

TOWN OF WHITEHALL
P. O. BOX 529
WHITEHALL, MT 59759
JANUARY 14TH, 2019

The Whitehall Town Council held their regular meeting in the Council Chambers at 207 East Legion Street, Monday, January 14, 2019.

PRESENT: Council Members: Barbara Gagnon, Gary Housman, Jason Good, Logan Reiff, and Montana Rawson, Attorney Ed Guza, Mayor Mary Hensleigh, and Town Clerk/Treasurer Summer Fellows.

VISITORS:

Kevin Turman, Alison Richardson, Leonard Wortman, Katy James, Vera Jensen, Julie Jaksha, Lori Roys, Bridget and Dale Morse.

Mayor Mary Hensleigh called the Council Meeting to order at 7:00 P.M.

Roll Call was taken. All Council Members were present except for Francine Janik who was excused on an ambulance call.

The Pledge of Allegiance was recited.

AGENDA APPROVAL:

Montina Rawson made a Motion to approve the Agenda. Jason Good seconded the Motion.

THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES:

Montina Rawson made a Motion to approve the Agenda. Logan Reiff seconded the Motion.

THE MOTION PASSED UNANIMOUSLY.

REPORTS:

Mayor's Report:

Mayor Mary Hensleigh: I'd like to welcome everyone and wish you all a Happy New Year. We survived the first year and are on to year two. So, January 21st is a holiday, Garbage pickup will be Tuesday the 22nd. Please pull your garbage cans off the street after they are emptied. Starting tomorrow, after Council approval, the Judge will be here every other Tuesday morning (First and third Tuesday). I would like to clarify that I appointed the Judge, He was not elected. The February Council meeting will be on the 11th of February. We will be having a Council Board training session from 5-7pm. This is mandatory for all Board members. This training is done by Dan Clark of MSU Local Government. I would also like to say that Kory and Arnie will be in Great Falls for water school on February 21st and 22nd.

Officer's Reports:

Attorney's Report:

Ed Guza: You know, I worked on a couple contracts on the civil side of things and we are going to talk about those today. So, that's really my report, I guess I'll unfold as the meeting progresses.

Clerk / Treasurer's Report:

Summer Fellows: I'm going to start with some of the stuff my office is doing on a daily basis, on a weekly basis, monthly basis and yearly basis. Some of the things my staff and myself do is we have a revolving door of people coming in and out paying utility bills, dog licenses, business licenses and water, sewer garbage complaints and/or questions. People calling to ask questions, example, when is the dump is open? We are most of the Town's 411 when they need a phone number, they call us which is fine. If they need a County number, the number to the grocery store, they call us. It gives you kind of an idea of what goes on during our day. It gets to be very hectic, lots of people come in to say hi and we love it. It's a lot of the elderly community, a majority and sometimes they just want to come in, say hi and hang out. And that's why we are here, for the Town of Whitehall. Some of the other things we do are the daily deposits, record keeping, filing and taking complaints is a big thing with going and having to talk to somebody. We also do shut offs and have to collect money. Every day of running so called businesses, you know that mimic businesses. Things that we are working on non-stop (thanks to other people like Katy James and Montina on Ordinances) we are working on Ordinances right now. We are working on updating forms, I'm in the middle of a cemetery conversion finally so, hopefully at the Parks, Trees and Cemetery first meeting of the year, I'll be able to show them on the computer, the conversion, that part of it done. Also, end of quarter reports and fiscal year reports. We have a fiscal year and a calendar year that we deal with here. So we have two different years that we deal with. I'm now taking on the Clerk of Court, which I'm finding out is very time consuming when it comes to warrants and all that good stuff. I'm also in the process this week I'll be gone Wednesday to deal with TIF (TAX INCREMENT FINANCE FUND) up at the County level and I will be working with LaDana on Friday morning starting getting our annexations and boundaries lined. That another big project that I've been working on and have wanted

to complete. The Planning Board, Marty, there's a lot that we have been working on over the last couple of years so it's not just me. But, somebody's got to take this up there and get it followed through with. So those are just some of the things we do in our office when there's any questions on what we do. To continue, we have the annual financial report budget coming up this Spring, those things never go away. They are year after year.

