

AGENDA

SELECTMEN'S/ASSESSORS' MEETING

Tuesday, January 5th, 2021

ONLINE INTERACTIVE

6:30 p.m.

**THE BOARD MEETING WILL BE ONLINE ONLY. WE ASK YOU JOIN
AND LIMIT YOUR CONVERSATIONS AS WE NAVIGATE THE NEW
WAY OF MEETINGS. THE ZOOM LINK WILL BE POSTED TUESDAY
MORNING ON THE WEBSITE AND LIST SERVE**

1. Call Selectmen's Meeting to order
2. Public Comment, please e-mail comments to the Town Manager or wait to be recognized on zoom
3. Approve minutes of Tuesday, December 15, 2020
4. Approve Treasurer's Warrant dated Tuesday, January 5, 2021
5. Approve the tapping of maple trees on Town property
6. Discussion and vote on donation to Maine Ombudsman of 1K from the IC Thurston Fund
7. Approve the Personnel Policy Updates to include Earned Paid Leave
8. Approve the sale of the 02 Volvo
9. COVID-19 updates
10. Other Business
11. Town Manager's Report
12. Selectmen's Report
 - a. Broadband Committee
 - b. Aging in Place Committee
 - c. Food Ordinance Committee
13. Future Agenda Items
14. Adjourn

Agenda Notes

January 5th 2021

#5: Well, this one makes us think of Spring! Abe Knight is requesting permission to tap trees again this year. The BOS have indicated in the past this should be a yearly request, so Abe will be requesting.

#6: Attached you will find a letter from the Maine Long-Term Care Ombudsman that Clark Hooper dropped off the other day. Clark and his wife have been doing this for many years and I have heard great things from Union residents about how much help they give everyone.

I am suggesting the Town use 1k from the IC Thurston fund to help support our elderly.

#7: The Earned Paid Leave act has caused some confusion and unnecessary cost to municipalities, basically causing us to re-write our vacation and sick policy. If the law were written better, we could have simply added one paragraph to include the ambulance folks and other PT workers, butttt.

Since Amanda Meader re-wrote our PP last year, I had her update it to meet the law as we see it right now. Not everyone is 100% sure of the rules and regulations, but this captures what most are saying is needed to be done.

Most of the cost is borne by the EMS department, it was not budgeted for and probably will have about 2.5 cost through June 30.

#8: With the arrival of the new Western Star we need to dispose of one of our older trucks. We were first going to have the Sterling sold, however the Volvo just threw some turbo codes and instead of dumping sewer grates into it we should dispose of it.

It is currently not running so I would not expect a very high bid on it, maybe 2 or 3K tops. We are going to weigh it out and see what junk prices will bring.



The Maine Long-Term Care
OMBUDSMAN
Program

61 Winthrop Street • Augusta, ME 04330
1-800-499-0229 • Fax 207-621-0509
MLTCOP@MaineOmbudsman.org

Dear Friend,

The Maine Long-Term Care Ombudsman Program (LTCOP) staff and volunteers take pride in the direct services we provide, across the state, to residents in nursing homes, residential care, assisted living and home care. We treat those we serve with the same dignity and care as we would our own family. We are dedicated to ensuring that high quality care, safety, and rights are maintained for every individual we assist. Each year, we help thousands of older adults and adults with disabilities and their families, navigate access to needed care both in long-term care facilities and home care. When help is needed, we're here to help you and your family.

Today we are asking for *your* support.

COVID-19 has changed all our lives. For those in long-term care facilities, it has meant restrictions we couldn't have imagined a year ago including restricted visitation, with a long separation from loved ones. For both residents and their families, it has been agonizing to be apart: phone calls, letters, and video chats can't replace in-person visits. Tragically, for some the pandemic has meant severe illness and even death. Our condolences go out to those who have experienced such loss.

When Maine announced its first case of COVID-19, LTCOP took immediate action. With long-term care facilities on lockdown and our staff and highly trained volunteers no longer able to perform onsite visits and complaint investigation in person, we knew we had to quickly reach out to all facilities, staff, residents and their families. We sent letters reassuring everyone that LTCOP was still only a phone call away. For those residents to whom we provide regular support, we reached out by phone as well - checking in on how they were doing and seeing if they needed anything. Additional calls took the place of monthly onsite visits for facilities and soon we were regularly checking in with all of Maine's long-term care facilities by phone.

