

**TOWN OF RANDOLPH**  
**BOARD OF SELECTMEN**  
**Tuesday, September 18, 2012**  
**5:00 p.m.**

***BOS PRESENT:***

**Robert Henderson, Chair**  
**Edward F. Gorham**  
**Peter K. Hanley**

***OTHERS PRESENT:***

**Lynn R. Mealey, Town Clerk**  
**John Crocker, Public Works**

Meeting was called to order at 5:00 p.m.

Peter Hanley made a motion to accept the **minutes** of the 9/4/2012 meeting. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.**

Both board members present signed the accounts payable, payroll warrants and the **Certificate of Commitment of Sewer User Rates** in conjunction with the September 17, 2012 sewer billing. Bob asked about a bill from the Plumbing Inspector for reading 3 meters in Chelsea. It was explained that these three addresses are located in Chelsea but are hooked into our sewer system. They are metered and Mr. Smith goes out and reads them each quarter.

The Town Clerk reported that she had been in contact with **CMP** and they will be removing the two meters from the property at 104 Kinderhook that was recently purchased by the Town.

Bob informed the Board that he had been working over the past couple of weeks with the Town Clerk on updating all the policies and job descriptions with the idea of following specific procedures with all personnel. These will be presented to all Department Heads and distributed through the department heads to all personnel. They will be signed for by each employee. At the next regular meeting, all department heads will be present to receive these policies.

There will also be put into place forms for **evaluations and reprimands**. Lynn will review the office employees, Raeleen York and Janet Richards and the Board will review Lynn as Town Clerk/Officer Manager. Reviews will be done on a yearly basis for all employees, excluding new hires which will be done after a 6 month probationary period. John Crocker will do Steven Thurston and the Board will review John. etc. These reviews will commence on November 1, 2012.

The policies are as follows: **Personnel Policy** – one for the office staff and one for all other departments, **Fraud Policy, Internet and Electronic Mail Policy, Video Terminal Training Policy, Smoking Policy, Drug and Alcohol Policy, Harassment and Sexual Harassment and Violence in the Workplace Prevention Policy**. All employees will sign a statement saying they received a copy of these policies and these will be placed in their personnel files. Additional policies can be added in the future at the discretion of the Board of Selectmen and will be presented in the same manner. Reprimands were discussed. These forms will be modified by the Selectmen to fit the town's use. They were provided with samples which will be read and changed accordingly.

Peter Hanley made a statement that he believed with the exception of the fire chief, all employees were doing fine. He stated that he feels David Cobb should be appointed as Fire Chief of the Randolph Fire Department. There was no further discussion.

Bob Henderson said that he felt by putting these new policies in place that this will hold the employees accountable in the future and Ed said that it would back up our insurance also. Bob wants all Department Heads to be called into the next meeting and presented with these packets. Coverage for public works and salaried employees (John Crocker and Sonny James) was discussed. Bob said that if you have two employees on salary, they should be the back up for each other rather than paying an hourly employee for coverage. Sonny's health was discussed.

**Animal control officer** was discussed. Trapping of skunks is not under the responsibility of the ACO. If the skunk is a nuisance or acting strange the ACO should be called but the Game Wardens should be called also as the ACO does not have to touch traps that are not his. There was some discussion of the current ACO not responding. The Town Clerk suggested that communication with the ACO be done and his duties etc. be discussed with him. Bob said that he would contact Ross and have him come to the next meeting.

Peter Hanley made a motion to accept the new policies as written. Ed Gorham seconded the motion.

**VOTE – UNANIMOUS.**

The Town Clerk asked about insurance on the property recently purchased by the town on Kinderhook Street. Also she reported that a resident of town asked about what was going to be done with the stuff in the house before it was demolished. Bob said there was basically nothing left in the house and that the furnace was old and no good. Bob would like to buy the decks that were on the house.

Discussion of the **office being closed for two days, September 26 and 27<sup>th</sup>**. The staff must attend mandatory training by the Elections Division so the office will be closed for two days. This will be advertised in the Kennebec Journal, posted at the Town Office and on the town website. The payroll checks will be dated for Tuesday, September 25, 2012 so that after the Board members come in on Tuesday to sign the warrants, the paychecks will be ready for all employees.

John Crocker reported that the DOT will be doing some work on Water Street, fixing some drainage problems in the next week or so. The drain in the Sun Sun parking lot was checked out by the DOT and they may not have to dig up the drain

Bob reported that he had asked Safety Works to come down and inspect the fire station . There were 10 things that need to be done. He gave the list to John Crocker to take care of. John had some reservations that Ron would not want him to do the work. Most of the items were housekeeping items.

John said that anything electrical will have to be done by a licensed electrician. Tom Staples was mentioned. Bob said that he will call Ron and tell him that John has the list and is planning on doing the work.

Peter Hanley said that the VFW is interested in possibly purchasing the old fire station for their organization.

Peter Hanley made a motion to replace Ronald Cunningham with David Cobb as fire chief. He suggested sending a letter to Ron telling him that the town wants someone who lives in town.

Peter repeated the motion. Bob opened the floor for discussion. Bob stated that he reviewed the file and that there had been a lawsuit in the past by the Cobbs. Ed Gorham said that he believed that if there was no second to the motion, there was no discussion. Bob asked if there was a second and there was none. Bob said that he felt that all three board members should get together and look over the file. The motion died.

Bob made a motion to go into executive session per 1 M.R.S.A. §405(6)(A) for a personnel matter. The Board went into execution session @ 5:40 p.m. At 5:50, the Board came out of execution session. Bob Henderson made a motion to come out of executive session.

Bob Henderson made a motion to appoint Bob St. Pierre as plumbing inspector for the Town of Randolph. Peter Hanley seconded the motion. **VOTE – UNANIMOUS.**

A letter will be sent to Loring “Bud” Smith informing him of the change.

Peter Hanley made a motion to adjourn the meeting. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.** The next regular meeting will be Tuesday, October 9, 2012 @ 5:00 p.m.

Meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Lynn Mealey, Town Clerk