Public Work's Report:

Kory Klapan: First I'd like to thank the people who helped take down the Christmas decorations. North Western Energy with the wreaths, put them up and took them down. Expert tree care put up our upper lights, anything high and Vigilante electric is taking them down for us. They volunteered their time for us so thanks. We do have pretty much all the Christmas decorations down. The bell Tower is still up, Town Hall is coming down in the morning and the wreaths are coming down tomorrow at 2pm. We did quite a bit of work at the Rec Complex cleaning stuff up, Whenever we have a water leak, I pile the wet dirt over there but got it all cleaned up and put back behind the baseball fields. The tilt trailer we bought from Three Forks, I've had to take back to Three Forks twice now for warranty. If it's unloaded, the tilt, going down the road will automatically tilt so I think they got it fixed this time. We did get six new Christmas displays that the high school cut out and painted. They look pretty good, I picked them up after Christmas but they'll be cool for next year. Another thing that I've been working on was last week, I had a water locate on Paul Gulch to do and it's a water main, so I started digging out maps at the old Town Hall, what a mess. So I've been going through and trying to categorize them somewhat. The only other thing I've got is our maintenance books that you guys asked for. So each piece of equipment, I've only brought the garbage truck one if you would like to see more you can. Every single thing we do on that piece of equipment will be written in the book. The other thing I've been working on is a schedule for this year. I planned on printing it out so it looked good, I haven't gotten that far but it's all written in here if you guys want to take a look at it.

Fire Chief's Report:

Fire Chief Jeremy Ward was not present at the meeting due to a call out, but volunteer Summer Fellows summarized the month for the Fire Chief.

Summer Fellows: Last year, for Rural and Town, we have taken about 115 calls but most of them were outside of the Town. There were maybe 15 in the Town for the last year. Jeremy was supposed to give me more stuff but I'm sure he got called out on this last call and did not get me the finished report. I will say today, I went out on call in the Town of Whitehall and I really was disappointed how rude people were. We have people pulling out of the Dollar store not watching the two flaggers that were out there. But, more importantly, I had people that were just going to go around me and hit an alley just because they thought they could. There were a couple close calls. When someone's got a fire truck there and a car there that's in a wreck, we've got EMT'S walking across the road, we have cops, we have fire fighters trying to do their job. Don't get mad at them. I had one guy decide that he was just going to speed right around me and I turned him in. Please everyone be patient.

Sheriff's Report:

The Sherriff's deputy was also on a call out and was not able to be present.

Committee / Board Reports:

Planning Board:

Gary Housman: We had a meeting on the 7th and all members were present. We had a consent agenda and we had election officers and the Chair is still Lori. Vice Chair is John Kriess, Secretary is Pat Peterson and Carilyn Jenkins. We adjourned after about an hour. That's it.

Water/Sewer/Garbage:

Montina Rawson: We had a meeting on Monday, January 7th. In attendance was Kory, Gary, myself, Dale Morse, Jason Crawford (Triple Tree Engineering) and Will Livingston (Hardrives).

We would like to note on garbage, excess garbage charges each week if you have excess garbage that does not fit in you can, is going over your can or next to your can is \$5 per pick up per week. So if it's a four week month, like most of them or for five, you're looking at \$20-25 dollars and an extra can is only \$18.00 dollars. So, if you consistently go over, you might look into getting an extra can. It will save you money in the long run. We discussed adjusting the garbage route. Arnie has got the garbage route to work as is and would like to leave the routes the same as they have been.

