

Town Council Meeting
12/5/2023

Open Town Council Meeting: Councilor Ketch opened the Town Council meeting; all Town Council members were present. Also present were Town Manager Melissa Doane and Fire Chief Eric Gifford.

Review of Minutes: Councilor Ketch made a motion to accept the 11/21/2023 Town Council minutes as presented, seconded by Councilor Wade vote 5/0.

Citizens Request: None

Managers' Report: Melissa stated that at the last meeting, there was a brief discussion regarding the Town's Investment Policy. This prompted her to review the policy for accuracy. She noted that when the policy was accepted in 2006, the required amount for cash availability was \$500,000 which represented an estimate of 3 months of expenditures. She did provide the Council with current calculations, which are now estimated to be \$800,000. In addition, there was a requirement for an Investment Finance Committee, which has not occurred in a very long time. She therefore updated the wording to reflect that the Town Council shall review investment accounts monthly, which is currently done with the monthly treasurer report. Also added was if there was interest from the citizenry to have an investment committee, the Town Council would support and participate. Melissa would like the Town Council to review the policy for future approval.

April has been sworn in as the Bradley Town Clerk. Part of the town clerk's duties is to be the holder of the Town of Bradley Ordinances. The Bradley Town Charter requires that the Town Clerk provide a general codification of all the ordinances and resolutions every 10 years. The codification provides a list of all ordinances and resolutions that are in full force and effect of law. Melissa would like to have the ordinance updated for April; it was last completed in 2015. It would require a public hearing, which Melissa will schedule once the Town Council has had an opportunity to review the update. Councilor Lugdon confirmed that the advertisement for a public hearing is a 10-day window and suggested the hearing be in January.

Melissa and Dean met with Stephen Wagner last week to discuss the upcoming trial of Robert Wing regarding 114 Cram Street. Mr. Wagner took Melissa's two binders of documents, correspondences, and pictures she has collected since 2009. He was going to review the information to get a history of the case. As was discussed previously he will be providing a stipulated judgment to the judge, which includes immediate compliance, fines for attorney fees, and land use violation fines. The trial is set for Thursday, December 7, 2023, at 1:00 pm.

The Municipal Review Committee annual meeting will be held tomorrow December 6, 2023, at 3:00 pm in Orono; the meeting will also be live-streamed on Facebook if anyone is interested in hearing the updates regarding the Hampden Facility.

New Business: Councilor Lugdon stated that Melissa had provided the Town Council with information regarding the year-end bonus. He added that staff does not get merit raises, the amounts increased are in line with inflation and the cost-of-living allowance. As the bonus is a way of providing an

acknowledgment of merit, and the bonuses have remained the same for several years, he would like the Town Council to consider increasing the amounts. Councilor Clemons suggested an increase amount that would be applied each year. Councilor Ketch confirmed that the increases in staff wages occur through the budget process and are only representative of the cost-of-living allowance. Councilor Wade made a motion to increase each staff member's year-end bonus by \$100, (Melissa \$450, April and Cindy \$350, and Dean \$250), seconded by Councilor Clemons, vote 5/0.

Councilor Ketch asked if there were any issues with the plowing during the recent storm, Melissa stated she had not received any complaints.

Unfinished Business: Councilor Ketch asked if there had been any further discussion regarding the personnel policy created for the volunteer fire department. Chief Gifford stated that he and the officers had reviewed and did not see any necessary changes. Manager Doane stated that she would place the approval of the policy on the next meeting agenda. She added as it is a policy a public hearing is not required.

Municipal Warrants: Councilor Ketch made a motion to accept the municipal warrants as presented, seconded by Councilor Clemons vote 5/0.

Next Meeting: The next meeting was set for December 19, 2023

Adjourn: Councilor Wade made a motion to adjourn, seconded by Councilor Clemons vote 5/0.