

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM**

**Quorum noted**

**5:00 PM:** Meeting called to order by Chairman Moynahan.

**Roll Call:** Mr. Moynahan, Mr. Dunkelberger, Mr. Murphy, Mr. Beckert and Mr. Hirst.

**Pledge of Allegiance recited**

**5:02 PM** Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen enter into executive session as allowed by 1 M.R.S.A. § 405.6.A "Discussion or consideration of the employment, appointment..." Personnel issue.

**VOTE**

**4-0**

**Chair concurs**

Mr. Fisher asked if he could ask the nature of this executive session.

Mr. Moynahan said yes; that it was the discussion or consideration of the employment, appointment...personnel issue.

Mr. Fisher asked, if the public were present, would it jeopardize the person's individual rights.

Mr. Moynahan said that any discussions that warranted decisions, then this Board would come out of executive session and make those in open session; that the conversation before that would be in a private setting.

Mr. Fisher asked, with that kind of topic, would it hurt the individual's rights as a citizen.

Mr. Moynahan said that it had the ability to and that was why they were entering into executive session.

**5:20 PM** Out of executive session.

There was no action taken.

**Moment of Silence observed**

**Approval of Minutes of Previous Meeting(s)**

**5:21 PM** Motion by Mr. Hirst, seconded by Mr. Beckert, to approve the minutes of November 1, 2012, as amended.

**VOTE**

**4-0**

**Chair concurs**

Motion by Mr. Dunkelberger, seconded by Mr. Beckert, to approve the minutes of November 8, 2012, as amended.

**VOTE**

**4-0**

**Chair concurs**

**Public Comment:**

**5:25 PM** There was no public comment.

**Department Head/Committee Reports**

**5:26 PM** Mr. Blanchette said that the lawsuit of the Town of Eliot v. Mr. Bogannam was done. He said that Mr. Bogannam has removed the structure and the Town

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attorneys filed documents (this morning) to stop the enforcement action because there was no longer any enforcement action to take care of. He added that he didn't know if the Board just wanted to recognize it or make a motion to drop the lawsuit.

The Board, by consensus, recognized that the lawsuit against Mr. Bogannam was stopped.

Mr. Blanchette said that they could have gone after him for court expenses but, as the attorney said, when there was no enforceable action for the judge, it might be frowned on.

Mr. Blanchette said that he just received from Ms. Nash that the school board would prefer to meet with the BOS on Thursday, January 10<sup>th</sup> at 5 PM to 5:30 PM so, if the Board would want to do that next Thursday at 5 PM, then they would do that, or, on the 24<sup>th</sup> at 5 PM.

The Board agreed to have the school board in on Thursday, January 10<sup>th</sup> at 5 PM.

**5:35 PM**

Mr. Moulton said that he had 54.5 hours above and beyond the limit that was allowed to be carried over so, essentially, he had one week and a little extra to be carried over the ten days that was allowed by policy. He said that he would like to enquire with the Board to see if they would allow him to carry it over or wished to pay him for those hours.

Mr. Moynahan said that one concern he had was that vacations were set up to give employees breaks and should be utilized during the calendar year. He added that that was the only comment he would make and he always would, when it came to this situation.

Mr. Beckert asked what the employee preferred.

Mr. Moulton said that he would like to take some extra time but he didn't know if it was going to happen. He added that, at the beginning of each fiscal year, he added his vacation so, as of this pay period, he added his regular two-week's pay so that would give him five weeks of vacation to take over the course of 2013. He said that he did take vacation last year but he didn't take enough.

Mr. Hirst asked what their policy said in this regard.

Mr. Moynahan said that ten days were allowed to be carried over, by policy; that that was the only thing it spoke to.

Mr. Blanchette said that anything further had to come to the BOS.

Mr. Hirst asked if they had precedent for having done this in the past.

Mr. Moynahan said two weeks ago for another employee.

Mr. Beckert moved, second by Mr. Murphy, that the Board of Selectmen allow the Public Works Director to carry over the extra hours above and beyond the set policy number.

Mr. Dunkelberger said that he wanted to encourage Mr. Moulton to take a vacation.

**VOTE**

**4-0**

**Chair concurs**

**New Business (Correspondence List):**

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**5:37 PM**  
**#1**

TO : Board of Selectmen  
FROM : No correspondence  
REF : Joint meeting with Budget Committee – Public Works

Mr. Moulton said that there was an increase and, as requested, was to basically tell what the Town needed and, again, he found himself retelling them that they needed more probably than they could afford. He said that, in general, a lot of the things that were affected were petroleum-based; that there was volatility in the petroleum market right now; that right now it seemed to be coming down and there might be some ideas to look at that. He added that he increased it because there was volatility and, where this country got oil from other countries, in his opinion, it was better to be safe than sorry. He said that he was currently spending between \$1,000 and \$1,700/week on fuel, based on usage because of storms and things like that, adding that, with his last two bills, one was \$900 and change and the other was \$1,700 and change. He added that, in averaging them out, it was about \$1,350 or so. Mr. Moulton said that there has been a dramatic increase in paving; that each year he has come before the Board, there has been tons of paving to do and they were not getting caught up; that they were doing what they could do. He said that he has made mention of, potentially, with the way that bonds were, if they wanted to consider a low-interest bond; that, in his opinion, a low-interest bond would get the Town's infrastructure up to where it needed to be, to a maintenance level, and then they wouldn't be looking at a large paving item on the line, that it would be more of a maintenance each year. He added that that could be well-controlled for money less than last year, would be his guess, so, once the paving got to a certain level, it was maintained. He added that, as each road was rebuilt, it should basically last for 20 years, with maintenance; that that was sealing of cracks, doing some kind of chip sealer on the surface. He said that those were maintenance items and, right now, if they did a chip seal they were looking at about \$25,000/mile and that was a lot less than repaving. Mr. Moulton said that there were big drainage projects and that has shown a direct increase, as well. He said that he had done one large 6-foot diameter culvert on Cedar Road this year; that they did it themselves and he rented equipment. He added that it was his intent to do it again next year because there were three more: one on Depot Road, one on Brixham Road, and one on Frost Hill Road. He said that they were all at points of failure and, should they fail, then that road was closed. He said, not to hit it hard each year, but these things were 30+ years old and rusted and deteriorating. HE added that the thought was to do it all at once, which incorporated into some of the paving, too, while doing some of the drainage. He said that on two roads, Brixham and Frost Hill, they would notice that his materials line hasn't changed much, that there was a difference and he offset it with some crushing of some materials that they recycled now. He added that he was looking to elevate the road on those two sections, which would also help with dramatic drainage issues that they have had in the past with roads washing out. He said that they would be looking to increase the height and depth of the road by 18" to 24", which would give them more freeboard to retain for water; that they have already done some extra overflow culverts in those areas. He said that it was the fact that they needed to replace the large culverts that was the issue. Mr. Moulton said that they would again do it themselves and rent an excavator because the backhoe was not large enough to do it. He said that last year, and he didn't know if anyone saw it, they set it with a crane, in one piece, and it worked out well. He added that it was short money versus trying to spend days trying to put it together, and they opened the road back up quickly. He said that those were the major increases and, as he said, a lot of them had to do with petroleum-based products. He said that there were some other minor increases; note on the sheets that road striping was a petroleum-based cost and that was up, equipment rental was up because they were looking to do the culverts, the drainage material for the same reason, sign maintenance - that number should decrease after this year because they were looking to get everything up to the reflective spec that was required by MDOT; that they did half last year and they were doing the other half

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this year, then they would be up to the required specifications, per the State. He added that, then, it would be just the maintenance and having general signs, ordering them as needed. He said that, after that, he would be looking to cut that line in half next year. Mr. Moulton said that vehicle repair was up a little bit because of paint; that they painted the trucks every year, which increased the longevity of the vehicles. He said that they were looking at a truck, now, that was 12 years old, the whole body has minimal rust on it. He added that there were a few patches on it that they could manage and maintain; that next year they would cut the patches out and replace the steel with the paint, adding that paint has doubled this year and it was looking to go up, again, next year. Again, he said that a lot of his increases were due to petroleum-based things. Mr. Moulton said that he would answer any questions that he could.