New business: PER (Preliminary Engineer Report): Jason finalized the PER with the changes to include using existing wells and the Town Hall building to house the water treatment plant. It will save the Town approximately \$300,000 from the original estimated cost of the PER to go this route. It would entail using existing wells and running a new line down the railroad easement and crossing Legion someplace near the City Shop for the firehouse well. The well on the south side would most likely have to have a new bore put under the railroad to run the line through unless plastic pipe would fit in the existing bore which Jason said he would check into. A new bore would cost approximately \$16,000 for a 6" jack and bore sleeved 12" or larger. Gary suggested if we have to drill a new bore to put in 8" pipe and an 18" sleeve in case we need to use the bore in the future. Montana Rail Link told Jason they would be willing to work with the Town on allowing us to use the railroad easement to get the water to the Town Hall building at 207 E. Legion. They said they would even be willing to write a letter to legislation confirming their approval of this method. Not having to run the water down Legion and using the easement would save the town approximately \$150,000 out of the \$300,000 that was mentioned in the total savings thus far. Kory spoke with the state regarding crossing Legion and was told most likely we would not have to use flow-able fill but we would have to re-asphalt the cut with MDT asphalt and they would like a flagging company to do the flagging when construction takes place.

CDBG Grant Application: Jason has the CDBG grant application ready, he is waiting on the Mayor to do put in her passwords and a signature to proceed.

Growth Policy and Capital Improvement Plan: Jason said the growth policy and capital improvement plan both need to be updated. He will help us with these and let us know when we should start that process so it is tabled for now.

Public Works Meter Repair/Backflow Preventers: Kory would like clarification from the council on a recommendation for in home meter repairs and backflow preventers. The recommendation from the committee would be clarification that the city is responsible for water service from the main to curb stop including the curb stop and the home owner is responsible from the curb stop to the house including the meters and valves. The committee also recommends stating all meters must be repaired by a licensed plumber or pulled by home owner and brought to Public Works for repair. Also, any backflow preventers should be up to standard set by public works director for the Town water system. The committee recommended Town employees are not permitted to enter residences or businesses to repair plumbing as they are not licensed plumbers.

Reline water tank and find curb stops: Kory would like to make a plan to get the water tank relined and look into finding and mapping all the curb stops in Town.

Line tracer: The Town does not own a line tracer for finding water lines when asked to do a locate or find curb stops. In the next budget, it would be suggested to look into buying one.

Streets/Alley/Sidewalks:

Montina Rawson: Gas Tax Money Project (East of Town Hall Drainage): Postponed to spring.

Maintenance Planner- Kory will have the maintenance planner ready for the Council at the Council meeting.

New Business:

Chip Seal Repair: The SAS committee met with Will Livingston from Hardrives for an update to the project this spring. Will took over the Whitehall project when general manager Stan Dugdale took a new job with another company. Montina read the email from Stan that outlined the needed repairs to the chip sealing Hardrives did in September of 2017. Will acknowledged the failure of the chip sealing and said they may need further repairs than Stan had noted to his crew will be in the spring most likely May to do a street sweep and evaluate the chip loss at that time. Kory asked for a week notice to let residence know to move their vehicles off the roads that they will be sweeping. He would like to catch the Whitehall streets when he does another project close to our area to help offset their costs. Will said they had a dispute with the company they got the chips from, the chips were piled too close to a screen plant and got a lot of dust on them so they didn't adhere as well as they could have. It was a combination of that and the time of year (cooler weather) that caused the chip sealing failure.

Public Comment:

Maxine Samuelson: This is in response to the Partners United for Life Saving Education (P.U.L.S.E.) Jefferson Valley Emergency Medical Services and Rescue presentation given by Sue Pullman at the December 2018 Council meeting. Jefferson Valley Emergency Medical Services and Rescue is a private business partially subsidized by County taxes. Does Jefferson Valley Emergency Medical Services and Rescue have a current Business License and have they had one for the past several years? This ambulance service has nothing to do with the Town of Whitehall in any other way other than, if someone from Town calls for an ambulance, they will respond. People in the Town of Whitehall are on limited incomes and have had recent increases in water, sewer and garbage. These increases are not done yet. The ambulance service is very similar to Century Link, Culligan Water Services, Dish, Direct TV, tree trimmers or insurance companies. They offer a service and you can sign up or not. Jefferson Valley EMS and Rescue Services will have to seek individual approval of each household and rental unit to see if those people want to subscribe to the service or not. And again, I don't know if they have a current Business License.

