

Town of Seven Devils
Planning Board Minutes
Regular Meeting
June 19, 2018

The Seven Devils Planning Board met on Tuesday, June 19, 2018 at 5:30pm at Town Hall. Members present were Chair Butch McLean, Vice Chair Jack Byrnes, George Ehlinger, Bob Haugh, Brady Sasse, Frank Sell; Barry Isquith was absent. A quorum was met. Also, in attendance was Town Manager Debbie Powers and Town Clerk Hillary Gropp recorded the minutes.

Call to Order

Chair McLean called the meeting to order at 5:30pm.

Adopt Agenda

Chair McLean asked for a motion to adopt the agenda. Member Sell made a motion to adopt the agenda; Vice Chair Byrnes seconded the motion. The members agreed unanimously.

Approve Minutes May 15, 2018

Chair McLean asked for a motion to adopt the minutes of May 15, 2018. Member Sasse made a motion to approve the May 15, 2018 minutes; Member Sell seconded the motion. The members agreed unanimously.

Administrative Comments

Town Manager Powers reported the CLUP – Comprehensive Land Use Plan that the Planning Board recommended to the Town Council, was indeed approved at the Town Council meeting of June 12, 2018.

To date, there has been no further communication/activity from Hawksnest on Re-Zoning request; there has not been any application re-submittal.

Old Business-None

New Business

- a) Tree Ordinance – As part of the Town’s goal to attain the Tree City USA designation, the Tree Ordinance needed to be updated to include verbiage of tree protection on public lands. The language is in line with the recommendations from the Arbor Day Foundation and other local municipalities. Some of the Town’s public lands include Otter Falls & Town Hall.

Town Manager Powers reviewed the additions to the Tree Ordinance with the Planning Board.

Vice Chair Byrnes made the motion to accept the updates to the Tree Ordinance and forward to the Town Council for final approval; Member Sell seconded the motion. The members agreed unanimously. **~CLOSED~**

- b) Employee Handbook- After a recent review of the Employee Handbook, it was deemed necessary to make updates in accordance with Public Employment Law. The updates of topics include: Equal Employment Opportunity Policy, Outside Employment, Harassment Prohibited, Supplemental Retirement Benefits, Holidays, Sick Leave, FMLA (Family Medical Leave Act), Separation & Reinstatement, Discrimination and Adverse-Action Appeal Procedure, Travel Policy, Other Policies – Technology & Social Media.

Town Manager Powers reviewed the updates to the Employee Handbook with the Planning Board.

Upon discussion amongst Planning Board members, suggestions for clarification with wording occurred on:

Page 21. Section 4. Sick Leave g) to add the word *consecutive*, the sentence now reflects *after missing five consecutive days of scheduled work*.

Page 38. Section 4. Other Policies c) Social Media Policy to add the wording *does not maintain* the sentence now reflects *The Town does not allow or use and does not maintain any Social Media sites*.

Vice Chair Byrnes made the motion to accept the updates to the Employee Handbook and forward to the Town Council for final approval; Member Sasse seconded the motion. The members agreed unanimously. **~CLOSED~**

Citizen Comments

Mayor Larry Fontaine, who was in attendance in the audience, commended the Planning Board for their efforts on recent business items, including the updated CLUP – Comprehensive Land Use Plan. He stressed the importance of dealing with any future items of Planning Board business with truthfulness & integrity, even when an issue is controversial.

Member Comments

Chair McLean gave a reminder to all that SafetyFest will be on June 30, 2018; volunteers are needed. For more details view the 7D website or call Town Hall.

Adjourn

Member Sell made the motion to adjourn; Member Sasse seconded the motion. The members agreed unanimously. The meeting adjourned at 5:50pm.

Butch McLean, Chair

Hillary Gropp, Town Clerk

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