



# Regular Selectboard Meeting

Tuesday, October 15, 2024 at 6:00 pm

## Meeting Location: Ladd Recreation Center

This meeting will be held both live at the Ladd Recreation Center on Gott Road and remote via ZOOM instructions below Join Zoom Meeting: <https://us02web.zoom.us/j/5443482874?pwd=eIFXeDcrclFtMHlrMGpHMTN2L3VoQT09&omn=87454359584>

\* Meeting ID: 544 348 2874

\* Passcode: 2042842

*Each member of public must identify themselves to participate in the meeting for record-keeping purposes.*

### 1. Selectboard members Present / Quorum

**Members:** Marianne Butak, Trent Emery, Lloyd Irland, Henry Steck, Hazel Stevenson

### 2. Call meeting to Order

*We encourage everyone in attendance to read the Selectboard Bylaws. Selectboard Meetings are working meetings between Board members and town staff. All participants must be recognized by the Chairs before speaking.*

### 3. Pledge of Allegiance

### 4. Conflict of Interest

### 5. Agenda Adjustments

### 6. Meeting Minutes

a. Consider approving the Select Board Meeting Minutes for September 17, 2024

b. Consider approving the Select Board Meeting Minutes for October 1, 2024

### 7. Warrants

a. Consider approving Accounts Payable #15 in the amount of \$364,249.89

b. Consider approving Payroll #16 in the amount of \$9,377.72

### 8. Old Business

a. Review DRAFT Town Manager Job Description provided by the Town Manager Hiring Committee

b. Update on on Remediation for Landfill Abutter

c. Discussion on Plow Contract

### 9. New Business

a. Consider changing Select Board Meeting start time to 6:00PM

### 10. Supplements / Abatements

a. Consider Abatement for Victor & Grace Flury M9 L54 in the amount of \$679.04

b. Consider Abatement for Patricia Lawson M16 L22 in the amount of \$55.60

- c. Consider Abatement for Lorette Giacomazzo M7 L22-2 in the amount of \$821.00
  - d. Consider Abatement for Maegan Gaffey & Ethan Root M9 L81 in the amount of \$55.60
  - e. Consider Abatement for Michelle Murray M3 L41 in the amount of \$121.85
  - f. Consider Abatement for John Cummings M14 L17 in the amount of \$50.87
  - g. Consider Abatement for Osberg Family Trust M14 L11-1 in the amount of \$85.18
  - h. Consider Abatement for David Berntsten & Olivia Davis M7 L20 in the amount of \$436.53
- 11. Town Manager Report
    - a. Bonded Employees
    - b. Consider rescheduling November 5 Select Board Meeting due to election.
    - c. Town Office Closure - Friday, October 18
  - 12. Board Member Reports
  - 13. Public Comments
  - 14. Executive Session - Personnel matters: 1 M.R.S.A. § 405(6)(A)
  - 15. Adjourn
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Contact: Bryce E. Cobb, Interim Town Manager (townmanager@waynemaine.org 207-685-4983) | Agenda published on 10/11/2024 at 4:44 PM

**A / P Check Register**  
Bank: Androscoggin Savings Bank

Type	Check	Amount	Date	Wrnt	Payee
P	23877	108,080.00	10/04/24	15	0078 Maine Tennis & Track
R	23878	10,000.00	10/10/24	15	0728 30-Mile River Watershed Association
R	23879	247.95	10/10/24	15	0257 Central Maine Power Company
R	23880	180.08	10/10/24	15	0257 Central Maine Power Company
R	23881	291.14	10/10/24	15	0424 Charter Communications
R	23882	128.02	10/10/24	15	0259 Consolidated Communications
R	23883	2,500.00	10/10/24	15	0112 Doyle's Tree Service
R	23884	263.27	10/10/24	15	0344 Emery, Deborah
R	23885	35.00	10/10/24	15	0443 Galouch's Waste
R	23886	335.00	10/10/24	15	0950 Haines, Stephanie
R	23887	344.13	10/10/24	15	0483 INLAND FISHERIES & WILDLIFE
R	23888	3,324.59	10/10/24	15	0270 Kyocera Document Solutions of N.E.
R	23889	232,915.37	10/10/24	15	0490 Regional School Unit No. 38
R	23890	1,500.00	10/10/24	15	0302 RJD Appraisal, Inc.
R	23891	1,063.50	10/10/24	15	0342 SECRETARY OF STATE
R	23892	3,041.84	10/10/24	15	0680 TREASURER, STATE OF MAINE
<b>Total</b>		<b>364,249.89</b>			