Mayor Hensleigh: Thank you Maxine. Is there any other public comment?

Katy James: I just want to speak on, and this has nothing to do with Summer or anything but I think appointing her as Clerk for the City Court is adding more work on her and I really truly think it should have been advertised for maybe a possible person who might be interested in a part time job or something that doesn't have a heavy load. Because, just like Summer said a minute ago, she has to do different things that the office handles that maybe it might be feasible to look at we hire a part time person to do that for the Court especially because Court is going to be here for a long time. It's not going away. So that's just a thought that I have, I think we need to separate that out. Thank you.

Consent Agenda:

Mayor Hensleigh: Consent agenda approval for Alison Richardson on the TIF board, accept Marty Keogh's resignation from the Planning Board, Summer Fellows business license for a storage unit sale, Planning Board approved a back-up generator going in at Jim Rabenstein's house, approved development permit at 3 Paul Gulch and approval of Dennis Sacry for his extension.

Montina: Can I just have a few questions for the consent agenda for the Planning Board?

Mayor Hensleigh: that will be in the discussion so we just need to motion first.

Montina made a motion to approve the Consent agenda as amended with Barbra Gagnon seconding.

Mayor Hensleigh: Discussion? Montina?

Montina: I just want to know on Jim's generator, you're having it installed by a professional electrician so it doesn't back feed into the system?

Jim Rabenstein: Oh yeah, it has an automatic transfer switch.

Montina: Ok, perfect. And I just wanted to clarify, they did have a few questions on the 3 Paul Gulch which is Lori Roys. Kory did locate for us, found the main and then also, I did call about the fiber-optic. Those were a couple questions that didn't get addressed and I think it needs to be known that we did look into it. So then I'm going to abstain from voting.

Mayor Hensleigh: Ok, any more discussion?

THE MOTION PASSED UNANIMOUSLY.

Presentations:

Julie Jaksha (Headwaters): Thank you so much for having me here tonight. I'm the Regional Director for Headwaters out of Butte Silverbow. We serve a seven County region. We do economic development throughout our seven County region. We do a lot of work and I just wanted to stop by and let you know the services we are able to offer and let you know a little bit about what we do. We're really excited about a new program that we were able to secure funding for. So, first of all we housed a small business development center within our organization and that is funded in part from the Montana Department of Commerce with Small Business Administration and of course Headwaters. We do a lot of one on one confidential counseling with small businesses. We guide them with the business planning process, the cash flow projections and marketing plans. Everything is done confidentially and we get a lot out of it. Lately, we've been focused a lot on buying/selling businesses, you see a lot of folks that are retiring, wanting to sell their business and not just let it go so we've been doing a lot of work on that. Something that I can share with you is one of the projects we worked on in the area that was successful was Subway. And I can share that because she signed off and wanted me to tell you that she's a success story of ours. That's just one example of how we counseled someone, guided them through the process, help them secure funding to build their new building and we continue to see them periodically to see how they're doing. That's just a service, that's just one piece of us. We also have a lending program of about 1.3 million available for lending opportunities used within the region. What that means is businesses can go to a bank, work through a bank if for one reason or another the bank is unable to do the entire project or fund the entire project, Headwaters can step in and assist with that project. So that's a real benefit to small business owners. We also have the farm program. Two years ago, we had the Food and Ag development center which some of you may be familiar with. We worked with growth through Ag clients but we lost the funding for that and that center was moved up to Great Falls. They have a center in Havre, why they put one in Great Falls I don't know but they took our center and moved it to Great Falls. So, we in turn started the Farm Program which is the Food Alliance of Rural Montana. We go out and do the same work with our growth through Ag clients and we've had a lot of success in this community and this County with consisting with growth through Ag clients and businesses. What we do there is very similar to the SBDC. We help them work on a Grant application that is due once a year. We provide one on one counseling and we help them with their business planning their projections all of that and we assist them to look for Grant opportunities. We worked with the Bausch Potato plant, which I know isn't in the community but they were a great example of someone that we assisted with helping them get the equipment they wouldn't be able to get and they were able to expand. So that's a great project. We also do the C.E.D.S. document (Comprehensive Economic Development Strategy) for the area, the entire region and that will be coming out. Joe actually has it completed which we are excited about and so the next two weeks you'll see us scheduling with communities, to come out and to brief everyone on those things that are important in your area that you put in to the C.E.D.S. document. Why that's important is when you go for Grant opportunities, you can reference the C.E.D.S. document so that they know that you've planned these projects, you've looked into them and have been thinking about them and it helps with the Grant application. That's another area that we help a lot with is the