**5:39 PM**

Mr. Dunkelberger said that he liked the bonding idea; that he had seen and heard other towns that had done that; that if they read the Maine Townsman, they would read about that in there. He said that his question, and Mr. Moulton kind of touched upon if they did bond this at a low interest and, then long-term, Mr. Moulton said that it would decrease their annual paving down to something less than last year but, would this \$680,000 request for paving here be incorporated in that and reduce that down to zero.

Mr. Moulton said yes.

Mr. Dunkelberger said that he was having trouble buying some of the increases with regard to potential increases in petroleum, so he had a thought. He said that rather than go through this pain with regard to fuel costs within the three primary users – Fire Department, Police Department, and Department of Public Works – would it be possible to maybe create a line item, kind of a fuel contingency fund, that would deal with spikes and, then, drive those three departments to just a minimal standard increase, rather than the 15% to 25% increases he had seen. He added that that line item, if approved by the Town, would only be used if there was some horrendous spike in fuel prices in order to continue community services.

Mr. Hirst said that the unexpended fund balance has roughly two million dollars in it, if he was correct, and it struck him that catching up, using a slug of that money, might be something that should be considered. He asked if anyone had any thoughts on that.

Mr. Beckert asked for more detail.

Mr. Hirst said road reconstruction; not recurring things, but one-time things like for something that had to be done every twenty years. He added that it seemed a proper use of that money; that any operating expenses would be an improper use of it.

Mr. Beckert said that he wouldn't personally have a problem using some of the undesignated fund balance for those types of infrastructure improvements. He added that that was sort of the unwritten policy that the boards in the past have set; that they would not use undesignated fund balance for operating expenses. He said that he may get chastised for saying this but he called them one-time expenses because, as Mr. Hirst and Mr. Moulton said, one did it once in twenty years; that it wasn't an expense that was done every year. Mr. Beckert reiterated that that was something that he would be in favor of.

**5:42 PM**

Mr. Dunkelberger asked him if he was talking about just the \$680,000.

Mr. Hirst said that he didn't know what amount; that he was looking for the concept from the Board.

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Mr. Dunkelberger asked what the total would be if they were to bring the roads up.

Mr. Moulton said that he thought that he had a rough number last year and was probably pushing four million.

Mr. Moynahan said that, when they spoke on that undesignated fund balance, he thought that they, as a Board, needed to determine what balance they wanted to keep in that; that they have had conversations over the last several years of how much to keep in that balance and that they have had people give real high numbers, real low numbers, so he thought that this Board would have to establish what their goal of a number to keep in there, whether it was ten dollars or two million dollars. He added that, at some point, they should really take a hard look at that to see what made sense – three months' operating expenses or something of that nature – Mr. Blanchette has been told that some towns kept eight months; that they have heard all kinds of things but their job was to make sure the Town was protected, so, they didn't want to get that to a level they were not comfortable with.

Mr. Reed said that the undesignated fund balance had a lot of different uses but, to pay for a large ticket item like infrastructure repairs that was a foreseeable expense, this wasn't it. He added that none of this was a surprise; that Mr. Moulton had been pounding this drum since he got here and to use undesignated fund balance for that he thought was unwise. He said that they could end up depleting it significantly to cover what Mr. Moulton was talking about and, at that point, any contingency capability they had in the undesignated balance would be seriously affected. Mr. Reed said that, in Mr. Moulton's budget, the supplies/material section was, in 2010/2011, \$85,000 and, in this year, it was \$854,000 – that was a ten-fold increase. He said that he understood Mr. Moulton's drive to get the infrastructure improved and on a maintenance level but he thought to have it to go from \$85,000 to \$167,000 the next year, then \$295,000 the next year, and now, \$854,000, was just a bill that the Town really couldn't afford. He added that this seemed to be a recurring theme; that, yes, they understood that the roads were in need of improvement, but to do the repairs as aggressively as Mr. Moulton seemed to want to do, he thought it would be good to do a little bit each year or, maybe, the bond idea. He said that the bond had some merit, saying that it wasn't that the bill went away but that it just changed form. He added that they would be paying for road repairs, nonetheless, plus interest; that he didn't know what the total bill would be each year or what the bond term would be.

**5:45 PM**

Mr. Moulton said that that was something that they would probably have to discuss further. He said that he understood what Mr. Reed was saying. He added that these requests were for roads that were in dire need; that this was not every road in Town; that there was a list that was given to them. As an example, he said that, if they just resurfaced Brixham Road, the length of that road would cost the Town \$172,000 at this year's price, so, that was for one road that he would do in a year. He added that that meant that they ignored everything else for 365 days. He said that overlaying that road didn't fix it; that it didn't take care of the underlying situation. He said that some of the reason for the prices this year was called reclamation, explaining that, when they did a reclamation, they rebuilt the road base and got it up to a minimum two-foot standard so that it would support the loads and everything else. He added that, essentially, part of this was rebuilding and not just throwing a piece of pavement on it. He said that he has done sections in Town and a lot of those sections have been reconstruction; that some of those needed to be surfaced this year, explaining that usually with that he put down a base, let it sit for two years to let it settle, doing all the compaction they could before even paving the base, but, let it settle out and let the frost do what it needed to do and, then, put the surface on, which gave it more life. He said that it wasn't as simply as saying pave but a matter of reconstruction and reclamation that they were at. He added that every road on the list he could take them out and show them and they could see the alligator and, at some point when that got severe,

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they would be putting tons of cold patch on it or just patching it and start destroying the equipment and that affected his maintenance line, vehicles, and residents. He added that it was a ten-fold issue. He said that, yes, it was a big dollar figure, but, back in 2010/2011 that was the budget he was given to work with that year and they did one small road. He said that each year they have done a little more and the Town was at that point where they needed to do a little more. Mr. Moulton said that he was not trying to beat the drum; that they knew he had been beating the drum since he had been here, but, they were behind...and he wasn't saying they would catch up in one year; that this wouldn't even catch them up; that it would get them closer but it wouldn't catch them up. He said that was why he suggested a bond in his proposal because that was something they could work off of and was something for the BOS to decide, to come up with a figure, for them to work off of each year. He said that it would also take the paving section out of that line. He added that the goal was to get to that maintenance level. He said that, for \$25,000 just to chip-seal a road for a mile, that was short money, considering \$680,000 to repave a road, and that was getting twenty years out of it. He added that those were some of the thoughts that he put in when he did this.

