Town of West Bath
Select Board Meeting Minutes
Thursday, April 18, 2024

Town of West Bath Select Board:	Madelyn Hennessey, Chair	**- Present**
	Suzanne Andresen	**- Present**
	Kathleen Lavallee	**- Absent**
Town Staff Present:	Kristine Poland, Town Administrator Karly Perry, Town Clerk Jonathan Beane, Fire Chief	
Budget Advisory Committee:	David Hennessey, Chair, James Atherton, Jeff Emerson, Darlene Estabrook,	
Public:	Michael Hennessey, Ashleigh Randall, Nick Randall, Jane Weir, Robert Weir, Juanita Wilson-Hennessey, Steve Winter	

A meeting of the Select Board was held at Town Hall, **Thursday, April 18, 2024, at 5:30 pm.**

I. CALL TO ORDER

II. ATTENDANCE AND ESTABLISHMENT OF QUORUM

III. PLEDGE OF ALLEGIANCE

IV. CONSENT AGENDA

1. Approval of Warrant(s):
   a. Municipal
   b. School

2. Upcoming Select Board Meeting(s):
   a. Thursday, May 2, 2024, at 5:30pm at the West Bath Town Hall

Municipal Officer Andresen observed that there is a significant bill from the Town Attorney. Municipal Officer Hennessey explained that while Municipal Officer Andresen was out of Town, the Board held an executive session to discuss the Town Administrator's contract. Municipal Officer Lavallee stated that she was aware that Municipal Officer Hennessey was discussing the contract but was not aware of its contents. Municipal Officer Hennessey stated that the contract has not yet been drafted. Municipal Officer Andresen asked to receive the current draft of the contract, which Ms. Poland agreed to provide at a future meeting. Municipal Officer Andresen asked that language be sent to her by email as soon as possible, to which Ms. Poland agreed.

Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to approve the consent agenda as presented. Select Board approved with two in favor and one opposed (Andresen).

V. BUSINESS ITEMS

1. Fire Department, Request to Put Vehicle Out to Bid

Fire Chief Jonathan Beane described the 2005 Jeep which the Fire Department purchased and modified for use as a brush truck. The truck is no longer used for its intended purpose due to the limited access to property, which is better served by ATVs. The truck's pump and suspension are failing, and Chief Beane is now seeking permission to put the truck out to bid. He noted that the vehicle is in overall good condition and profits from the sale of the vehicle would be used to modify another truck currently in service by the Fire Department with a skid tank.

Municipal Officer Andresen asked what the life expectancy is of the truck to be modified. The truck is a 2000 and will most likely be used for a few more years. The tank to be purchased could be moved to a new truck if purchased.

Municipal Officer Lavallee asked how much the truck is expected to be purchased for. Chief Benae noted that the average sale price for this model is roughly $7800 but could go for around $10,000. He is recommending a minimum bid of $7000-$8000. Municipal Officer Andresen confirmed that this would be handled through the traditional sealed bid process.

Chief Beane noted that the skid tank will cost roughly $7000-$10,000. He recommended a minimum bid of $8000.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to put the 2005 Jeep out to sealed bid with a minimum bid of $8000. Select Board unanimously approved.

2. Discuss Options for Assessment Administration

Municipal Officer Hennessey noted information provided by the Town Administrator which had previously been provided to the Select Board.

Municipal Officer Andresen stated that she had a conversation with Westport Island, who is amendable to working with West Bath. Westport Island is not looking for a full-time assessor, rather they are preparing to conduct a reevaluation.

Municipal Officer Hennessey asked the Board if their preference was to hire an assessor or an assessing agent. She asked Juanita Wilson-Hennessey to speak on the difference between these two positions. Ms. Wilson-Hennessey clarified that an assessing agent works on behalf of the elected Board of Assessors. If an agent qualifies, they may work as a contracted agent, otherwise they would need to be employed by the Town. A seated assessor would be another option. Municipal Officer Hennessey asked for clarification. Ms. Wilson-Hennessey stated that independent contractors must be insured privately, and if not would require insurance to be provided through the Town as an employee. She then explained that a seated assessor swears an oath to act on behalf of the Town. Seated assessors are typically employees but could be contracted. Municipal Officer Hennessey asked who taxpayers would contact. Ms. Wilson-Hennessey explained that the Board of Assessors approves documents prepared by an assessing agent, whereas a seated assessor has full signing authority, including completing tax commitment.

