the Town part of this discussion will include Administrative fees.

The Board of Parks & Recreation presented information on a potential fundraiser. They would like to sell advertising boards. They feel this would help to generate revenue, which could help to offset tax dollars. The fee for the boards would be \$150 annually, with a possible 88 boards to be hung. This is expected to bring in \$13,000 in additional revenue. Melanie Jewell stated she did not feel the advertising would be appropriate for esthetic purposes, especially for rental purposes of weddings and anniversaries. Ricky Damren stated he was not completely opposed to the idea and would like to take some time to consider the option. There was some discussion on who would be allowed to advertise and possibly a policy should be drafted. Marcia stated the Library and the Recreation Director did have a policy put together for the marquis and the bulletin board at the Center. There was a legal opinion handed out in regards to the selling of advertising space and the Board of Parks & Recreation fundraising. **(Please see the attached document)** Dan Newman conveyed, he thought perhaps there could be a track system put up with curtains so the advertisements could be covered for esthetic purposes in the event of a rental. He further suggested, the cost of the curtain and the tracking system could be built into the sale of the advertisement boards. It was mentioned to offer the sale of the advertising boards at the NBCC. Fred Perkins stated, he realized the Boards would take away from the look of the facility, but the Recreation Board is looking at all areas of potential revenue, in an effort to reduce the tax burden. The Director increased the camp fees to \$60 per week. Kathryn Horton said the Board reviewed this and other options for revenue. She stated quite often the facility sits empty and she felt programming should pay for its self.

Alcohol Policy Draft:

Linda Bacon reviewed the draft alcohol policy developed by the Board of Parks & Recreation. Linda stated the Board had visited various websites and grouped it into logical topics. **(Please see the attached draft alcohol policy.)**

Ricky Damren had a number of questions concerning the draft policy;

- He asked if the Board had checked into the insurance requirements for two million dollars, and felt that this was a lot to ask. He felt this amount of required coverage does not make it affordable to the residents.
- Under Drinking & Driving, Ricky believes the statement of the "Town supports the No Drinking & Driving philosophy", should not be the Town's responsibility.
- Ricky asked about the statement "There will be absolutely no loud noise or music allowed after 11:00 p.m., including departing guests and vehicles, except on New Year's eve (extended to 12:30 a.m. New Year's Day). He wanted to know why the New Year's Eve hours were extended to 12:30 a.m.

Melanie:

- * The alcohol on the table should be omitted from the document, as this is not an acceptable practice with minors present at a gathering.

- * Melanie asked if the pricing listed was for both facilities, because they were not comparable.

Dan Newman:

- Commented under insurance, the statement requiring the insurance listing the "Town of Belgrade as an additional insured", can be very costly and should be looked into.
- Dan commented the Board should take a look at the rental cost, and consider setting a fee schedule affordable for Town residents.

Fred Perkins stated, the Rec Board spent a lot of time looking into other facilities with fee schedules both high and low, and then they made a compromise between the two. The factor in setting the rental fees is market driven. Fred said they could look at more local comparisons, graph and illustrate the differences to bring back to the Board of Select Persons for their March 4th meeting.

The Board of Parks & Recreation will tweak the document and bring it back to the March 4th Select Persons Meeting. The issues to be reviewed are; the insurance questions, the North Belgrade Community Center versus the Center For all Seasons rental rates and the resident versus the non-resident pricing.

The Board of Parks & Recreation is scheduling a Public Informational Meeting on March 12th at 7:00 p.m., for the draft of the Town of Belgrade, Alcohol Policy.

- 2.) The Town Manager requested the Board set a date for a meeting to determine who will be addressing articles for the Town meeting. The Board decided to meet ½ hour earlier than their regularly scheduled meeting on March 4th. The Budget committee will be setting at the head table at the Town Meeting.
- 3.) The Town Manager reported one of the employee's health issues may be attributed to the bats. The gentleman who performed the report indicated bats are probably not the problem and right now the bats are not in the building. The Town Manager stated, currently the money is not in the budget and he would like to get other estimates. The Town manager will look into it further and bring the information to the Board.
- 4.) The Board reviewed the Payroll Warrant Signature Policy. This policy had not been reviewed since 1995. The Board voted to approve of the policy as amended. **(Please see the attached amended Payroll Warrant Signature Policy)** Ricky Damren made a motion to approve of the Payroll Warrant Signature Policy as amended. Dan Newman seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)**
- 5.) The information for the fuel tank analysis was not reviewed and will be on the agenda for the March 4, 2008 Select Persons meeting.
- 6.) The Town Manager reported he was in the process of putting together a Human Resource Book and would like the Board to adopt the policy after he has submitted it for legal review. He will look to implementing some forms immediately. He has contacted Maine Municipal Association and they do not have any existing policies. He has worked on developing a policy through the State and is using some of this information to develop a policy for the Town. Ricky Damren made a motion to authorize the Town Manager to move forward with the ADA Policies for the Town and to submit it to Maine Municipal Association for their review. Richard Carey seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)**
- 7.) The Board reviewed the information on the DOT capital improvement plan. The Town Manager explained this application would put the Town on a list to be considered for

2011. The Board agreed to have the Town Manager move forward and put in the application for consideration to the Department of Transportation.

- 8.) The Board reviewed **Municipal Warrant # 7** for the amount of **\$449,334.12**. Richard Carey made a motion to approve of **Municipal Warrant # 7** for the amount of **\$449,334.12**. Ricky Damren seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)**
- 9.) The Board reviewed **Manual Warrant # 2315** for the amount of **\$41,386.50**. Melanie Jewell made a motion to approve of **Manual Warrant # 2315** for the amount of **\$41,386.50**. Ricky Damren seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)**

Updates & Announcements:

- The Town Manager reviewed his updates with the Board. **(Please see the attached updates)**
- The Board was reminded of the Municipal Priorities meeting on Monday, February 25th, 2008.
- Update on an abatement request on the next agenda. Adopting a formal policy.
- Salt order was placed today for an additional 60 tons
- The Town Manager is working on setting up a meeting to negotiate a new Time Warner contract.

Executive Session: Ricky Damren made a motion at 9:34 p.m. to enter into executive session pursuant to **Title 1 M.R.S.A. §405(6)(E)** for the purpose of discussion of the Town Audit. Dan Newman seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)** Ricky Damren made a motion to re-enter the Select Persons meeting at 9:42 p.m.. Dan Newman seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)** Ricky Damren made a motion to adjourn the meeting at 9:44 p.m.. Dan Newman seconded the motion. **CLOSED 4/0/1 ABSENT (CHRIS MERROW)**

Respectfully Submitted,
Mary J. Vogel, Executive Secretary to the Board of Select Persons