Mr. Fernald said that they had been very successful over the past years using the undesignated fund balance for one-time expenditures to pay for certain things like this. He added that one of the things they could do was, if they wanted to determine how much the Town needed to have in the undesignated fund to run the Town, take an average on the last five or ten years of what was left in there after the budget season to see what that figure had to be.

Mr. Moynahan said that he had a question as it related to the paving. He said that Mr. Moulton indicated four million dollars, so, if they were budgeting \$400,000 for the last ten years, then they would be there; that his question was have they considered doing any type of CIP with an end in sight; that they would fund a certain portion but knowing that, for five years, they were not going to touch money and, then in five years' time, they started fixing a lot of the areas that were really in need. He also asked what the average yearly maintenance would be once the roads were all brought up to speed; was \$160,000/year realistic.

Mr. Moulton said, for maintenance, yes.

Mr. Moynahan said that they would then be back on \$160,000/year but, at some point, they had to get to that dollar figure.

Mr. Moulton, using the parking lot as an example, explained that they fixed a couple of spots, they sealed the cracks to not let the water get in, keep the frost out, the pavement held up, and that was part of what they had to do for maintenance. He said that, at some point during that twenty years, they would have to overlay but, then, they could sit back and redo, and an overlay was a lot cheaper; that they could go 5/8<sup>th</sup> to 1 inch depending on what they needed and how they built the road.

**5:50 PM**

Mr. Dunkelberger said that the one piece that Mr. Moulton pointed out that he kind of brushed over, but thought was an important piece, was the ripple effects; that that was the man hours, the equipment - downtime due to equipment damage, or trying to work, plow, or maintain roads that had no business being maintained but needed to be replaced. He added that he thought if they factored those ripple effects into the equation then bonding to get the big fix might be a good way to go. He said that he thought that some towns had already figured that out.

Mr. Moynahan said that, at some point outside the bond, things needed to start getting budgeted for again.

Mr. Dunkelberger said absolutely, which is what he thought the point was, that

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they needed to budget the on-going maintenance costs to keep things going.

Mr. Strong said that, realistically, Mr. Moulton's budget for the DPW and Transfer Station, they were looking at a \$750,000 increase for taxpayers to foot the bill, and that was not going to fly. He agreed that the roads needed to be fixed, they needed to be fixed bad, and he thought that bonding it would be the way to go. He suggested they ask the people to approve a bond for X, Y, and Z and that he would go more than the \$680,000 that it would take to get them on their way to fixing the roads. He reiterated that the roads were getting bad and that he wished the State would fix State Road.

Mr. Moulton said that, if they looked at what the State did on Goodwin Road (Rt. 101) and Route 103 this year, they put on a 5/8<sup>th</sup>'s inch that was going to last, if they were lucky, one year.

A member of the audience said that he had potholes in front of his house already.

Mr. Moulton said that the State spent, in Eliot alone, around \$300,000 for that – that was what their tax dollars got them. He said that it was a 5/8<sup>th</sup>-inch overlay for Main Street and Goodwin Road; they covered the miles, they made it look pretty, and everyone was happy, but, when it didn't last, they were right back at square one. He added, in his opinion, that that was what they wanted to try to avoid. He said that both those roads needed major work.

Mr. Strong said that they couldn't keep kicking the can down the road; that they had to bite the bullet and ask the people if they wanted decent roads to approve the bond and, then, the funding to pay the bond off every year, get it done and be done with it. He asked, regarding the CIP program, if they were looking at possibly funding that from undesignated balance this year.

Mr. Moynahan asked what part of the CIP.

Mr. Strong said the whole thing; that each department head had a portion of it; that Mr. Moulton's, alone for this year, was \$285,000.

Mr. Moynahan said that there had been no conversations, yet, about utilizing undesignated funds, specifically, for anything outside of the comment made this evening.

Mr. Moulton said that he thought that included a road section at the bottom.

Mr. Strong said that it did; that he had another road repair for \$200,000 in here.

Mr. Moulton said that that related back to what Mr. Moynahan was discussing about trying to possibly set up that CIP; that that hasn't begun; that the vehicle one has been maintained and, last year, the building reserves were made but the CIP one that Mr. Moynahan was discussing was separate. He added that he thought they were broken down into three different ones so the \$285,000 included \$200,000 and change for paving.

Mr. Strong said \$200,000 for paving and asked if that would be over and above the \$680,000.

Mr. Moulton said to achieve what Mr. Moynahan was trying to get to – that capital cost, so, if they went with a bond, they would eliminate that portion of the CIP. He added that last year it wasn't even funded so it wasn't created.

Mr. Strong asked, regarding the CIP on painting the building, if Mr. Moulton needed \$10,000 each year for a total of \$30,000 to paint the interior.

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Mr. Moulton said that the quote he got to clean it and paint it correctly was a little over \$20,000; that was the quote he got to paint and, if they talked to the Energy Commission (EC), they would tell them it was dark, so, the luminescence was less and they could change their lighting; that it was ten-fold however it all occurred. He added that they could paint over it, as it existed now, but that quote included a cleaning to get the soot out, but, painting over it would only last a year.

Mr. Reed asked, regarding the painting of the building, if he got more than one bid for that.

Mr. Moulton said that, for budgetary purposes, no.

**5:56 PM**

Mr. Dunkelberger said that he was still looking for feedback on the fuel surge line.

Mr. Moynahan said that he was suggesting having one line separate from each department for fuel.

Mr. Dunkelberger clarified that he was suggesting one line, period, under the control of the BOS to handle any fuel surges and, if nothing happened, then it could roll back into the general fund. He added that that would allow a little more consistent planning for those fuel purchases, as well as anything tied to the oil...allow a little more consistent and accurate planning, he thought, for the department heads.

Mr. Moynahan said that they would still be estimating each year, not knowing what fuel was going to be, so, it might not make them any more accurate with their budgeting but they would have the ability to come up with additional funds, if necessary, if they were to go over the budget line.

Mr. Dunkelberger said yes. He said that he suspected that, just trying to look at long-term, fuel prices seemed to be stabilizing and, looking at long-term production, he suspected it would be at this level for a while.

Mr. Moynahan asked Mr. Moulton if he kept diesel fuel at the Garage.

Mr. Moulton said yes; that they bought it at a reduced cost.

Mr. Moynahan said that he didn't have a big enough tank to buy futures, if he would.

Mr. Moulton said no; that his tank was 1,000 gallons. He said that this time of year it was filled once a week and, in the storms they had last week, he used about 750 gallons of fuel for that road maintenance; that that was trucks continuously operating along with loaders, backhoes, and things like that, as needed.

Mr. Moynahan said that he was just curious if Mr. Moulton was able pre-buy but, with a 1,000-gallon tank, he would not be able to pre-buy.