Our work didn't stop there - we partnered with The Office of Aging and Disability Services, the Division of Licensing and Certification and Maine CDC to carry out surveys critical in determining infection control practices in long-term care facilities. We reached out to collaborate with hospitals, home care agencies and long-term care facilities to assure coordination of services during the pandemic.

More recently, we've hosted webinars for families of residents to provide information and support regarding COVID-19 restrictions. We've answered questions and solved problems.

We're all in this together.

I hope you'll consider supporting our work with a financial donation today. Only give if you can - we know times are uncertain and many people are struggling. If you are able to give, thank you.

You can be a part of ensuring people in long-term care facilities are treated with high quality care, kept safe, and that their rights are protected. Please join us.

Sincerely,

Brenda Gallant

Executive Director

State Long-Term Care Ombudsman

5.2 Holiday Pay for Day Off

Employees shall receive a regular day's pay at straight time rates if the holiday falls on the employee's regularly scheduled day off. Part-Time employees shall receive holiday pay based on a percentage of their average weekly hours.

ARTICLE VI – VACATIONS/Paid Leave (See Appendix A for current benefit details)

6.1 Applicability

Vacation privileges are available to full-time and regular part-time employees only. Paid leave privileges are available as set forth in Article 6.3 below.

6.2 Vacation Policy

Each full-time employee shall be awarded vacation time in accordance with Appendix A. Vacation shall begin to accrue during the first month of employment. All vacations must be scheduled and approved through the Town Manager well in advance.

Vacation time shall be computed on a monthly basis. For full-time employees only, up to two times the eligible vacation time earned may be carried forward. Any additional accrued vacation will be forfeited unless special circumstances, such as the inability to take vacation due to work requirements, are noted and forfeiture is waived by the Town Manager.

For employees employed at least six months but less than one year, vacation time will be pro-rated based upon the portion of the year that was not part of the employee's probationary period.

Temporary and probationary employees shall not be entitled to vacation time. Regular part-time employees are entitled to vacation time (See Appendix A for current benefit details).

Any vacation time accrued as of the date of adoption of this Policy will be unaffected by adoption of this policy.

6.3 Paid Leave Policy

All employees will earn one hour of paid leave for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at the start of employment, but no employee may use paid leave time before the employee has been employed for at least 120 days during a one-year period.

Once an employee has been employed for 120 calendar days in a one-year period, s/he may use earned paid leave for any reason and can use it in increments of 1 hour. Earned Paid Leave will be paid at the employee's regular rate of pay.

Absent an emergency, illness or other sudden necessity for taking earned leave, an employee shall give reasonable notice to the employee's supervisor of the employee's intent to use earned leave. Use of leave must be scheduled to prevent undue hardship on the employer as reasonably determined by the employer.

In the event of termination, any unused accrued leave, up to 40 hours, will be paid to the employee at the time of separation.

ARTICLE VII – SICK LEAVE

**APPENDIX A
VACATION SCHEDULE**

I. FULL-TIME EMPLOYEES

A. After completing one year of continuous service - ~~two weeks~~one week

One week = Five (5) working days

B. After completing seven years of continuous service - two weeks

Two weeks = Ten (10) working days

~~B.~~ _____ f

C. After completing ~~seven~~fifteen years of continuous service - three weeks

Three weeks = Fifteen (15) working days

_____ f

~~C. After completing fifteen years of continuous service - four weeks~~

Four weeks = Twenty (20) working days

II. PART-TIME EMPLOYEES

- A. After completing one year of continuous service, a regular part-time employee is eligible for ~~two weeks~~one week's vacation based on the average number of scheduled hours that employee worked each week during the prior year.
- B. After completing seven years of continuous service, a regular part-time employee is eligible for ~~three~~two weeks' vacation based on the average number of scheduled hours that employee worked each week during the prior year.
- C. After completing fifteen years of continuous service, a regular part-time employee is eligible for ~~four~~three weeks' vacation based on the average number of scheduled hours that employee worked each week during the prior year.