

SELECTMEN MEETING MINUTES

September 27, 2010

PRESENT: Ted Poirier, Theresa Greeley, Scott Littlefield, Angela Cushman, Jim Roberts

ABSENT:

OTHERS PRESENT: John Gay, Sharon Martel

Selectmen Ted Poirier declared the meeting open at 18:00.
Agenda approved by Selectmen.

EXECUTIVE SESSION:

Personnel matter executive session – no action at this time.

ANNOUNCEMENTS:

APPOINTMENTS:

OLD BUSINEES:

1. SGC Engineering. The Selectmen reviewed the proposal from Eric Williams, SGC engineer, for the Union Falls Rd culvert project. Scott Littlefield to follow up with Eric on whether there are any permit requirements and when specifications will be ready to put out to bid. **Theresa Greeley made a motion to have SGC complete the specifications for the Union Falls culvert; 2nd Scott Littlefield. Passed 3/0.**
2. Fire Commission letter. The Lyman and Dayton Selectmen met on September 20th and from that meeting a memo was drafted and mailed to the Fire Commission. The Selectmen decided that each town would review the Interlocal Agreement and then would meet again on October 19th to discuss any changes. The Fire Commission has sent another letter dated September 24th asking for the Selectmen of both towns to meet with the commission on October 13th. The Dayton Selectmen are in agreement with meeting with the Fire Commission as long as the entire Selectmen Board from Lyman is in attendance. Angela Cushman to confirm attendance.
3. Education/Salt Shed update. No update from Gary Connors at this time. Skip Cushman provided a list of questions that should be directed to the Superintendent of RSU 23. Angela Cushman to draft a letter outlining the questions and requesting a meeting.
4. Surplus. Angela Cushman continues to evaluate the surplus issue. There will be no public hearing at this time to move money from designated to undesignated.

NEW BUSINESS:

1. Saco River Corridor Commission. Sharon Martel, Dayton's representative on the commission, provided an overview of the role of the commission and current activity. Sharon's appointment ends in November and she would like to continue on with the commission. Valerie Cole, Planning Board Clerk, will be contacted to forward agenda items to Sharon in case there is something related to the commission.
2. Absentee/Training tracking. Angela Cushman has produced a tracking form for each employee that documents absentees and training.
3. Insurance/Certificate of Liability. Angela Cushman recently met with Marcus Ballou, MMA Risk Management, to go over current coverage. If the Selectmen would like to go out to bid, Marcus is suggesting that we would not start the process until 90 days prior to renewal which would be March. Angela will schedule Marcus to attend a Selectmen's meeting prior to March to provide an overview of the current coverage. Marcus was also able to provide some clarification on requiring contractors to list the Town of Dayton as additional insured on the certificates of liability. Currently, the town has two contractors that do not specifically state additional insured. The certificate states additional insured only through permit or contract. Angela Cushman communicated that depending on the agency or underwriter that the cost of adding additional insured to the certificate is \$50-\$90. **Scott Littlefield made a motion to require that all contractors list the Town of Dayton as additional insured on certificates of liability; 2nd Theresa Greeley. Passed 3/0.**
4. Holiday schedule. The holiday schedule was determined for the remainder of the year – Columbus Day, Veterans Day and Thanksgiving Day.

PUBLIC FORUM:

CORRESPONDENCE:

SIGNED:

1. 09/30/10 A/P Warrant
2. 09/30/10 Payroll Warrant
3. 08/02/10 Selectmen minutes
4. 08/09/10 Selectmen minutes
5. RSU 23 Referendum
6. Time off requests
7. Training request

OUTSTANDING ITEMS:

Dayton Historical Society – request attendance at a future Selectmen's meeting.
Sharon Martel – appointment Saco River Corridor Commission

ADJOURNMENT:

Theresa Greeley made a motion to go into Executive Session for discussing personnel matters pursuant to 1 M.R.S.A. subsection 405(6)(A) at 19:36.

Scott Littlefield made a motion to adjourn the meeting at xx:xx.

*Minutes may not be verbatim they may have been paraphrased for clarity.

_____ Ted Poirier, Chair

_____ Theresa Greeley

_____ Scott Littlefield

amc