Mr. Moulton said no; that they were fortunate enough to get roughly 50 or 55 cents below rack, now. He added that, if they had a local spot that they could chime in with buses and all that, then that would be great. He added that they talked about that last year but to go all the way to South Berwick, where they got their diesel in the middle of a snowstorm, no.

Mr. Moynahan agreed that it wasn't sensible.

Mr. Hirst asked Mr. Dunkelberger what amount he thought would be appropriate for that.

Mr. Dunkelberger said that he hadn't thought about an amount because he had to look at the other two budgets to see exactly what they were looking at.

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Mr. Hirst said that he would say it was a good idea but, at some point, they would have to know, roughly, what to put in – something to absorb and cushion increases might be very useful.

Mr. Reed said that he thought that the volatility of fuel prices in all petroleum products was kind of a contingency thing, as it appeared to the budget of the Town, and he thought that, no matter which way they went, the suggestion of having some sort of fund, or, the way they did it now with everybody giving their best guess on what the prices were going to be and worked that into their budget and, if there was a shortfall, they made up for it out of the undesignated fund balance; that he thought that that was reasonable as long as they were conscientious about their estimates; he thought that was a reasonable solution, the one that they already had. He added that, in either case, they had to guess and, in Mr. Moulton's case it was two guesses – a nominal baseline and enough to cover the spikes. He reiterated that the way they did it now was that the departments did their best guess on what they would need, taking into account some percentage factor for spikes, as long as they were consistent. He said that one thing that bugged him, using Mr. Moulton's budget as an example, was that diesel fuel in one section was up 33%, in another section it was a 20% increase, and he wasn't sure why that was, but, the department heads did their best shot at it.

Ms. Davis said that she just thought that they should be calculating their budgets based on current costs and that Mr. Dunkelberger's idea was good; that they still took the money out and kept it in a separate line item but they pulled it from their budgets because it was sort of an incalculable amount that they wanted to reserve there for their use, but, not necessarily keep rolling into their budgets year after year. She added that she thought it would be nice to sort of keep it separate and only use it if they needed to.

**6:03 PM**

Mr. Dunkelberger said that he understood what Mr. Reed was saying but the problem was the volatility on the markets, short-term, could be affected by one refinery shutting down; that if that happened long-term...and he didn't know if the contingency fund could be used for fuel.

Mr. Beckert said, as long as all five members of the Board agreed.

Mr. Dunkelberger said that they had been running kind of tight on the contingency fund, as is, so, unless they were ready to beef that up in order to cover the fuel surge piece and they were good with that.

Mr. Reed said that he wasn't specifically addressing the contingency fund; that he was just saying the undesignated fund balance was a resource that the Board had available.

Mr. Strong said that they did that in Kittery for years; that they still did that. He added that, when he was working in Kittery, they calculated their budgets at current price and projection; that it was a separate line item and rolled right into the CIP program that he believed could be as high as \$100,000 that was set aside; that if they went over on their fuel costs for the year, then that came out of that money and whatever was left over rolled back into the general fund; that that worked fine. He said that it was a guessing game; the amount they would use was a guessing game; that it was a good idea and he agreed with it.

Mr. Hirst said that, if they followed Mr. Reed's suggestion, that would sort of violate the concept of using the undesignated fund balance for operating expenses, which they tended not to want to do. He added that he wasn't sure he liked that approach and thought that that was why he supported Mr. Dunkelberger's idea of a separate line item.

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Mr. Moynahan said that that could certainly be part of a capital improvement line item, however, they would want to set it up that everyone could take out from there and, once they had a revolving balance in there, like Mr. Strong just said, the balance went into undesignated funds on a yearly basis. He asked what they put in there for funds and how did they set it up; how easy would it be to set up a fund like this; did they need voter approval to fund it in a separate warrant article.

Mr. Blanchette said that he would think that the easiest, probably, would be a reserve account and establish an amount they wanted to put into the reserve account, which could come from the undesignated fund balance. He added that that would set it up on a more permanent basis but, that way, rather than setting it up each year they would set it up once. He suggested, as an example, \$10,000 and, when it got down to \$7,000 they would put more money into it, so, each year if they didn't use it they wouldn't put any more money into it but, then, at the point that they would need to they would then have the voters appropriate more monies into that reserve account, as they have with other reserve accounts. He said that that would be one way that they could do it; that they could set it up just as a yearly account, also, as has been said by other people but, then each year, they would have to appropriate it and the problem with that was that it was hard to budget for next year not knowing if that appropriation was going to be there. He said that they couldn't rely on that account if it wasn't already set up; that the account would have to be already set up before they could include it in their budget that it was there. He said that the nice thing about Kittery was that the Council could do that. Mr. Blanchette said that someone mentioned something about using undesignated fund balance that the BOS had the – he didn't think the word authority – but the BOS didn't have any authority to use a penny of undesignated fund balance without voter approval. He said that the only thing the BOS had was with the contingency account but, there again, that was a reserve account set up by the Town for when the BOS needed monies. He added that they would need monies put into contingency account this year because they were down to \$20,000 or less, he thought; that at one point they wanted to keep it at \$50,000 or more, so, they really should look into putting monies into that this year; that might be a good use of the undesignated fund balance.

Mr. Moynahan said that they could talk more about those at a later date but, right now, they should be focusing on Mr. Moulton's specific budget and any questions they had for him.

**6:09 PM**

Mr. Strong, referring to the salary account for DPW, said that there was an increase of 3.85% and asked if that was built-in raises.

Mr. Moulton said that he got that information from Mr. Blanchette; that he couldn't answer that – it was a figure that was supplied to him.

Mr. Moynahan said that that was \$11,000 more than what was approved from last year.

Mr. Moulton said yes.

Mr. Moynahan said that, when Mr. Blanchette was back, they could certainly get some clarification on that; that he had the same question.

Mr. Dunkelberger said that, along similar lines, summer maintenance had some pretty significant increases in both salaries and part-time and asked Mr. Moulton to clarify on those two.

Mr. Moulton said that one was an increase of the salaries of the summer person he used during the summer months last year – he thought it was discussed that, instead of hiring another full-time person, they looked to utilize that person more to help with the summer maintenance, other than trying to do the general yard maintenance for all the buildings and things like that that they had to do. He

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added that because that employee has been here for three years he was looking to possibly give him a bump in pay, as other departments have done, so there was an increase in pay there. He added that the part-time portion of it was just to utilize...that that part-time person mowed and, if they looked back, this related to the mowing line and, last year, he eliminated the mowing but found that he couldn't because of the nature of the beast in the vegetation around Town. He said that what he did was to work out with Kittery to utilize the Eliot tractor – they retrofitted their Kubota tractor and utilized Kittery's mower – and that they did a swap, per se, for equipment to offset each other, adding that he would utilize that person more to do the maintenance that needed to be done for the road-side mowing and that was why that part-time one was up.

Mr. Dunkelberger said that he had to increase the number of hours.