Grant side of things. Joe, who is our executive director actually graduated with a Masters in Planning. So when you're going through your growth planning strategies, we can assist with that. We have a variety of options through the department of Commerce that we can help you with. So we can help with the planning side, they have a Big Sky Trust Fund which right now it's in legislative session to see what's going to happen with it but we are hoping for the best and those are programs that we assist you with. We help facilitate and help write the Grants and help you submit that. The really exciting news I wanted to share with you too is Barbie Durham was our colleague, she was our executive director and she's been with Headwaters, I've been there almost ten years and Barbie was on the Board prior to being our Executive Director. We lost Barbie last year and about a month after Barbie passed away, she had worked diligently ongoing out and securing the Brown's Field Project for us and she was successful. We were notified about a month after we lost Barbie that she was successful and that we got the Grant. What that means for you folks is we have 600,000 dollars in Brown's Field money that can be used for redevelopment of certain properties. For example, if you had petroleum you were worried about in the ground, lead maybe that you were worried about asbestos, any property that's going to sell. It has to be through a sales transaction. So, for example if I had a vacant building and I wanted to sell it to you and you say "I don't know if I really want it because it could be contaminated and I'm really unsure. I'd like to get testing done." That's what the Brown's Pell Grant is for to help you as the purchaser pay to get the grounds tested and to know what you're buying is ok. It's a really useful tool I mean, as you look around, the city I'm sure you can all probably name off two or three sites just by going through your mind. Like maybe gas stations that were here or automotive places that were here. Or maybe Lead based things. It's for the redevelopment for these properties and it's really exciting for this region because this will open the opportunity for a lot of sales of vacant properties for people who are nervous to take on. So, all you have to do is let us know if you have something in your community that you want to get involved with this program. They put together a committee of folks that will review the applications and then score them and then they will be awarded in that way. We're working with a couple different Firms to do the work for us and it is a great project. It's one of the best projects I've seen in a while come out as another tool for economic development and redevelopment. You can reach out to me, I've given Summer my business cards you can pick up after the meeting. We just want to let you know that we are here, we'd like you to utilize us. We get a lot of customers and clients from Whitehall and we work hand in hand with Jefferson local development Corp.. Tom has been fundamentally great to us as well as Tara. They were incredibly strong partners of ours and we continue to partner with them on all kinds of projects and trainings which you'll see us come to the community for. The last thing I wanted to leave with you is that we are putting together a lot of small business trainings so you will see us coming over into this area. I think we have a quick books class scheduled in Twin. We've been working with Tom to do the small business corp. here in the community. We're working on some stuff up in Boulder so there's some exciting news for Boulder coming too that I don't know from Tom because he's really excited. I just wanted to let you know that we're a service and we'd like you to reach out to us if you need anything or if we can help with anything. Any questions?

Mayor Hensleigh: Is the first step to get an application if you want a property checked out?

Julie: Yes, just go ahead and reach out to us and then, they're in the process of making the initial application but we've had some folks reach out. For time reasons they really need to get going. We hope to have the project opened up and ready by mid-February. So we're in the process of finalizing the things that the applicant would have to do and then we'll launch it in February. You'll see us set up some

meetings and Town Hall meetings to come back and let citizens know what it's about and how to utilize it.

Mayor Hensleigh: Thank you.

Unfinished Business:

A. Discuss Business Licenses, Nuisances, Streets, Alley's and Sidewalks.

Summer: I was thinking now that it's the first of the year that we'd start again, I don't think any of us are ready tonight. Katy? Montana?

