

Mechanic Falls Town Council Workshop

July 20, 2020

Public Via Zoom

MEMBERS PRESENT:

Tarsha Downing, Vice Chair
John Emery II
Kieth Bennett, Chair
Rose Aikman

STAFF PRESENT:

Zakk Maher – Town Manager
Julie Ward – Town Clerk

OTHERS PRESENT:

Paula Stotts

- 1.0** Councilor Bennett called the meeting to order at 5:00pm
- 2.0** We stood and saluted the flag.
- 3.0** Roll Call complete

4.0 Discussion: Council Organizational Workshop

1. Election Results

Town Manager Zakk Maher stated the day went well considering the measure of social distancing and felt that we had a decent turn out. The two school board positions were filled via write in. Amber Lyman and Leena Stotts had the majority of the write in votes. The Clerks office also issued 223 absentee requests and around 186 were returned.

Councilor Aikman brought up how the School Budget is divided between all 3 Towns. All 2 Towns do not have to agree to pass the School Budget. The do have to agree for the first initial proposed budget, but it finalized by popular vote. The only way to make changes is through the Legislature for all 3 towns to pass instead of by popular vote. Town Manager Zakk Maher said he could look into when they were supposed to revisit the formula for the School Budget. The State Representative and Senate would have to direct us to the DOE. They could submit bills to the Legislature, but it comes from the DOE State level. Town Manager Zakk Maher also mentioned that Poland has TIF Districts to help cover additional costs, so they do not have to dip into their General fund.

2. Committees Organizational Chart

The Historical Society will be sorting through boxes and refreshing items in the council room.

The Library Trustees are doing well. Nancy Petersons has been working with them online during the pandemic.

Town Manager Zakk Maher stated that we do not hear much from them but hopefully we will hear more when we start talking about the Municipal Complex.

Councilor Aikman asked about the status on the mill. Town Manager Zakk Maher stated they are working on it. The site does need to be secured and safe. Alan Plummer the Health officer is working with the Planning Board on some new ordinance with one in particular to house hold trash.

The Town is also currently looking for additional Appeals Board members, we currently only have 2 members. We need at least one more to make a quorum, but would like to see three more to complete the vacancies. We are also looking for 3 members for the Planning Board to fill vacancies.

3. Municipal Organization Chart

Town Manager Zakk Maher presented the council with a copy of the chart showing the layout of the Town Departments. He said the moral was good and the staffing changes are going well, Evaluations were just sent out.

Town Manager Zakk Maher explained that department head will start meeting again soon. Councilor Aikman would like a better understanding on what the different departments are in depth. Town Manager offered a site walk to any Councilors that were interested.

4. Council Annual Schedule

Town Manager / Council – Annual Activity Overview

- July
 - No Council Meeting
 - Office:
 - Complete monthly facilities inspections
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - 7/15 Tax office liens properties with unpaid taxes
 - Work with Assessor to establish MIL rate proposals for Aug Council Meeting
 - Release Agenda and Meeting material Wed prior to next meeting
- August
 - Meeting:
 - Council annual Goalsetting Workshop
 - Attend Council Meeting (1st Monday)
 - Council approves foreclosure bids (if any)

- Council confirms MIL rate
 - Council Signs County Tax Assessment
- Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Committee annual elections follow-up (changes in Leadership/ committee training)
 - Tax bill released after MIL rate is set
 - Release Agenda and Meeting material Wed prior to next meeting
- September
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Council approves/updates GA maximums
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Closed – Labor Day
 - Release Agenda and Meeting material Wed prior to next meeting
- October
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Registrar accepting new voters' approval
 - Processing Absentee ballots approval
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - MMA annual convention (Office closed 1 day; Manager attends both)
 - Begin Municipal Audit
 - Property Taxes due 10/15
 - Schedule review of Health Ins plan
 - Public Works Haul Winter Sand
 - Service and turn on furnace
 - Closed – Columbus Day
 - Release Agenda and Meeting material Wed prior to next meeting
- November
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Review/approve PSAP/Dispatch contract
 - Hold Water Department Budget workshop (to be approved in Dec.)
 - Office:
 - Complete monthly facilities inspections