Mr. Moulton agreed, saying that the invasive plants around Town, and many people could attest to that, had to be maintained more than just once, so that was why there was an increase there. He added that he put a mowing number back in simply because it needed to be done; that the \$5,500 mowing number included covering the purchase of a mower for their tractor and, each year, they would just have to have a person do it and would come under maintenance of the equipment, thereafter. He reiterated that that would cover the cost for a mower, which would be adapted to a piece of equipment the Town already owned, very similar from the one they borrowed from Kittery. He added that they utilized theirs and Eliot was allowed to use it when they could to do what they needed to do, that it worked out well, but this would allow them to do their own at one cost and one shot per year. He said that they buy the mower and that became part of the fleet; that they switched between the mowing of the intersections, and things, with one mower for the tractor, then, go out and do the other mowing for the roadside stuff.

Mr. Dunkelberger said to Mr. Moynahan that his question would then be was it time to increase the full-time manning of the DPW and, if they were to do so, would that reduce the part-time summer help.

Mr. Moulton said correct.

**6:12 PM**

Mr. Moynahan said that those reductions would be offset by a full-time salary plus benefit package, so, he thought that use of summer and part-time staff was certainly a better approach. He said to Mr. Blanchette that they had a question as it related to the salary lines; that there was an \$11,000 difference between last year and this year in salary lines in the information that Mr. Blanchette gave to Mr. Moulton and asked what reflected.

Mr. Blanchette said that, if the Board wanted to talk about that, then they would be discussing union strategy in dealing with the union; that there was no personnel increase.

Mr. Moynahan said that there was no personnel increase but there was a percentage increase built in to this budget.

Mr. Blanchette said right.

Mr. Strong asked what the percentage was.

Mr. Blanchette said that, again, if the Board wanted to discuss strategy for dealing with the union, then he would tell them what it is, there, but understand that the union would know also.

Mr. Moynahan said that Mr. Blanchette and Mr. Moulton had these conversations when he was creating the budget to come up with something.

Mr. Blanchette said that he came up with something, yes.

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Mr. Moynahan asked the Board if that was something they would want to have a conversation with to get more enlightened in executive session.  
The Board agreed.

Mr. Strong asked the Chair if he could ask Mr. Moulton a question about the summer maintenance, again.  
Mr. Moynahan said yes.

Mr. Strong said to Mr. Moulton that the salary he had for summer maintenance, that \$17,300, confirming that was for an individual who worked for how many months a year.

Mr. Moulton said that he worked just under the six-month period; 40 hours per week for just under six months.

Mr. Strong asked if Mr. Moulton would know what his hourly salary was.

Mr. Moulton said, off the top of his head right now, \$12.

Mr. Moynahan asked if the Board wanted to discuss the increase of regular salaries in executive session, at this time, or was this something they wanted to bring up at a different time and different venue, to be more informed of how this budget was prepared, as it related to strategies. He asked if everyone was comfortable with where they were at right now; that they could ask those questions at another time.

Mr. Murphy said that he would like to know more about how the union plans were going to develop and he thought they didn't know enough yet.

Mr. Moynahan said that the budgets were already being developed without any direction from the BOS, with regard to that, and that was what concerned him. He added that the BOS should have direct guidance to each department of what, if any, increases would be in there based on how the BOS would be approaching the unions.

**6:15 PM**

Mr. Reed said that, as much as he hated to say it, he thought it would be only sensible, at this time, to work on the so-called operating budget of the departments without calculating in the salaries. He added that, at this point, they were trying to find out from the department heads what their ideas were as far as the expenses of their departments; that they understood that the salary part of it was in a state of flux and in negotiations and what, at this point, they could constructively address was more of the nuts and bolts of it.

Mr. Moynahan said that that was a very good approach.

Mr. Reed said that he wasn't happy with that but he thought that was what needed to be done.

Ms. Adams said that she was really disturbed that the Town was even suggesting increases going into union negotiations; that that really bothered her that that was even said tonight, but, that it was even thought of was really disturbing to her. She said that she felt their pay raises were comparable to what was around them and that there possibly didn't need to be increases or salary shifting.

Mr. Moynahan said that the Board's job was to review all that information to make sure the Town was getting the best...

Ms. Adams said that she understood but it was brought up in what was said tonight and she thought that was disturbing – they didn't even have a negotiating team.

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**January 3, 2013 5:00PM (continued)**

Mr. Moynahan said that that was brought up prematurely; that the Board had not had any of those discussions as it related to that.

Mr. Dudek said that he agreed with Ms. Adams.

**6:18 PM**

Mr. Dunkelberger said that he thought that they needed to do was a little better guess on fuel and fuel products; probably, again, taking what they had now, at current prices, and putting in a small percentage – a consistent percentage – across the board. He added that in looking at some of these numbers and Mr. Moulton's justifications, Mr. Moulton was kind of all over the map.

Mr. Moulton said, regarding diesel and gas, that the reason it went wide with discrepancy was one – there was a dramatic increase because, in the wintertime he didn't know what the storms were going to be, acknowledging that he could overspend that, and put an increase in there for what he felt were projected costs, so, that increase was less because that account could be over-expended, if necessary. He added that during the summer and fall months of the operating budget he was pretty stuck with budget limits and, like he said, he spent \$1,700 and he got another fuel bill today for \$800 and some change. He said that he was spending about \$4,000 a month for four months and that was \$16,000; that he budgeted \$15,000 for the winter this year so he was already \$1,000 over that and, if they incorporated what he had earlier this year when he had budgeted right around \$4/gallon, which was where it stayed most of the summer. His summer costs were covered but he was still spending - the volatility was still there.

Mr. Dunkelberger said that that was part of the reason he was looking for a few more years back to look at what would be the right number. He added that last year was an abnormal year, but, if he took a look at the two years prior to that, that might be a little closer to normal.

Mr. Moulton explained that what he tried to do was to take what their current usage was and what it was last year and do a best guess at volume and then, again, look at the costs.

Mr. Dunkelberger said that he thought that snow removal was one piece they could take money out of the general fund to cover.

Mr. Blanchette said that that was correct, if the article got voted at Town Meeting.

Mr. Moulton said that if he didn't anticipate or tried to cut like they were requesting, which he may be able to do, but he could very easily over-expend that fuel line which adversely...it was too volatile, he guessed for him to...

Mr. Dunkelberger said that that was the idea to try to get this shock absorber. He said that he was looking at a 25% increase in heating oil and that was one that immediately jumped out at him, adding that he thought that was something they could probably cut a little closer to, particularly with some of the energy improvements they were making.

Mr. Moulton agreed if they got funded.  
Mr. Dunkelberger said yes.

Mr. Moynahan asked Mr. Moulton to clarify what exactly was his winter maintenance from the line items in his budget.

Mr. Strong said \$134,000 was the total and, then \$35,000 for the overtime.

Mr. Moulton agreed.  
Mr. Moynahan said that repairs and maintenance were also part of the winter budget.

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6:22

Mr. Moulton said yes, that there was a separate repairs and maintenance line for another \$20,000 on the next page, so, \$154,000 would be the total snow and winter. He added that the way his budget was set up he didn't have only one repair and maintenance line, that it was broken up into, essentially,  $\frac{3}{4}$  of a year and  $\frac{1}{4}$  of a year so that repairs and maintenance – that \$20,000, that \$5,000 for supplies and materials and he had equipment and repair maintenance for \$15,000, that that was for winter repairs and, if they added them up, then that was about \$55,000; that that was what he has used for prior employment, here, for a complete year, it was that number.

