

Worksession Minutes

April 23, 2020

7:30 pm

Present: Mayor, Councilmembers Radloff, Watson, CM Bryner joined meeting around 8:00 pm, Munyeneh, Garcia and Fry. Town Administrator-Dylan Galloway, Director of Public Works- Steve Brayman, Town Treasurer-Melanie Friesen and Town Clerk-TC Hegeman.

Pledge of Allegiance

Cheverly Dog Park *Jordan Exantus* of M-NCPPC updates Mayor and Council about the process of creating the dog park. The town should submit a letter to the Director of Parks and Planning explaining why the dog park is desired and the town's enthusiasm in pursuing this project. M-NCPPC would build the dog park and the town would manage it. *Laura Connelly* acting Supervisor for Parks & Planning gave more information about the process. It must be vetted internally before we can move forward. She spoke to Land Acquisition today and they supported 1-2 acres and could possibly support the entire 12 acres.

Motion to Support Moving Forward and Formalizing the Process for Working with Park & Planning for the Creation of a Cheverly Dog Park: CM Garcia, seconded by CM Radloff. Approved unanimously.

COVID-19 Report Town Administrator gives Mayor and Council update.

Underground Storage Tank Director Brayman explains where he is in the process and his interactions with MDE.

SHA 202 Project *Mayor* we've been working on pedestrian and vehicular safety for some time along route 202. Mayor discussed proposed options to keep people safe.

Deferred Compensation Town Administrator and Treasurer discuss the town's liability and anticipated amounts for current participants for the next fiscal year. *Town Administrator* I recommend capping the 457 contribution at 15% of salary. *Treasurer* employees can max out their contributions, but the town would only match the first 15% of the contribution.

Mayor please send your questions to me and Mr. Galloway by the close of business on Monday.

Budget Town Administrator expounds on the budget. Director Brayman discusses the price savings on the purchase of uniforms and trash trucks. The trash trucks are almost 30 years old and he would like to order a second trash truck with Gran Turk since they will honor the first bid price of \$175,000 for both trucks.

Mayor when do we need to pay? Do we have time to compare finance options? Would there be any audit issues with the purchase?

Town Administrator and Treasurer no audit issues. None that I can think of.

Director Brayman payment is due when the truck arrives and will look at other financing. We will not go with Gran Turk financing. I'm asking for an exception to the Procurement Ordinance.

Motion to Make an Exception to the Procurement Process for the Purchase of a Trash Truck for Fiscal Year 2021: CM Radloff, seconded by CM Watson. Approved unanimously.

Motion to Authorize Mr. Galloway to work with Mr. Brayman to Purchase of a Gran Turk Trash Truck as Outlined in a Previous Bid and Achieve the Most Advantageous Financing: CM Watson, seconded by CM Fry. Approved unanimously.

Director Brayman discusses uniform contract.

Motion to Make an Exception to the Procurement Process to Allow Sourcewell Sourcing with Unifirst for Uniforms for Public Works: CM Garcia, seconded by CM Bryner. Approved unanimously.

Motion to Authorize Town Administrator Galloway and Director Brayman to Negotiate a Five-Year Contract with Unifirst for a Redress and Uniform Services for the Department of Public Works: CM Radloff, seconded by CM Munyeneh. Approved unanimously.

Town Administrator updates on:

1. Boyd Park Bench estimate of \$10,000.
2. Project Open Space extension
3. Air Quality Project
4. Accounts Payable research
5. Public Works vehicle replacement this year of \$250,300. It consisted of a backhoe payment, a refuse truck, and a work truck that Public Works purchased.

Director Brayman discusses storm drain strategic and tactical plan focusing on storm water management, ground water and storm drainage.

Town Administrator would like feedback on the different salary options for staff.

The suggestions are:

1. 1%– 2% Cost of Living Adjustment (COLA) for all employees
2. Step (Merit) increases
3. Give all employees \$1000 on a one-time basis
4. Freeze all salaries

Mayor and Council discuss the various options without a consensus.

CM Bryner would like to discuss the legal fees. We have one of the lowest attorney rates and one of the highest budget lines. I would like us to reduce that line item for the next budget year and take steps to investigate entering into an agreement with a new attorney. I would like to make a Motion for an RFP for a Town Attorney to take a look at what other attorneys propose and look at their rates and how they operate.

Motion to Draft and Release an RFP for Legal Services for the Town within the next 30 Days: CM Bryner, seconded by CM Garcia. Approved 4-2. CM Radloff and CM Watson opposed.

Mayor strongly disagrees and believes this Motion is out of order because this is a budget meeting not a hiring meeting.

Census Mayor there is an interactive map that shows which of our areas need attention.

CM Fry please join us Sunday from 2:00 – 3:00 pm on a Zoom call discussing different ways to engage online.

Motion to Adjourn: CM Garcia, seconded by CM Fry. Approved unanimously.

11:51 pm