- Monthly Dept Head/ Safety Meeting
- Process/ Upload Public Access info (video/minutes)
- RSU16- Poland- Minot Managers Meeting
- Process weekly Payables/ Sign checks (Thursdays)
- Process monthly reconciliation review
- Clerks begin Thanksgiving Basket & Santa program coordination
- State/Fed Elections
- Closed – Veterans Day
- Closed – Thanksgiving & Day After
- Release Agenda and Meeting material Wed prior to next meeting
- December
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Review NIMS policy
 - Council holds public hearing/Approves Water Dept Budget
 - Council processes Special Amusement Permits
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - TM completes Department Head Evaluations
 - Closed – ½ day Christmas Eve, Closed on Christmas Day
 - Release Agenda and Meeting material Wed prior to next meeting
- January
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Council Approves Budget Committee Schedule
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 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Manager/Finance Director begin Budget proposal
 - Request Dept Budget requests submitted by Jan 31
 - Begin Work on Capital Improvement projects for Next FY
 - Release Agenda and Meeting material Wed prior to next meeting
 - Closed – New Year's Day
 - Closed – MLK Day
- February
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Foreclosure list delivered to Council
 - Annual Report dedication - Council
 - Spirit of America award Nominations - Council
 - Office:
 - Complete monthly facilities inspections

- Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Manager/Finance Director release budget to Budget Comm & Council
 - Hold first Budget Com meetings
 - Annual Reports from Dept heads due Feb. 15th
 - Release Agenda and Meeting material Wed prior to next meeting
 - Closed – Presidents Day
- March
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Hold Primary elections
 - Release Nomination Papers for Vacant Seats
 - Complete budget meetings & Schedule Public Hearing at April Meeting
 - Write Annual reports (Manager & Council)
 - Compile Departments Annual reports for publication
 - Release Agenda and Meeting material Wed prior to next meeting
- April
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Appoint elections Clerks
 - Hold Public Hearing for Budget
 - Approve Budget warrant articles
 - Approve RSU16 warrant articles
 - Approve Municipal referendum warrants
 - Receive Water Dept Audit
 - Re-approve Before & Aftercare Lease
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Deliver Annual Report to printers
 - Meet with Summer Camp Director
 - Hold annual safety training (All Departments)
 - Send Employee annual self-appraisals
 - Meet with Assessors re: town valuation
 - Release Agenda and Meeting material Wed prior to next meeting
- May
 - Meeting:

- Attend Council Meeting (1st Monday)
- Certified Ratio Disclosure (Assessor)
- Financial Audit Presentation to council
- Council holds public hearing/Approves Summer Recreation Operating Budget
- Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Taxes due 15th of the Month
 - Hold RSU budget referendum vote
 - Update Foreclosed properties list
 - Complete Employee annual appraisals
 - Shut down furnaces
 - Release Agenda and Meeting material Wed prior to next meeting
- June
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Complete Manager Annual review
 - Approve foreclosure bid notices (if any)
 - Council holds public hearing/Approves Recreation Committee Operating Budget
 - Agenda/schedule for Council Organizational Workshop & Meeting (3rd Monday)
 - Council elects new officers, renew annual appointments
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Annual Elections/ Budget Referendum
 - Community Day – First Sat
 - Set up for Municipal elections
 - 30 Day notices go out after 6/15
 - 6/30 closes Fiscal Year. Close office Early on 30th for Year-end closeout
 - No Agenda/ No Meeting in July

5. Available Trainings

There have been no trainings through MMA due to shut down. MMA has recently started webinars. Councilor Emery would like to be kept up to date on available trainings. Town Manager Zakk Maher stated he was trying to work with Minot on possibly doing trainings together. Councilor Emery also suggested that due to limited funds for training that the Town Manager pick and choose which trainings would best suit people. Town Manager Zakk Maher stated the next available Elected Officials training is August 19th and asked if it was something Councilor Aikman would like to attend. He also stated he will be purchasing some MMA manuals for the new council positions.

Councilor Bennett ended workshop at 6:20pm