Municipal Officer Lavallee asked Ms. Wilson-Hennessey for her recommendation. Ms. Wilson-Hennessey stated that a full-time position is most likely unnecessary, and because of this a retiree may be a better candidate for a seated assessor.

Municipal Officer Andresen acknowledged that the Town has an immediate short-term need for assistance. She announced that she had reached out to former assessing agent for the Town, Ron Beal, who stated that he would consider returning as a short-term solution to bridge the gap in service. Municipal Officer Hennessey stated that this was a personnel issue and should not be discussed in an open meeting. Municipal Officer Lavallee stated that Mr. Beal is not currently employed by the Town. Municipal Officer Hennessey clarified that discussion may include Mr. Beal's previous performance and as such should be discussed privately. Municipal Officer Andresen clarified that her proposal would strictly pertain to reviewing applications for abatement.

Ms. Wilson-Hennessey recommended hiring a consultant for a specific and fixed time period.

Municipal Officer Andresen stated that based on the conversation at the meeting of the Board of Assessors, any future work by Parker Appraisal should not be considered. Municipal Officer Hennessey stated that this topic will be discussed under Item 3.

Mike Hennessey stated that there are two separate issues: handling cleanup work from the recent reevaluation, and pickup work and assessing services moving forward. He stated that some field work is strictly administrative and could be handled in-house.

Darlene Estabrook asked about the workbook provided to the Town. Municipal Officer Andresen stated that a complete manual has not yet been provided. She explained that the current manual is not clear and spoke to perceived inconsistencies in base lot calculations. Municipal Officer Andresen stated her opinion that assessment of properties should be completed only at low tide.

Steve Winter stated that Parker Appraisal has provided numbers with no justification or definitions.

Municipal Officer Hennessey asked the Board if they would prefer to hire an agent or an assessor. Municipal Officer Andresen expressed her preference to employ a seated assessor. Ms. Poland noted that should the Board wish to go this route, it would require a vote by the legislative body at Town Meeting. Municipal Officer Lavallee agreed that she too preferred a seated assessor moving forward.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to pursue a seated assessor to work 20 to 30 hours per week.

Municipal Officer Lavallee suggested that the Board be careful to use broad terms in order to determine who is available. Municipal Officer Hennessey expressed concern utilizing Mr. Beal long-term.

Town Clerk Karly Perry cautioned that this matter may require a vote at the Town's Annual Town Meeting rather than a special Town Meeting.

Jane Weir asked if hours and salary could be negotiated at a later date, to which the Board agreed it could.

Mike Hennessey encouraged the Board not to discuss specific hours at Town Meeting in order to allow flexibility moving forward.

Ms. Wilson-Hennessey clarified that a contract could not be changed at will.

Municipal Officer Hennessey noted that how assessing is treated varies greatly by municipality and suggested a workshop be held for further discussion.

Municipal Officer Andresen noted that $40,000 is allocated in the proposed budget to be used towards assessing.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to pursue a seated assessor with pay and hours to be determined. Select Board unanimously approved.

Municipal Officer Hennessey asked how the Select Board would like to proceed in the interim.
Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, that the Select Board consider Ron Beal be utilized to address pending applications for abatement.
Ms. Perry noted that interviews are typically conducted in executive session. Ms. Poland agreed and recommended that the Board discuss bringing in a consultant.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to consider hiring a consultant for a project phase exclusive to the current applications for abatement.

Ms. Estabrook noted that there are two separate projects to be undertaken and asked if it would be unreasonable to advertise to hire an agent to start work with the caveat that the Town would be moving forward with a seated assessor.

Municipal Officer Hennessey spoke to the limited pool of candidates.

Ms. Wilson-Hennessey spoke to the importance of finding a candidate who is familiar with the area, as well as the importance that candidates be aware of the particular situation of the Town.

David Hennessey spoke to the need for transparency and asked if the candidate would continue to work through tax commitment. Municipal Officer Andresen stated that the initial consultant would be temporary.

Mike Hennessey stated that building permits could be addressed with a fast turnaround time if necessary.

Municipal Officer Hennessey moved, seconded by Municipal Officer Andresen, to amend the motion to hire a consultant for a project phase exclusive to the current applications for abatement. David Hennessey asked if the Board would consult with legal counsel, which Ms. Poland confirmed she had already reached out to the Town Attorney. **Select Board unanimously approved.**

Municipal Officer Hennessey presented the Board with descriptions for the different approaches to assessing and encouraged the Select Board to review prior to their next discussion.