Mr. Moynahan said that it would just be nice, next to them, to have supplies/snow and winter; that it was easier as opposed to the repetition and not knowing that they were separate for the winter maintenance.

Mr. Moulton suggested having a separate sheet for snow and winter.

Mr. Fernald said that he was a little confused with that. He said that, in the past, they have had one article that said just a number picked out of the air, basically, of \$180,000 for snow removal. He asked if that was that broken down.

Mr. Moulton said yes.

Mr. Fernald asked Mr. Moulton that, now, it would be within his article.

Mr. Moulton said that it should be, yes; that that was how it was set up when he took the position and he hadn't changed any of that; that that was just how it was broken down within the article.

Mr. Fernald said that there would then not be a separate article for snow removal.

Mr. Moynahan clarified that there was a separate article for snow removal.

Mr. Fernald said \$180,000.

Mr. Moulton said right.

Mr. Moynahan added that it was broken down in different places in his budget and it would be nice to identify that those would be the ones in a separate article.

Mr. Fernald said okay but how were they going to vote for that.

Mr. Moynahan said that, as Mr. Moulton just said, a separate page might be the way to go.

Mr. Fernald said that it would be one separate article for snow and maintenance.

Mr. Blanchette said that he presumed that they would keep it as one article for snow removal.

Mr. Fernald said that this detail would total that.

Mr. Moulton said yes.

Mr. Moynahan suggested Mr. Moulton have it separated a little bit better so it was easier to digest.

Mr. Strong said to Mr. Moulton that he could take care of that; that he could do a separate one and minus it out of this document so that it did not appear in the bottom line of the DPW budget; that it would be a standalone budget.

Mr. Moulton and Mr. Moynahan agreed.

Mr. Moynahan asked Mr. Murphy if he had any questions of Mr. Moulton.

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**January 3, 2013 5:00PM (continued)**

**6:26 PM**

Mr. Murphy said not yet; that this was rather complicated and he had only begun looking at it today. He said that he agreed with taking the snow/winter account off; that it would read a little bit better; that it was just a number and a traditional article at Town Meeting. He added that he had been mulling over Mr. Dunkelberger's suggestion for having a sort of (fuel) spike contingency fund and he thought that might be useful; that it would, maybe, avoid calling a Special Town Meeting to get more monies appropriated, if they had that sitting out there already and under the BOS' egis for only when it was really needed, like their regular contingency fund, which was set up for the same purpose, though not necessarily for a fuel spike. He added that having this fuel one was different because this was a very expensive item and they didn't know which way it was going or how much more it might be. He said that having that money available for their Fire, Police, and Road Departments was necessary; that they couldn't see the Town just stopping because of the money not being available; that they should be able to react quickly. He said that he was in favor of having something like that set up – a contingency fund for fuel.

Mr. Reed asked, regarding the fuel contingency fund, if the BOS were willing to decide on that as a course of action, going forward, so that not only Mr. Moulton but the other department heads could use that as part of their working context in calculating their budgets; that the Board would establish this fuel spike reserve fund and, maybe, the department heads could all get together and pool what their ideas were on what their fuel use was; that they would multiply that by some number and that would be the spike number; that that would help them to calculate how much money to put in this reserve account.

Mr. Moynahan said that he thought they had pretty good consensus among the Board that the Board was going to move in that direction. He added that some of the discussion was to use the undesignated fund balance to set that up and put that in front of the voters to see if they would approve that.

Mr. Murphy said that the component of heating versus vehicle fuels...  
Mr. Moynahan asked if he had said heating fuels.

Mr. Murphy said that he didn't know if they just lumped them together; that it was all really part of the same problem.

Mr. Strong said that that was the way Kittery did it, too; that they lumped heating fuel and diesel and gasoline all in one account.

**6:30 PM**

Mr. Moulton said that he didn't have a problem with this but he did have a concern. He said that that would have to be voted on by the people, so, if that didn't get approved, what would they do for fuel.

Mr. Dunkelberger commented that in South Dakota they wouldn't see a snow plow until after they had three inches on the ground. He added that that was how one community handled it.

Mr. Moynahan said that up in Cornish in the Parsonfield area where he was working, it was the same way; that the roads were still fairly snow-covered days after the storm; that they put a ton of sand on top and left it until the next snow storm.

Mr. Strong said to Mr. Moulton that he calculated that the snow removal budget was \$189,000.

Mr. Moulton said yes and that he thought it was \$180,000 last year.

Mr. Strong said that the two maintenance items on page 3 were part of the winter maintenance. Mr. Moulton said yes, the top two.

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**January 3, 2013 5:00PM (continued)**

Ms. Davis said that she was looking at the request for a full-time employee position. She added that she calculated that with benefits, including family health care/dental insurance, and based on the costs as they were at the beginning of this year she came up with \$58,500, not including worker's comp and unemployment insurance. She said that, given the fact that the union negotiations weren't completed, yet; that they didn't really know what the total costs would be and needed to proceed cautiously with that. She asked Mr. Moulton if any of the man-hours he spent on the sewer work, that part of the justification for this position was for sewer repairs, reimbursed to the Town from the Sewer Enterprise Account.

Mr. Moulton said that the man-hours for the sewer were paid out of the Sewer Account so it wasn't even included in the Highway budget.

Ms. Davis said that he just mentioned that repairs to the sewer system was part of the justification for this position and she was wondering if that could be shared with the Sewer Enterprise Account.

Mr. Moulton said that he thought that that would be something that would have to be discussed, at this point.

Mr. Strong asked if the Board had even discussed that position, yet.

Mr. Moynahan said no. He added that he thought this was discussed last year and the Board encouraged the use of part-time, seasonal folks and all that, adding that Mr. Moulton was doing his job by sharing what he thought he needed in his department, so they needed to work together to get some kind of resolve and compromise.

Mr. Fisher said that he would strongly advise the Board not to hire any employees until after negotiations were completed. He said that the reason for that was that a new employee may not come under the same umbrella as the existing employees were now; that it might even be a different pay scale, so, he would strongly urge them to not even take it into consideration until after negotiations.

Mr. Moynahan said that they hadn't even had discussions regarding staffing changes and, if they did, he thought that this would go as a separate article. He added that the Town had the say over hiring someone new, at least budgeting for that, budgeting for a new position.

**6:34 PM**

Mr. Blanchette said that they could do it as a separate article but they didn't have to; that the voters voted on dollar amount and then the Board, within that, had the authority to hire staffing.

Mr. Moynahan said that he always thought that, if it was a new position, then that needed voter approval.

Mr. Blanchette said that in the past he thought that most of the time, that he could remember, the Board brought it forward in a separate article, but, they didn't have to do it that way.

Mr. Moynahan thanked him for that clarification.

Mr. Reed said that one of the things they were hoping to get this year was that not only would the spending plans for the departments be included in their budgets but, also, their projected income. He said that he couldn't find it in Mr. Moulton's budget.

Mr. Moulton asked projected income for what.

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Mr. Reed said projected income for recycling. He added that he knew the DOT Road Assistance was there, and that was a perennial thing, but as far as income from the Transfer Station or whatever else, he would like to see that, as well, as part of his budget, as well as all the other budgets throughout the departments.

