

Stockton Springs Select Board Minutes

01/08/2025

Attendees:

Select Board Members Present	Elizabeth Lenharr Marsha Shute Betsy Bradley
Select Board Members Absent	None
Note taker	Linda Meadows
Community members	Approximately 12 community members were in attendance. Speaker names were captured in the notes as best as possible. No attendance list was captured.

#	Agenda	Notes
1.	Roll Call: Call to Order	Liz Lenharr called to order 8:03am roll call – see attendance above. Interim Town Manager Loren Cole was not present due to a previous commitment.
2.	Changes to the Agenda	<p>Green Valley Road Update – A letter acknowledging the receipt of the letter we had sent to the State was received. The State received our letter on 12/23/24, detailing our request for the State to take back ownership of the Green Valley Road.</p> <p>Update on Audit of Financial Records – Amber Poulin reported that she had reached out to the person who performs our annual audit. They are not immediately available. MMA did not have a list of other potential auditors. Our last audit was effective through the end of our last fiscal year, 6/30/24. Amber’s recommendation was to ask to get on the regular auditor’s schedule, and to see when they would be able to fit us in. If it is too long, then we could look for other options. The select board members agreed to this recommendation.</p> <p>Q: Alfred George asked if this audit is required? A: Amber will ask Loren to check with MMA (Maine Municipal Assoc) to determine if there is a requirement for the audit. We have done it in the past and consider it a good practice.</p> <p>Q: Marsha Shute asked how long it typically takes to perform the audit? A: Amber said it took 1 day the last time it was done. It is possible it could take longer if someone other than our regular auditor did the work as they would not be familiar with our bookkeeping, and there would be a learning curve for them.</p>

		<p>Update on SHIP grant: Amber reported that Loren and Diane had finished putting the information together. They found that since the work will be paid for with State grant funds, we must be able to accept bids online. The Ad and all necessary documents have been posted on our town website. The Ad was also sent to Mainstay Media so that it would be in the Midcoast Villager. Diane asked whether we should also send the Ad to Bangor Daily News? There was discussion that having applicants from a bigger area could be beneficial, so the select board agreed it should also go in the Bangor Daily News. Amber asked whether we should post it on Facebook as well, but it was determined we have not posted bid information on Facebook in the past and did not want to start that practice.</p> <p>Update on whether town hall will be open for business on Thursday, January 9 - Federal offices will be closed as a mark of respect for Jimmy Carter. We do not yet have an answer from the State of Maine regarding whether the State offices will be closed. Amber Poulin recommended that the selectboard make a motion to follow whatever the State does.</p> <p>Elizabeth Lenharr made a motion that our Town Offices will follow whatever the State of Maine does regarding business hours for Thursday, January 9th. Marsha Shute seconded the motion and it was unanimously passed. Amber will ask Loren to let the selectboard know if we are closed.</p>
3.	Finalize advertisement for Town Manager position	<p>A draft of the advertisement for full time town manager to be placed in the Midcoast Villager was read aloud by Marsha Shute. It will be a salaried, full-time position. Marsha wondered if we should include “searching for grants” as a part of the duties, Betsy thought that topic would be included under “Strategic Planning and Development”, so we did not need to be more specific.</p> <p>There was general discussion around if additional detail was needed regarding the number of hours expected to be worked: 32 minimum, to match when the town office was open? Alfred George recommended that we not limit the hours to only those when the town hall was open. In the end, it was decided to leave the ad as it was and answer any specific questions regarding the hours expected in the interview process.</p> <p>Kathy Kamzelski asked if we should include anything about experience or education requirements. Angie suggested that we don’t want to limit applicants based on experience/degree because our past town managers have had a wide range of backgrounds.</p>

		<p>Elizabeth Lenharr gave an update on her efforts to get help from MMA on finding a town manager. She had spoken to Rick Cromwell and he told her that MMA is very busy right now and would not be able to fully support us. Their full support would cost \$5000 and include helping with the advertising for the position, interviewing, and performing background checks. He will be sending Elizabeth a proposal for what they might be able to do for us.</p> <p>The advertisement to be listed on the MMA website was also read aloud and discussed. It had greater detail than the one for the Midcoast Villager. The only discussion that resulted in a change was the position end date of June 30, 2026 would be removed.</p> <p>Amber Poulin asked if we were moving forward with placing the ads or holding off as was indicated previously? Angie recommended waiting until after talking with the 2 interim candidates early next week. The selectboard agreed that we should wait and revisit when to submit the ads next week.</p> <p>Angie made copies of the draft advertisement information, and they were provided to any community members that wanted them.</p>
4.	Update on search of Interim Town Manager	<p>Elizabeth Lenharr reported on two candidates she was in contact with who had expressed interest in the Interim position:</p> <p>John Bellino – currently in Richmond, Maine and is available immediately. He emailed his resume to the selectboard directly. He will be coming to meet with the town employees and selectboard members on Monday, Jan 13, 2025 at 12noon.</p> <p>Brad Plant – from Poland, Maine. Expected he would be available soon. It is about a 2 hr travel time for him, so he would be looking to work 2 consecutive days per week and would request some help with lodging costs/accommodations for one night/week.</p> <p>There was a discussion about the lodging costs – Angie thought we should consider that we don’t know how long the interim manager would be working here, and it could be quite some time. Betsy Bradley said she was open to including a housing stipend if it was part of an overall package that worked well.</p> <p>Elizabeth Lenharr will be contacting Brad Plant to see if he can come to meet with people next Monday, Jan 13th as well at a time that works for everyone.</p> <p>Q: Kathy Kamzelski asked why we are looking for an Interim Town Manager if Loren Cole has agreed to be the Interim?</p>

		<p>A: Betsy Bradley indicated that Loren has done the position in the past, and the last time it lasted 8 months. He does not want a long commitment.</p> <p>Q: Carol Guimond asked if these Interim candidates might possibly be long term candidates for town manager as well?</p> <p>A: Elizabeth Lenharr answered that both only want to be interims.</p>
5.	Workshop	<p>Amber, acting on behalf of Loren Cole, gave the selectboard copies of the invoices from the recently installed heat pumps in the Public Works and Ambulance buildings. The work came in under the budget.</p> <p>The were also given copies of a request for a town pole permit from CMP. The topic of the town pole permit will be added to the Jan 13 agenda.</p>
	Executive Session	<p>Meeting went into executive session to discuss personnel matters at 9:02am</p> <p>Executive session ended at XX:XX am.</p>
7.	Adjournment	<p>Motion to adjourn at XX:XX, seconded by ?. Voted by all in favor.</p>