Katy James: No.

Montina: No, I don't have anything ready yet.

Summer: Me neither, with the holidays and everything, I figured it's still there so for the next meeting we'll have it ready.

B. Discuss Council By-laws.

Summer: once again I've been working on this, our bylaws are out of date. We have some bylaws that aren't legal and I haven't had a Council Member reach out to me yet as far as anything that they like or don't like. I had it in your packet for the last meeting and once before that I believe. If you need another copy come in and see me, but just let me know what you guys want so I can get them done. It really protects you guys I mean as far as holding a meeting, executive sessions, etc.

C. Discuss and vote on contract and lease with the Jefferson County Sherriff's Department.

Montina made a motion to approve the Jefferson County Sherriff's Department draft for them to fill out and send back to the Council with Logan seconding that motion.

Summer: It is worked on, the contract and the lease. Craig could not make the meeting, he was out of town this week. So once you guys get a chance to look at it, I will send it to Craig tomorrow. Leonard, if you want a copy tonight you can get one. Then we can get it to the County Attorney and get it processed and back to us.

Mayor Hensleigh: Ed, did you want to go over anything?

Ed Guza: Yes, I just wanted to note that the statues require us to have an Ordinance or Resolution to approve the final contract. I understand what the motion is currently and I think because we're in a draft stage, we're not necessarily seeking that two-thirds approval vote during this particular meeting. I'm ok with passing a motion to get this moving and into the next stage of negotiation so Jefferson County can take a look at the lease and make a decision what to do. I don't have anything specific here but I can tell you that it was a commercial lease agreement that covers what I felt would be a regular normal, clauses that I see on a daily basis come up in leases and certainly if they need to be tailored to Jefferson County's specific needs, we can come back to the drawing board and work through all those issues and come up with an agreement that everyone can come to.

Mayor Hensleigh: Thank you Ed.

Montina: There's a couple changes on here, so the dates are incorrect. I don't know if you noticed that. Instead of titles 8,9,10, the ordinance for Municode should be chapters 26, 28 and 38 but, I thought we were going to try to get all Ordinances.

Summer: Right, and yes I think there is at the red line document.

Montina: It's under 1C. Montina reads 1C in the lease contract (see recording).

Summer: Right, and 8, 9 and 10 are no longer valid with Municode. So basically what we want in there is all Ordinances.

Montina: Other than the few things I noted on there, it looks good.

Mayor Hensleigh: Any more discussion?

THE MOTION PASSED UNANIMOUSLY.

New Business:

- A. Discuss and vote on hiring Giulio to run garbage service the end of February for two days while Public Works is at water school in Great Falls.

Montina made a motion to approve hiring Giulio's for two days and Jason seconded that motion.

- B. Discuss and vote on appointment of Judge Anderson for \$1,000 a month plus mileage. Court will be the first and third Tuesday of every month starting at 9:30 a.m.

Montina made a motion to approve the appointment of Judge Anderson with Jason seconding that motion.

Mayor Hensleigh: Discussion?

Montina: I thought we were going to do this at the 6 month term to see how we liked him?

Mayor Hensleigh: Yes, that's correct.

Montina: ok, so it's not the four year?

Mayor Hensleigh: No.

Montina: Ok, that's just how I read it in the packet.

Mayor Hensleigh: No, it's just until the end of the fiscal year.

Montina: Ok.

THE MOTION PASSED UNANIMOUSLY.

- C. Discuss and vote on hiring a third person for Public Works starting in the Spring.

Montina made a motion to approve hiring a third person for Public Works starting in the Spring and Logan seconded that motion.

Mayor Hensleigh: Discussion?

Montina: I'd like to see advertising in February.

Mayor Hensleigh: Yes.

Montina: Ok, with a starting date of April 1st on there or?

Mayor Hensleigh: Yes.

Summer: Anything on Weather? April 1st would probably be a good target date.

Gary Housman: Would it make any sense to have the applicant be required to have a CDL so he could help out with the garbage?

Mayor Hensleigh: Definitely. That can be included in the posting.

