Town of West Bath
Special Select Board Meeting Minutes
Thursday, June 6, 2024

Town of West Bath Select Board:	Madelyn Hennessey, Chair - **Present**	
	Suzanne Andresen	**- Present**
	Kathleen Lavallee	**- Present**
Town Staff Present:	Julia House, Tax Collector/Treasurer Kristine Poland, Town Administrator Karly Perry, Town Clerk Nick Randall, Deputy Fire Chief	
Public:	David Hennessey, Mike Hennessey, Jane Weir, Juanita Wilson	

A special meeting of the Select Board was held at the Town Hall, **Thursday, June 6, 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 Minutes
   a. May 30, 2024
2. Approval of Warrants
   a. Municipal
   b. School
3. Upcoming Select Board Meeting:
   Thursday, June 13, 2024, 5:30pm, West Bath Town Hall
   Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to accept the consent agenda as presented. Select Board unanimously approved.

V. OLD BUSINESS (SELECT BOARD)

1. Discussion with Treasurer Regarding Expense Accounts and Report Formatting
   Julia House asked the Select Board what specifically they are looking for in reports. Municipal Officer Andresen asked for a running total of accounts with available balances for all major accounts. Municipal Officer Lavallee asked that the reports itemize and detail expenses.

   Municipal Officer Andresen agreed, noting recent furniture purchases and questioning whether they were necessary. Ms. Poland explained the Town purchasing policy and recalled that items purchased were budgeted for during the FY2023/24 budget process. She then asked that the Board stay on topic.

   Municipal Officer Hennessey asked for cumulative totals for the year to date, then asked how large these reports would be. Ms. House estimated the report to be approximately ten pages.

   Ms. House asked the Board if they preferred reports directly from TRIO or in an Excel

format, to which the Board agreed that they liked the Excel formatting better. Ms. House agreed to have a sample report for the Board at their next meeting.

2. Review Bids for 2005 Jeep TJ Wrangler
   The Select Board opened bids for the 2005 Jeep TJ Wrangler as follows:
   $5555 from Ron Ouellette
   $5000 from Joe Huebler

   Ms. Poland recalled her conversation with the Fire Chief, who stated that if bids came in lower than minimum bid the Jeep should be put back out to bid.
   Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to reject both bids and put the Jeep out to bid with a minimum bid of $6000 to be due on Thursday, June 27, 2024. Select Board unanimously approved.

3. Review Proposals for Legal Services
   Municipal Officer Hennessey recalled that the Board has received responses from Drummond Woodsum; Preti Flaherty; and Skelton, Taintor & Abbot. She noted that Preti Flaherty and Drummond Woodsum are both larger firms, while Skelton Taintor chares slightly less per hour. Municipal Officer Andresen added that Skelton Taintor had less liability coverage as well. Municipal Officer Lavallee noted that Preti Flaherty has extensive municipal experience.

   Municipal Officer Hennessey suggested interviewing the firms prior to making a decision, to which the Board agreed. Municipal Officer Andresen asked if there would be any conflict with Drummond Woodsum, who also represents the School Department. Ms. Poland suggested that the Select Board ask the attorney directly during an interview. The Board agreed to interview all three firms.

   Mike Hennessey suggested the Board ask what the billing increments are for all firms.

   Ms. Poland recommended that the Board meet with firms on a non-meeting night. Municipal Officer Hennessey suggested the Board coordinate availability. The Board agreed to meet early on June 13 to allow the Board to meet with attorneys following the regular meeting.

   David Hennessey suggested proposing a second date should attorneys not be available June 13. The Select Board agreed that June 27 would be acceptable as well.

4. Set Date to Meet in Executive Session
   Municipal Officer Hennessey confirmed with Ms. Poland that she is available to meet in executive session on Monday, June 17, 2024, at 5:30 pm, to meet with the Town Attorney. Ms. Poland agreed that this date works for her.

VI. NEW BUSINESS (SELECT BOARD)

1. Town Administrator's Report
   Ms. Poland announced that she received a proposal for lawn care from Jorgensen Landscaping, stating that she was not expecting bids. Municipal Officer Hennessey stated that she was only able to reach Jorgensen following the termination of the lawn

maintenance contract. The proposed cost for one year of service was $1500 for cemeteries and $3500 for Town properties, for a total cost of $5000.

David asked what the frequency of mowing would be. Municipal Officer Hennessey noted that her discussion with the contractor gave priority to the Fire Department and that her assumption was there would be a regular schedule for mowing.

Municipal Officer Andresen asked if fall and spring cleanup were included in the proposal, to which Ms. Poland recalled that there no formal request for proposals.

David Hennessey suggested using a contractor as a stopgap for the remainder of the year and that the maintenance be put out to bid in February. Mr. Hennessey further recommended that the Board attempt to coordinate maintenance with the School Department.

The Select Board agreed to have Ms. Poland reach out for pricing through the fall.

Ms. Poland asked the Board for recommendations for this year's Spirit of America Award. Municipal Officer Hennessey recommended Ashleigh Randall. Municipal Officer Andresen asked if the form for nominations is available online. Ms. Poland clarified that the Board is charged with making the nomination.

Ms. Poland announced that a new Municipal Officer's manual is available from Maine Municipal Association, and asked the Board if they would like copies. The Board agreed that they would like hard copies of the manual to be printed in house.

VII. FUTURE AGENDA ITEMS

Ms. Poland noted that the Board will meet on June 13 to approve the Town Meeting warrant and make annual appointments. On June 27, the Board will review proposals for assessing, winter property maintenance, and bids for the Jeep. Interviews may potentially be held on either date.

VIII. SELECT BOARD COMMENTS AND ANNOUNCEMENTS

None

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

Select Board adjourned by unanimous acclamation at 6:18 pm.

A true attested copy,

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Karly A. Perry, Town Clerk