<b>Count</b>	
Checks	16
Voids	0

Town Manager Job Description  
Town Manager Hiring Advisory Committee  
DRAFT 10/07/24

**Nature of Work:**

The position of Town Manager in Wayne requires responsible leadership work as the Chief Executive and administrative official of the Town. The Town Manager is under the direction of the Select Board and is responsible to the Select Board for the effective and efficient operations of all departments and offices over which the Select Board has control, excluding those administered differently pursuant to town ordinance. Performance must be in accordance with Maine Statutes and local ordinances.

Work involves planning, budget making, problem solving, supervising a staff, managing multiple projects simultaneously, and organizing with the authority to make decisions as well as delegate to others. Although governed by policies, the Manager must be flexible enough to deal with unique situations.

**Essential Duties and Responsibilities:**

**General**

- Execute all ordinances of the Town and enforce municipal and State codes.
- Stay current on laws, regulations, funding sources and best practices of town government administration. Identify service and policy needs of Wayne, including those identified in the Comprehensive Plan, and bring them to the attention of the Select Board with recommendations for action. Make recommendations to the Select Board for the more efficient operation of the town.
- Attend all meetings of the Select Board, prepare its agendas, provide supporting documents and information pertinent to agenda items and provide for draft minutes for Select Board review and adoption. The Town Manager may attend meetings when the manager's removal is being considered.
- Prepare the warrants for and attend annual and special town meetings and hearings. Ensure all meetings are legally noticed as required.

**Financial**

- Prepare annual budget for submission to Select Board and Budget Committee.

- Manage the budget and oversee the accounting of all monies of the Town. Keep the Select Board and the residents of the town informed about the town's financial condition and assure all required reports are submitted.
- Use generally accepted accounting principles, work with others to prepare for audit and work with the auditor in the performance of the Town's independent audit, all to ensure successful audits.
- Monitor administration of tax anticipation borrowing or bonding.
- Prepare federal, State and non-government grant proposals and administer and complete reporting for grant programs.
- Prepare an annual work program and an annual report of the previous year's activities for presentation to Select Board and citizens of Wayne.

### **Human Resources**

- Unless otherwise provided by town ordinance appoint, subject to confirmation by the Select Board, supervise and control the employees of the Town and other Town officials as directed by the Select Board. This does not include members of boards, commissions, committees and single assessors appointed by the Select Board.
- Provide effective supervision and guidance for all Town employees reporting to the Town Manager. Evaluate, decide on promotions, set work schedules, provide discipline, and ensure a healthy work environment in the Town Office.
- Recommend the annual salary schedule of Town employees for the Select Board's consideration.
- Have exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the Select Board.

### **Public Relations**

- Maintain sound public relations between the Town and its citizens, the press, other federal, state and local governmental agencies, non-governmental organizations and the general public.
- Maintain contact with the public by handling suggestions, complaints and information requests. Assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.

### **Additional Roles of Town Manager**

- Act as purchasing agent, including contractual services, for all municipal departments, except the school department, and oversee the bid process on major purchases.

- Perform duties of the Town Health Officer, General Assistance Administrator, Road Commissioner and any other separate municipal office appointed to by the Select Board.
- Coordinate the legal matters of the town under the direction of the Select Board and with the aid of the Town Attorney when needed.
- Maintain positive interaction with numerous town committees and provide assistance as directed by the Select Board.
- Perform all other duties assigned by the Select Board.