Mr. Moulton said that he had not included that part; that it was generally around \$100,000 but that has fallen with the market, too. He added that he would give it his best guess.

Mr. Moynahan said that in the department head letter that was sent out it did, specifically, say that "each department shall provide details of any and all funding sources" so they did address that to all departments.

Mr. Moulton said that one of the things they were looking at was several different avenues for changes at the Transfer Station. He said that one was that they were investigating a pay-per-bag program and they were also investigating a composting program. He explained that for one they were doing a pilot study and the other was being reviewed so, with the results of those, hopefully, they should have a good indication prior to the end of the budget season; that there could be some adverse effects and changes made to the Transfer Station budget. Discussing composting, he said that, if they took that wet waste out of the MSW, then that would reduce the tonnage going away and that would become composting material so they would be reducing costs, there, and as far as the pay-per-bag, the idea behind that was, if at all possible, set up an account so that each person paid for their trash disposed of. He said that, right now, everybody was paying; that, as an example, Person A had one bag and Person B had 10 bags but Person A was paying for Person B's ten, so, it would, potentially, become a more user-based thing. He added that he has been trying, since he came, to get costs down and he would like to, if at all possible, try to level-fund the Transfer Station budget in the next few years and have no tax impact at all. He reiterated that that could adversely impact that part of the revenue budget.

Mr. Reed said that these were all things to consider. He asked, regarding the stormwater budget, if these items were built into other parts of his budget, in the past, and they were now just being broken out separately.

**6:38 PM**

Mr. Moulton said that they were carried under the Administrative budget; that he and Ms. Pelletier generally worked with it and talked with Mr. Blanchette about it; that this was basically his and the Town was part of the MS4. He said that the State has changed the permits and they were required to do these things. He added that if they didn't do some of these stormwater management things like producing reports and doing maintenance items, per year, they would get fined. He explained that, essentially, that stormwater was broken out from the Administrative budget and that was how it was laid out for this upcoming year – it has been removed from Mr. Blanchette's budget and included as a separate budget under himself.

Mr. Reed said that it would be good if Mr. Blanchette could tell them where those were in the past so that they could cross-correlate.

Mr. Blanchette said that it was in the Admin budget under Consultant, adding that not all but most of that was for the stormwater.

Mr. Reed asked if that was the \$48,000.

Mr. Blanchette said that, without looking at it, that sounded familiar.

Mr. Strong said he had a question on salaries in the Transfer Station. He said that he knew they couldn't discuss what they were putting aside for negotiations but this one was 4.87% where the other one was 3.8% and it just didn't balance out.

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**January 3, 2013 5:00PM (continued)**

Mr. Moynahan said to Mr. Moulton that, in this year's Transfer Station budget, he included employee benefits, as everyone has been asked to do this year, but that budget has still increased almost \$90,000 after they saw a big reduction in 2011. He added that it increased last year and, now, they had another significant jump and asked if Mr. Moulton could explain the biggest reason behind that. He said that on the initial one, though he had an updated one, some of the line totals didn't add up.

Mr. Moulton said that he addressed that in the update. He said that salary increases in anticipated CPI increase, which made a 2.5% increase over the dump & haul and was anticipated with some of the programs they were looking to do coming into effect.

Mr. Moynahan said that, with the dump & haul, there was a big reduction the first year in, that he dropped it down significantly and now it was back up, again, and he didn't know if Mr. Moulton could explain why that was last year and he was just noticing it, again, this year. He added that he thought that, when they bought the roll-off containers and cans, they were going to see a yearly reduction.

Mr. Moulton explained that it went up for 2012/2013 based on an anticipated CPI; that it would be a \$2,000 increase based on that sewer CPI.

Mr. Moynahan said that for 2011/2012 there was a \$30,000 increase in the CPI but they had a significant reduction based on buying roll-off containers for the vehicle and having a part-time driver – service fees on the dump & haul.

Mr. Moulton said that it was a \$5,000 increase from last year to this year's request.

Mr. Moynahan said that he had 2011/2012 expended was \$49,000; which was what Mr. Moulton had indicated when they purchased the roll-off containers - that they would see significant savings in there but they haven't seen them in last year's budget or this year's budget.

Mr. Moulton said that last year he cut \$75,000 out of that budget between the special waste and the dump & haul and there has been no change in the special waste because that held steady. He added that he was looking at the expended and, to be honest, he didn't realize he had only expended that last year, saying that he would definitely look at that again.

**6:43 PM**

Mr. Moynahan said that he knew they were going to see a reduction that would stay stable in that department but, yet, the Transfer Station has increased. He reiterated that when they appropriated the funds to buy the roll-off containers, etc. they were going to see a consistent reduction at the Transfer Station.

Mr. Moulton agreed, except for the CPI.

Mr. Moynahan said right, but it was a \$90,000 increase this year.

Mr. Moulton said that, just from doing the math in his head, that didn't add up; that if they looked at the overall increases there it was really minimal.

Mr. Moynahan said that that was when his math questions came into play the first time

Mr. Dunkelberger said that there was one odd number there that didn't show up any place else and that was in employee benefits, there was a \$34,000 number.

Mr. Moynahan said that each department was including their benefits this year, he believed, or they were asked to put it in their budgets somewhere.

Mr. Moulton asked Mr. Strong if they could look at that tonight.

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**January 3, 2013 5:00PM (continued)**

Mr. Strong said that he would look at it tonight.

Mr. Moynahan said that that would still be a \$60,000 increase out of that. He added that he guessed that the hopes were that they would have that reduction out there so there must be some reason or rationale why that has not stayed steady.

Mr. Dunkelberger said that it didn't add up.

**6:45 PM**

Mr. Moulton agreed that the numbers didn't add up and he thought that there might be something wrong with the formula; that it shouldn't be that much of an increase. He said that the only increase they should see was a big increase where he added a line for a glass crusher, which was under purchases, he thought.

Mr. Moynahan asked Mr. Moulton to review that to make sure that was accurate information.

Mr. Dunkelberger discussed a proposal. He said that one was that he thought that they should explore bonding the road repairs; that they needed to get the numbers for that to include the term and the total costs of that and see if they could make that business case to make that work. He added that, if that did not work, then he thought that they ought to look at funding repaving requests out of the undesignated balance. He said that before they could consider that they needed the number for the undesignated balance, where they were on that, and they needed to have a discussion on what they felt was an adequate reserve. He added that he thought that they needed to pay attention to their infrastructure.

Mr. Moynahan said that he did put in a note to review the bond for road paving. He added that, even if the bond didn't go, what was wrong with starting now with budgeting \$400,000 a year, or whatever it was, and start to catch it up and not drop that down. He said that, at some point, they just had to let that line item be, they had to fund that. He added that they also had to have some direction with that; that they could do 'this' many miles every year and that was what would be funded. He suggested two separate line items – maintenance and reclamation, perhaps, and not micromanaging; that Mr. Moulton knew more of the miles of road that they had. He said that it had to be done somehow, however that was, but he did have a note to review the bond information and the Board would try to make sure that was provided for everyone to review.