3. Processing Invoices for Assessing Services, Including Spring Field Work
Ms. Poland announced that she had received an invoice from Parker Appraisal, noting that the description for work was assessing maintenance, however some of the work was for review of abatements which she understood is included in the cost of the reevaluation. This invoice will not be paid and has been returned to Parker Appraisal. She stated that any future invoice received will be held until all information has been received.

Municipal Officer Andresen expressed frustration that at the previous meeting on April 3, 2024, she had asked Ms. Poland if the Town had received an invoice for services and was told that they had not. Ms. Poland stated that she was aware the invoice was incorrect when received and would not be paid.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to pursue legal action for failure to fulfill contract.

Municipal Officer Hennessey expressed concern that the Select Board may not be ready to pursue this. Ms. Poland stated that she has already reached out to the Town Attorney with her concerns.

Municipal Officer Andresen stated that she is not comfortable with the Town Administrator speaking with the Town Attorney regarding this issue, adding that because the Town's current legal services will be ending, new counsel should be retained in order to see this action through.

Ms. Wilson-Hennessey noted that if Attorney Mark Bower is retained to represent the Board of Assessment Review, the Town would need separate counsel.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to amend the motion to pursue legal recourse with a new attorney. Select Board unanimously approved.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee that any future requests by Parker Appraisal be deemed denied. Select Board unanimously approved.

Mr. Winter asked if the Board had the authority to deny payment on an invoice. Ms. Poland clarified that the Select Board approves accounts payable warrants. Municipal Officer Andresen asked Ms. Poland for clarification on how she authorizes invoices to be paid. Ms. Poland clarified that the Treasurer prepares the accounts payable warrant which she does not typically review prior to approval, noting that this particular invoice was flagged by the Treasurer and given to her.

Ms. Estabrook asked for clarification on what information is provided to the Select Board. Ms. Perry displayed the current accounts payroll warrant, which includes all bills to be paid with a summary of payments.

The Select Board agreed that the Town Administrator should have knowledge as to what invoices are being paid.

Mr. Winter asked for clarification on how work is authorized. Ms. Poland explained that the Select Board authorizes the work which is then relayed to the contractor. Municipal Officer Hennessey stated that the Board needs to move forward and cannot continue to dwell on the mistakes that were made. Mr. Winter spoke to the benefits of reviewing historical errors in order to ensure that they are not repeated.

Ms. Wilson-Hennessey observed that the invoice is for $8500 and asked how this is satisfied under the purchasing policy. Ms. Poland clarified that the invoice is not accurate as it was her understanding that review of abatements would be covered under the cost of the revaluation.

Ms. Weir stated that this is an important lesson to have everything put into writing.

4. Request for Proposals, Legal Services

Municipal Officer Hennessey moved, seconded by Municipal Officer Andresen, to un-table this item in order to act. Select Board unanimously approved.

Municipal Officer Hennessey asked if the Board has had the opportunity to review the RFP. Municipal Officer Andresen suggested that separate attorneys be retained: one for ordinances and another for Town business.

Ms. Wilson-Hennessey clarified that any Board having quasi-judicial authority must also retain separate counsel, or not be represented at all.

Municipal Officer Andresen asked Municipal Officer Hennessey who she worked with regarding the Town Administrator's contract. Municipal Officer Hennessey stated that she worked with Alyssa Tibbetts.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavalee, that the Town have two separate law firms handle work for the Town: one for ordinances and another for all other work. Municipal Officer Andresen spoke to the different strengths of some firms.

Ms. Estabrook agreed with Ms. Wilson-Hennessey's previous statement that some boards should retain separate counsel, including the Planning Board.

Municipal Officer Hennessey stated that a larger law firm may have a variety of attorneys able to handle a large assortment of issues and be easier to work with.

Ms. Weir stated her opinion that the Town should not limit themselves to requiring two firms, rather the RFP should be as open as possible to allow the most candidates to submit proposals. Municipal Officer Andresen agreed that she would not be opposed to that, noting that if a firm has a particular specialty she would like to have this information

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to withdraw her previous motion and that legal pursuit should be to develop a relationship with an individual firm that can handle either the ordinance or municipal work, or a firm that could handle both and that the Board welcome responses from either type of company. David Hennessey encouraged the Town to use Maine Municipal Association whenever possible to reduce legal expenses to the Town. Ms. Wilson-Hennessey agreed that inviting RFPs from multiple firms is healthy based on the current environment.

Municipal Officer Hennessey asked if the Board should require a certain level of experience or rate. Ms. Poland stated that proposals would include this information for the Board to determine if they are acceptable.

