



**OWLS HEAD
BOARD OF SELECTMEN MEETING
Minutes
December 21, 2020 @ 4 pm
ZOOM (COVID-19)**

CALL THE MEETING TO ORDER:

4:00 pm Chairman Thomas Von Malder calls the meeting to order at 4:00 pm. Also present were Gordon Page, Treasurer Pam Curtis, Bob Hirsch, Bill George, Secretary Eleanor Stone and Steve Betts.

Selectman Linda Post was unable to attend due to issues accessing ZOOM.

APPROVE MEETING MINUTES:

MOTION: 4:03 pm Gordon makes a motion to approve the minutes as corrected for the meeting on December 07, 2020 with the changes. Tom seconds that motion.

VOTE 2 in favor – 0 opposed

OLD BUSINESS:

Richard Carver presents two letters to the Selectmen. The first letter is requesting a change of work order on the present contract in hopes for Prock to finish the drudging in the future. The second letter is requesting an extension from the Land and Water Conservation Fund. The letter to Doug Beck needs to be approved and sent to the State.

MOTION: 4:03pm Gordon makes a motion to approve the letter to Doug Beck requesting an amendment to the agreement between the State of Maine and the Town of Owls Head for the Richard Carver Harbor Park Project. Tom seconds that motion.

VOTE 2 in favor – 0 opposed

Bob Hirsch from the Owls Head Budget Committee ask Dick Carver to clarify the budget amount of \$113,000. Dick Carver thought it was for \$125,000.

NEW BUSINESS:

Discussion about setting up a credit card for town business with Treasurer Pam Curtis. Pam contacted Accountant Wanesse Lynch about having an office credit card. Pam sent a document to the Selectmen with information on what is recommended. Maine Municipal

Association also provided Pam with information on the procedures used in other towns in Maine.

Selectman Page says that he asked budget committee's Bob Hirsch and Bill George to investigate the information provided. Bob Hirsch states that the documents sent by the accountant is much better than those sent by MMA. It is much more pertinent to our towns need. Bob asks if the town plans to have just one card for the office or one for everyone? Selectman Page says his opinion is to have only one card and it would be kept in the office under lock and key. Mr. Hirsch says that by having only one card in the town's name, we can avoid the State sales tax. His next question is "who can use the card?"

Selectman Page says that in the past few years as being a selectman, he has noticed that purchases have been made using personal credit cards and then being reimbursed. He says that he is not comfortable with that practice. He thinks that all purchases be made through the central location at the office. Both Hirsch and Von Malder agree with Mr. Page. Bill George asks the question if all purchases are made with the budget in mind, which brings to point the third question, "who has the preapproved decision?" Both Chairman Von Malder and Page agree that it should be the treasurer, Pam Curtis. Page asks the Treasurer what her comfort level is on being the one to question purchases. Pam said she is not comfortable with some purchases made through accounts like eBay like Fire Chief Frank Ross does a lot shopping through. Pam says that she agrees with having a credit card for purchases like having the ZOOM account.

Page brings up the point that these types of purchases make for more paperwork when it comes time to signing the warrants. Chairman Von Malder agrees to some extent but states that by doing it the way it is currently done; it gives a better breakdown of what the purchases are.

Bob says that with Bills help, he would like to go over policy sent by the accountant and make some modifications. He would like some feedback on putting limits on purchases. Chairman Von Malder recommends the amount of \$500 per transaction.

Treasurer Pam Curtis says that currently, she is the only person able to sign documents for the bank and recommends that at least one other person be added to sign.

Bob Hirsch makes the clarification that the main purpose for the credit card is to avoid employees from making a purchase then wait for reimbursement, not every day budgeted items. Bob says he will get back to the board at the January 19, 2021 Select board meeting with a new policy for the town.

ADJUSTMENTS:

PUBLIC COMMENTS:

OTHER BUSINESS:

APPROVE AND SIGN THE MUNICIPAL WARRANT:

MOTION: 4:50 pm Gordon makes a motion to approve the municipal warrants as signed and to pull any warrants that is questioned. Tom seconds the motion.

VOTE 2 in favor – 0 opposed

Tom points out that no warrants were pulled from the earlier warrants.

ADJOURN THE MEETING:

MOTION: 4:52 pm Gordon makes a motion to adjourn.

Tom seconds the motion.

Vote 2 in favor – 0 opposed