

TOWN OF GUILFORD SELECTMEN'S MEETING

June 4, 2019

1. Meeting called to order by Chairman Thompson at 7:00 p.m. Present were selectmen Mike Dexter, Kent Burdin, Peter Martell, and Paul Zimmerman, David Wilson, town manager, and guests.
2. Motion made and seconded to approve minutes. Vote was unanimous.
3. Balance sheets distributed. A brief discussion on the use of the TRIO budgeting system and how it isn't being utilized to its fullest potential. The manager explained this would be discussed further during item #6.
4. No correspondence.
5. No guests that were present had input.
6. C.P.A. Services.
 - A. Discussion on auditing services. The manager explained since being hired he has been going over the prior years audits and findings. He expressed his concern with the fact that it appeared the auditors were pointing out findings, however; hadn't worked well with the town to correct the findings, citing recurring findings annually that hadn't been corrected. He also mentioned that the TRIO municipal budgeting system hadn't been utilized and part of this was that staff didn't have the knowledge required to utilize it to the fullest, which again shows lack of direction from the auditors. After further discussion, vote was taken to close out the last fiscal year (FY '18) with the current auditor, Ron Beaulieu, and hire RHR Smith to take over as the Certified Public Accounting service for the Town of Guilford and begin with the current year, FY '19. Vote was unanimous.
 - B. The manager explained that in effort to have a clean audit, the Town needed to institute an Internal Controls Policy which would help clear up findings that had been cited annually by the auditors. Specific findings were discussed. The manager distributed a draft policy and asked the board to take the next month to review the policy and at our next meeting on July 2nd we would revisit to vote on a policy that best suits the Town. As part of the Internal Controls and as part of a discussion on the Treasurer's position which will be appointed this evening, a set of Job Descriptions for town clerk and town treasurer were reviewed and accepted. The draft Internal Controls Policy was tabled for review and vote at next meeting.
7. Public Safety and the Guilford Patrol. The manager explained he had researched the history of the Guilford Police Department which dates back to 1904. He mentioned that in 1970 the state mandated that any new or existing police departments had to register with the state through the Maine Criminal Justice

Academy, which Guilford had not done. The manager explained the procedures for a police department which included adopting a set of Standard Operation Procedures. After discussion vote was taken to create the Guilford Patrol. Vote was unanimous. Second vote to adopt a set of Standard Operating Procedures. Vote was unanimous. The decision was made to keep the patrol as is at a maximum of 24 hours per week and raise the hourly wage to \$16.00 per hour and revisit at budget time.

8. **Personnel Policy.** The manager pointed out that in Article XI under Health Insurance the town/employee percentage split were written as eighty percent (75%) and twenty percent (25%). Vote was taken to correct this to seventy-five percent (75%) and twenty-five percent. (25%). Vote was unanimous.
9. **Library news.** The manager passed on information from Heidi Dow on the library to include restoration projects scheduled for this year and a schedule of events.

10. Appointments

- A. Johanna Turner was appointed as Town Treasurer
- B. Michelle Nichols was appointed Deputy Treasurer

It was noted that the official titles of each are Town Clerk/Deputy Treasurer/Deputy Tax Collector (Michelle) and Treasurer/Deputy Town Clerk (Johanna).

- C. Allen Drew was re-appointed Town Constable (with new clause on his appointment that he is allowed to carry a duty weapon while acting in his performance with the Guilford Patrol, per state law).
- D. David Wilson was re-appointed Town Constable (with new clause on his appointment that he is allowed to carry a duty weapon while acting in any performance with the Guilford Patrol, per state law).

It should be noted that vote on each appointment above was unanimous.

11. **Assessor's Report.** LeeAnn Salley will be prepared to provide the board with a new list of assessments at their July 2nd meeting and a tentative date for Commitment will be Monday, July 8th.

12. Manager Report.

- A. The manager stated that he wished to revive the General Assistance Workfare Program and have a 'Workfare First' policy requirement for applicants. Vote to create/reinstate the Workfare Program was unanimous.
- B. **Staff Meetings.** The manager asked permission to hold monthly staff meetings and close the municipal office from noon to 1:00 p.m. during this time. Permission was granted by the Board.
- C. **Summer Road Schedule.** The manager passed out Jeff Libby's schedule of regular summer maintenance for the town roads. The manager suggested that in effort for continuity the town many want to look at a Comprehensive

Road Study to identify the problem areas and list the roads in order of needs. Vote to go out to RFP on a Comprehensive Road Study on a selective bidding process was unanimous.

13. Any Other Business.

- A. Bill Thompson asked the board for a recommendation on the medical building as to whether the town should continue to search for a renter or ask the voters for permission to sell the property. A brief discussion was held and decision was made to seek a renter however revisit the subject for further discussion.**
- B. A discussion was held on the recreation area and how long it has been since any attention was given to it. After discussion it was determined that the manager would approach Hardwood Products and see if they had the resources available to help with the recreation area.**
- C. It was announced that on June 20th at 4:00 p.m. there would be a Special Selectmen's Meeting with the town attorney in reference to Duvoltex.**

14. It was moved and seconded to adjourn at 8:09 PM.

Selectmen of Guilford

Clerk