Municipal Officer Andresen asked when the RFP would be posted. Ms. Poland stated that the Board must first approved the RFP.

Select Board unanimously approved.

Ms. Poland asked if the Select Board would like to review the RFP again prior to posting. Municipal Officer Andresen expressed her interest in reviewing the RFP further. Municipal Officer Hennessey expressed her desire to move forward. Ms. Poland acknowledged that the language has changed and agreed to review at the following meeting on May 2nd and most likely be posted on May 3rd.

5. FY2024-2025 Budget Recommendations

Municipal Officer Hennessey noted that the Board has been presented with a spreadsheet for the budget including initial recommendation, final recommendation of the Town Administrator, and final recommendation of the Budget Advisory Committee.

David Hennessey asked if there was a list of proposed projects to utilize funds from the American Rescue Plan Act (ARPA). Ms. Poland stated that this would be handled separately.

Municipal Officer Andresen announced that she has a list of proposed projects as follows:

Replace rear half of roof on fire hall addition (near entrance door)	$8200.00
Fire Hall cellular window shades	4583.80
Town Hall generator	8000.00
ADA doors openers for Town Hall and Fire Department	2000.00
Vinyl flooring at main level of Town Hall	4000.00
Vinyl flooring at lower level of Town Hall	4000.00
Complete copy area remodel (remove closet/cabinetry/carpet/paint)	3000.00
Chairs for meeting room	1200.00
Town Hall rot/corrosion repair	5545.09

Municipal Officer Andresen expressed her opinion that with work recently done to Town Hall, any additional work should be put off to a later date and funding reallocated to the Fire Department, to which David Hennessey agreed with the exception of new doors.

Municipal Officer Lavallee agreed but expressed concern with the condition of the bathroom floors at Town Hall. Ms. Poland spoke against doing projects in pieces and completing those already started. Municipal Officer Andresen cited budget increases from the School Department and stressed the importance of reducing expenses wherever possible.

Ms. Wilson-Hennessey spoke in support of ADA doors.

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to eliminate vinyl flooring, carpeting, and chairs from the proposal and reallocate funding to the Fire Department, with the exception of bathroom flooring. Select Board approved with two in favor and one opposed (Hennessey).

Ms. Poland continued on to present the FY 2024/25 Town operating budget, noting that the only difference between the recommendation from the Town Administrator and the Budget Advisory Committee is the building maintenance account. Ms. Poland stressed the importance of having funds available for repairs, noting that the Town Hall recently had issues with the well that needed to be addressed. Municipal Officer Andresen stated that these matters could be taken care of using the Select Board contingency fund. Ms. Poland stated that the Treasurer has assured the Select Board and Budget Advisory Committee that even with the inclusion of the line item for building maintenance, the mil rate is expected to remain flat. Jeff Emerson expressed concern that the Town Administrator had presented the building maintenance funds for a backup to the ARPA funding, should the Committee not wish to expend those monies on the projects presented. Ms. Estabrook stated that without having the funds earmarked for specific projects, the funding appears unnecessary.

Municipal Officer Andresen expressed her support for the Committee's recommendation. David Hennessey asked if there would be an article in the warrant for the Select Board's contingency in addition to unanticipated expenses. Ms. Poland clarified that the account for unanticipated expenses was eliminated as those uses are covered under the Select Board contingency account. Municipal Officer Lavallee asked how much the Town has spent this year under the contingency account. Ms. Poland stated approximately $2000 has been spent.

Municipal Officer Andresen expressed her preference that lawn care be combined with the School Department in order to reduce this expense. Municipal Officer Hennessey recalled that the Town had previously shared lawn maintenance services with the School, however the School found the Town's maintenance services to be inadequate to their needs.

Municipal Officer Hennessey suggested that the $15,000 budgeted for the contingency account be divided to fund the building maintenance account.

Municipal Officer Andresen recalled a promise she had made to a resident who has since passed away that all salaries will be listed on the warrant individually. Municipal Officer Hennessey stated that if the Select Board were to honor this, payroll for the School Department should be itemized as well.

The Select Board agreed to vote on the budget recommendations by category.

Category	Town Admin Recommendation	BAC Recommendation
General Government:	$315,506	$315,506

Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to approve the recommendation of $315,506 as presented (by both the Town Administrator and Budget Advisory Committee). **Select Board unanimously approved.**

Insurance & Benefits:	180,096	180,096

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to approve the recommendation of $180,096 as presented (by both the Town Administrator and Budget Advisory Committee). **Select Board unanimously approved.**

Town Admin/Office:	197,300	184,300

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to approve $2000 for the building maintenance account specifically to cover the cost of pest control services. Select Board approved with two in favor and one opposed (Hennessey).