Gary: If we had one now we could take care of this garbage thing.

Mayor Hensleigh: Exactly.

Summer: True. Very true.

Gary: Ok well, are you going to put that in?

Mayor Hensleigh: Yes. If that's what you want, we certainly will.

Gary: I don't know.

Montina: I think it's a good idea.

Gary: Ok.

Summer: When I do that advertisement, I will put in a requirement of having a CDL.

Gary: And then train them on the garbage truck?

Mayor Hensleigh: Yes.

Summer: Yes, Arnie will.

Gary: Ok.

Mayor Hensleigh: Any more discussion?

THE MOTION PASSED UNANIMOUSLY.

D. Discuss and vote on a generic letter to start sending to residents on Ordinances that need to be followed.

Montina made a motion to approve the generic letter to send out to residents with Logan seconding that motion.

Mayor Hensleigh: Discussion? I'll have Montina read the letter.

Montina reads letter (refer to recording).

Mayor Hensleigh: Any more discussion?

Ed Guza: I have just one question if that's ok?

Mayor Hensleigh: Certainly.

Ed Guza: Ok, so it's talking about making contact with the Town Office and also performing certain acts. Is that the plan? If they're going to contact the Town Office and also at that time having performed the certain acts that it required on this letter?

Summer: Yes, and basically it's like most Town's do. Usually if I need the Deputy's once the contract is signed, I need a letter served because they won't pick it up from the mail and they will at that time do that. If they have time, it's not a priority on their part but, yes. And if they don't follow, then that's when they get turned over to your office for you to go forth with.

Ed: To pursue it.

Summer: Yes. The idea is to give the resident the opportunity to make everything right.

Ed: Ok.

Summer: We're not going to send out letters right away saying, "you're fined" no, it's just to say, "Hey, this is going on".

Ed: I would probably then say, "to avoid further enforcement, you must perform the following acts within X amount of time." I would add that so there's some cut off, maybe it coincides with the date of the contact of the Town.

Summer: We can change that in the document and then I can email it to you.

Ed: That's perfect.

Mayor: Anymore discussion?

MOTION PASSED UNANIMOUSLY.

- E. Discuss and vote on clarification on water meter protocol. (From the main to the curb stop is the Town's responsibility. From the curb stop to the house is the owner's responsibility. This means the owner is responsible for parts and repairs).

Montina made a motion to approve the water meter protocol and Jason seconded that motion.

Mayor Hensleigh: Any discussion?

Gary: I've got something here. We know the City owns the curb stop right?

Mayor Hensleigh: Kory you can come up to the podium so you can answer some questions.

Gary: Ok Kory, the City owns the curb stop so it should be from the curb stop to the residence that's theirs right?

Kory: So, the Town owns the curb stop. So if the curb stop fails and the curb stop leaks the Town takes care of it.

Gary: Right. Now the home owner owns the line, from the curb stop to their residence. Ok then, we had quite a discussion at our meeting. Parts and repairs for the water meter are available at the City at cost right?

Kory: Correct.

Gary: But, we should make it known that the City doesn't have jurisdiction to go into the house.

Kory: Correct.

Gary: We need to get a licensed plumber to go into the house if the meters in the house.

Kory: Correct.

Gary: And repair the meter or exchange it. Do we have a couple on hand? Two or three?

Kory: We do and I don't think we should turn the residents loose changing freeze plates and stuff like that. It has to be a licensed plumber. Or if they want to take the meter out and bring it to us, we can do a repair at the shop and they can install it back in their house.

Gary: But the City owns the meter?

Kory: Correct.

Gary: So, I don't know how to say this but I think we should have a licensed plumber change it or exchange it. We have new ones. Just pick up one here, rebuilt or whatever and stay out of the house completely. Then whatever parts it take to fix it, they have to pay for the parts and at cost right?

Mayor Hensleigh: Right.

Kory: Correct.

Gary: So, are you going to put that in the water bill?

Summer: When I redo the utilities, we are going to send them in for recodification and have it be more clarified.

Gary: Ok. Anything else?