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to approve $184, 500 for Town Admin/Office. Select Board unanimously approved.

Legal:	20,000	20,000

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to approve the recommendation of $20,000 as presented (by the Town Administrator and Budget Advisory Committee). **Select Board unanimously approved.**

Welfare:	2,000	2,000

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to approve the recommendation of $2000 as presented (by both the Town Administrator and Budget Advisory Committee)**.** Ms. Estabrook asked if a motion would be needed to move previously used carry forward accounts to surplus. Ms. Poland stated that this action will be listed on the warrant with an approximate balance for all accounts referenced. **Select Board unanimously approved.**

Category	Town Admin Recommendation	BAC Recommendation
Protection:	236,887	236,887

Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to approve the recommendation of $236,887 as presented (by both the Town Administrator and Budget Advisory Committee). Ms. Estabrook recalled previous discussion by the Committee regarding adding an additional employee to the Fire Department. Ms. Poland confirmed that this would be addressed under a separate warrant article. Municipal Officer Andresen stated that the Fire Department has offered four different options to vote on. Deputy Chief Nick Randall clarified that the budget for protection uses the current staffing model and that a separate article would be added to vote on additional staffing. **Select Board unanimously approved.**

Education:	4,363,852	4,363,852

Ms. Poland noted that the Select Board does not offer a recommendation on the School Department budget.

Harbors & Waterways:	11,600	11,600

Municipal Officer Andresen moved, seconded by Municipal Officer Hennessey, to approve the recommendation of $11,600 as presented (by both the Town Administrator and Budget Advisory Committee). Select Board unanimously approved.

Sanitation:	16,600	16,600

Municipal Officer Lavallee moved, seconded by Municipal Officer Andresen, to approve the recommendation of $16,600 as presented (by both the Town Administrator and Budget Advisory Committee). Select Board unanimously approved.

Public Works:	1,108,260	1,108,260

Municipal Officer Lavallee moved, seconded by Municipal Officer Andresen, to approve the recommendation of $1,108,260 as presented (by both the Town Administrator and Budget Advisory Committee). Ms. Estabrook asked if this line had been increased, to which discussion followed with the Budget Advisory Committee agreeing that they increased the Budget by $5000. **Municipal Officer Lavallee moved, seconded by Municipal Officer Andresen, to amend the approval to $1,113,260. Select Board unanimously approved.**

Committees:	52,233	52,233

Municipal Officer Andresen moved, seconded by Municipal Officer Hennessey, to approve the recommendation of $1,108,260 as presented (by both the Town Administrator and Budget Advisory Committee). **Select Board unanimously approved.**

County Taxes:	920,109	920,109

Ms. Poland noted that the Select Board does not offer a recommendation on the County taxes.

Ms. Poland noted that with the increase of $5000 for Public Works, the final budget recommendation is $7,416,433. **Municipal Officer Hennessey moved, seconded by Municipal Officer Andresen, to approve the FY 2024/2025 budget in the amount of $7,416,433. Select Board unanimously approved.** Ms. Estabrook asked what the mil rate would be based on the proposed budget. Ms. Poland noted that the Treasurer has estimated the mil rate to stay flat, but at this time there is no way to say with certainty. She noted a significant increase in tax revenue from new construction is expected.

Municipal Officer Hennessey announced that the Fire Chief is asking for a recommendation from the Select Board on recommended changes to staffing. Municipal Officer Andresen reviewed the options as presented to the Budget Advisory Committee:

Option 1:	Current staffing (single shift Saturday/Sunday plus holiday/training coverage. (1024 hours $20,036)

Option 1: Current staffing plus one additional shift 365 days a year. This would put a second person with the Chief throughout the week and also an additional person on the weekend shifts.
(3944 hours $77,167)

Option 3: Current staffing plus one additional shift Saturday/Sunday. This would put an additional person on weekend shifts.
(1856 hours $36,315)

Option 4: Current staffing plus one additional shift Monday-Friday. This would put a second person with the Chief during the week.
(3112 hours $60,890)

Chief Beane clarified that he is satisfied with the Budget Advisory Committee's recommendation to support the fourth option. Deputy Chief Randall expressed his support for the second option.
Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to accept option four to add an additional person on staff Monday through Friday, 8:00am to 4:00pm. Chief Beane clarified that option two puts two responders on staff seven days a week. Municipal Officer Andresen noted that supplemental volunteers are more likely to be available on the weekend. Chief Beane agreed but noted that volunteer support is not always guaranteed based on the weather and time of year. Municipal Officer Hennessey stated that option two is much safer for all. Municipal Officer Lavallee agreed, then noted that option four is more likely to pass at Town Meeting in comparison to the second option.

Ms. Estabrook recalled the Budget Advisory Committee's support of the fourth option, noting that carry forward funds from the Fire Department could be used if necessary to fund the article should the warrant article fail to pass at Town Meeting. Chief Beane agreed that this would be acceptable if necessary. Mr. Emerson spoke in support of keeping up with staffing, which naturally increases over time.
Select Board unanimously approved.

6. Review Process for Correcting Minutes
Municipal Officer Hennessey addressed requests for extensive revisions to meeting minutes, expressing her opinion that the minutes have been accurate and fair. Municipal Officer Andresen stated that there are certain topics that she has spoken on that she wants to ensure are recorded in perpetuity. Municipal Officer Hennessey suggested that in lieu of corrections, Municipal Officer Andresen could submit a personal addendum to be included. Municipal Officer Andresen expressed her preference that the minutes be recorded verbatim. Ms. Poland clarified that the minutes could not be written verbatim.
Municipal Officer Lavallee moved, seconded by Municipal Officer Hennessey, to table further discussion to the next meeting. Select Board approved with two in favor and one opposed.

Mr. Winter spoke to the need for minutes to be accurate.

7. Town Administrators Report
Ms. Poland announced that the Town would hold a Public Hearing for the 2024 revision to the West Bath Comprehensive Plan on Monday, April 22, at 6:00 pm, at the West Bath Fire Hall.

Ms. Poland announced the Town Office will close temporarily on Wednesday, April 24, at 10:00 am, in order for staff to attend the Sprit of America Award ceremony which will take place in the auditorium of the Bath City Hall.

VI. SELECT BOARD COMMENTS AND ANNOUNCEMENTS:
Municipal Officer Andresen recalled her previous suggestion that edits to the Land Use Ordinance to satisfy LD2003 include a minimum time frame for rental properties. She further recommended that a minimum of 90

days be required and asked Ms. Poland if she had spoken with Max Johnstone of MCOG. Ms. Perry verified that she had spoken with Mr. Johnstone, who agreed that this would not be an issue. Ms. Perry stated that she would discuss this with the Planning Board at their meeting on Tuesday, May 14th.

Municipal Officer Andresen acknowledged that members of the Select Board do not share the same opinions and asked that the Town vote to increase the Select Board to a five-person Board. Municipal Officer Hennessey expressed her opinion that this was not appropriate to discuss as it is not on the agenda.
Municipal Officer Andresen moved to have a five-member Board to be voted on at Town Meeting.
Ms. Perry noted that this may not be an item that can be voted on at a special town meeting and recommended that the Town consult with MMA legal to confirm.

VII. FUTURE AGENDA ITEMS:

Municipal Officer Lavallee asked that the Board discuss the Town Administrator contract at the next meeting. Ms. Poland suggested waiting until after Town Meeting, to which Municipal Officer Lavallee insisted that the contract be addressed as soon as possible.

VIII. PUBLIC COMMENT:

Mr. Winter addressed the public comment policy and questioned how the Board would determine if a comment is embarrassing. Municipal Officer Lavallee suggested that the public use their best judgement in interpreting these procedures. Mr. Winter expressed concern and stated his opinion that there is no need to have a policy for public comment. Municipal Officer Hennessey spoke to previous conversations with the Select Board and members of the public which have turned heated.

Municipal Officer Lavallee suggested that the process for accounts payable and the purchasing policy be discussed further. Ms. Poland agreed that she would like the Select Board to review account standings on a quarterly basis or more frequently. Mr. Winter stated his opinion that authorization of work should be clarified and more closely monitored. Ashleigh Randall explained that the school principal tracks spending by what percentage of the annual budget has been expended, which the School Board found to be particularly helpful.

Mr. Emerson acknowledge that the Select Board has difficulty communicating and suggested that when the Board secures a new town attorney that this person should be present at meetings in order to assist the Board.

IX. ADJOURNMENT

Municipal Officer Hennessey moved to adjourn, seconded by Municipal Officer Andresen. Select Board unanimously adjourned at 8:39 pm.

A true attested copy,

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Karly A. Perry, Town Clerk