Kory: My question is, so the standard of backflow preventer and a ball valve, are we going to supply them at cost to the plumber to put in? Or what are we doing there?

Gary: I don't know how to do that.

Summer: I don't think we can tell somebody, in their residence lawfully what they can or cannot put in.

Montina: We could make them have a minimum requirement and they can buy it from someplace else.

Summer: Right, but we can't tell them. The licensed plumber is going to know. Example, if they call McLean, he's going to know. It wasn't too long ago there was a Municipality that bought a house for

this very reason. And that was because the Public Works guy went in, he thought he had it fixed, he left the house flooded, the people were gone for the weekend and they got a brand new house.

Kory: Well, I think we're all in agreement on us not going in there at all. It's a licensed plumber. That isn't even a question, my question was the back flow and the pressure preventer.

Gary: How can we put that in writing with your water bill, the backflow preventer is required by the City?

Kory: And what type? What standard?

Montina: So, in our minutes it said, "The committee also recommends stating all meters must be repaired by a licensed plumber or pulled by home owner and brought to public works for repair. Also, any backflow preventers should be up to standard set by public works director for the town water system".

Kory: Perfect.

Summer: Ok.

Mayor Hensleigh: Any more discussion?

MOTION PASSED UNANIMOUSLY.

F. Vote on having advisory boards pick up a key the day of the meeting and returned the next day. (No exceptions please)

Montina motioned to approve having Advisory Boards pick up a key the day of a meeting and return the next day. (No exceptions please) with Logan seconding.

Mayor Hensleigh: Discussion?

Montina: I think it should be the board chair person.

Mayor Hensleigh: Ok, duly noted.

Summer: And it will be on a "big something" so it cannot be lost and there will be no exceptions. If it's not picked up, nobody's coming in at 5 o'clock to let anybody in.

Maxine Samuelson: You know it can be difficult for the chair person.

Mayor Hensleigh: Maxine, just hold on.

Summer: So anyway, it was my fault. There was a Planning Board meeting recently and I'm not on the Boards anymore so I totally spaced out having to get a key for them to get in. So that's my fault. Angela was able to run a key over and have it here by 7:02 p.m. But that being said, we have so many people that are on the Advisory Boards that don't necessarily think about it and then we have these keys out that we don't know where they're at or they don't get turned back in or they get lost. So, I'm putting a key on something big, they'll have to check it out the day of the meeting before 5 o'clock and then they'll have to turn them back in, 24 hours later, the next day. No exceptions.

Montina: Will we have a sign in sheet?

Summer: Yes.

Mayor Hensleigh: Gary?

Gary: Why don't you have one you can throw in your box out there?

Summer: They'll be able to leave in the box if they need to, absolutely. Great idea.

Mayor Hensleigh: That will work. Maxine?

Maxine: Ok, like Steve Antonioli is on the board but, could Katy do it? Like say if Steve were at work, Or I'm working now and you know, maybe Katy's available to pick up a key or someone on the Pool Commission or whatever. I think to limit it to the Chairperson is too restrictive.

Katy James: Chairperson or designated Chairperson?

Montina: Whatever ones the most comfortable with you. If you have too many hands I feel like it's going to get lost.

Summer: If it's not going to be the Chairperson it needs to be a designated person. I'm not going to have 15 people coming in for the same board at different times. It's going to be somebody who's going to be held accountable for the key.

Mayor Hensleigh: The Chair can designate somebody.

Summer: Absolutely.

Mayor Hensleigh: That's totally workable.

Maxine: Ok.

Mayor Hensleigh: Anymore discussion?

MOTION PASSED UNANIMOUSLY.

XII. BILL CLAIM APPROVAL LIST TO BE SIGNED BY ALL COUNCIL MEMBERS

MOTION PASSED UNANIMOUSLY.

Adjourn:

Gary Housman made a motion to adjourn the Council Meeting. Montina Rawson seconded the Motion.

Mayor Hensleigh adjourned the meeting at 7:49 P.M.

Mayor Mary Hensleigh

Date

Clerk/Treasurer Summer Fellows

Date