Mr. Reed asked Mr. Moynahan if he was proposing that, for instance, the supplies & materials, the total in that section would not be \$854,000 but something on the order of \$400,000, which was a 25% increase over last year.

Mr. Moynahan said no; that he was speaking to reclaiming and repaving roads and, then, the maintenance of roads; all asphalt-related. He added that, at some point, they needed to start; whether it was a bond issue to fix all the roads in Town or dig their heels in the sand, at that point, and budget accordingly for reclamation of roads and then, separately, maintenance of roads that have been reclaimed.

Mr. Reed said that Mr. Moynahan was, maybe, proposing that this supplies & materials section be broken out into two pieces; one was reclamation and one was maintenance.

Mr. Moynahan added that he thought that Mr. Moulton had said tonight that \$180,000/year was manageable once roads were fixed, so, they knew that would be a constant number year-in and year-out, once roads were brought to a certain standard.

Mr. Reed said that there may be a better way to put it to the people at Town Meeting so that they understood what the trade-offs were; that 'this' was

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dedicated to keeping what they had and 'this other' was dedicated to restoring the infrastructure.

Mr. Moynahan said that they would look at information on bonds, at least, for them to review and see if that was a good thing to put out there.

Mr. Reed said, if they signed on for a bond for twenty years and they didn't restore roads but, then, in twenty years they would have to do it again.

Mr. Moulton said that, typically, after a 20-year cycle, they were doing a reclamation again; so, when they rebuilt a road they should be able to, with maintenance, get twenty years before they had to reclaim it again.

Mr. Reed said that, basically, whatever that 4 million-dollar number for the bonding to reclaim the roads, that bond would stay forever.

Mr. Moynahan said \$250,000/year for fixing the roads and \$187,000 to maintain them; if that was what a 20-year bond worked out for \$4 million; that that was how the budget should have been done and, maybe, this would fix the process. Mr. Reed reiterated that this would not be a one-time thing; that every twenty years this would come up and they either do it by bond or do it by cash.

Mr. Moynahan agreed – a lump sum to catch them up or bonding. He said that, at least, they would get some information on it and he thought that the Board would task the DPW to have a really detailed list of how many miles of road and what it would be for reclamations so that it wasn't 'around' \$4 million but they would have a better clue on that to put in front of voters.

Ms. Davis asked, if they could only work at a certain pace during the year, then they would at least save the interest if they just budgeted a certain amount of what they could do in one year, but, just make sure they kept those numbers up every year rather than paying the interest.

Mr. Moynahan said that, once they had those numbers, they would see what that dollar figure (interest) was and if it was a worthwhile use of funds for the Town or not. He added that, with the \$250,000/year now, they wouldn't be able to...it was the same problem; that they could only fix a half mile of road, or whatever, to reclaim it, so, at some point they had to fund it with a good chunk in order to manage that repaving line, again.

Mr. Moulton said that he could definitely get them a good reclamation number for the miles in Town and, as Ms. Davis said, they would only use a percentage of that each year. He said that he might have a reclamation one year but the next year, depending on what he reclaimed, he might just be doing an overlay, which would reduce the cost; that they would still be working off that interest. He added that that was how it worked; that a lot of towns were doing it and that was why he suggested it, especially with the low interest.

Mr. Moynahan said that it was certainly worth exploring.

**6:53 PM**

Ms. Davis said that, personally, she would like to see more detail on the line items. She added that she worked at the paperwork that was attached with the budget but there was no way to make a connection on some of these items between what was on the paperwork versus where it was in the budget. She said that when they originally did this – the new format – she would like to see more lines kind of indented saying what each of the line items represented. She added that some of it they could get verbally from Mr. Moulton. She asked why there were cell phones versus another item they were paying, here, telephones at \$2,500/year. She said that she would like a better understanding of the breakdown.

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Mr. Moynahan said to Mr. Moulton that would be an easy one to answer, perhaps.

Mr. Moulton said that the cell phones were for himself and key people for communication purposes within his department - his foremen, his mechanic, and himself. He added that those were an alternative way of contacting him, whether it was the Town Office or the Board or any of his crew if they were on the road somewhere and they didn't have radio, if the radios didn't work then they had the cell phones. He said that cell phones were an amenity that had become a necessity for a lot of people. He added that the telephone was the landline; that 9 times out of 10 they were around and some people would leave a message. He said that not everyone in the department had a phone paid for by the department, just key people - the Transfer Station Manager, himself, his mechanic, his foreman and a cell phone that was used part-time for their truck that went up to Portland to haul trash because that was a long way to have somebody traveling without communication to the Town, explaining that the radio would not work. He said that that line wasn't adjusted because he did a contract with a different carrier this year so that should be fine and cover all the costs. He added that the landline was communication for the public to get in touch with him or anybody at the Garage or Transfer Station. He said that one was more for emergencies and one was more general business.

Ms. Davis said that the cell phones he had were necessary as opposed to using the radios, or, it was possible even cheaper.

Mr. Moulton said that it all depended on the communication portion of it; that the landline was for residents to contact the department and the cell phones were for inter-department communications, if needed. He said that he didn't sit at the desk all the time so he wasn't at the phone. He added that a majority of the use of the cell phones were during the winter months and for any storms, especially if the radios didn't work or they lost power; that it was a communication tool.

Mr. Dunkelberger asked, regarding the line item on clear bags, if they went to pay-to-throw, if that would that go away.

Mr. Moulton said that that would depend on how they set it up. He said that the Town could initially buy the bags and, as the revenue came in that would offset that line, adding that they would have an expense then have revenue, then, have it at level funding.

Mr. Moynahan, addressing Ms. Davis, said that she was looking for more detail and asked if it was the number of cell phones or number of phone calls for the department, adding that he thought Mr. Moulton showed what he spent last year and what he was looking to spend this year. He said that those may not be great examples but he thought that those were key components to running the department.

Ms. Davis said that, with all of the budgets she was looking at, she was the newbie, here, and these guys a lot of times may know what a line item represented. She said that she looked at the paperwork he attached and there was no way on some of the items to connect what she saw on, say, an invoice with a line item in the budget so she didn't know what it applied to.

Mr. Moynahan said that they could go through them, right now, and he was sure Mr. Moulton could give her a number that correlated to that.

Ms. Davis said that she took advice from the experienced members so what the BC would do was to their BC meeting on Tuesday and look at any line items they felt were a concern. She added that she just thought that since they started a new system, if there was a way to say, on paper, that there are five cell phones, then

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that would be handy to know that. She said that her real question was, she guessed, was why they were using cell phones instead of radios.

Mr. Moulton said they used them both.

Ms. Davis asked if they needed them both.

Mr. Moynahan said because the department head said that they did.

Ms. Davis asked if that was because the radios didn't work all the time.

Mr. Moynahan said that some of the crew were not with vehicles; that they were sometimes left alone and they have had those conversations before; that cell phones were the unique ability to leave with somebody and be able to still contact a department head or supervisor at that point in time.

Mr. Dunkelberger said that they were paying for access to Mr. Moulton and some of his key people in times they wouldn't normally have access to them. As an example, he said that if they were downtown watching a movie or something else, then they didn't have access to them, but, if they were providing them a cell phone, then they now had access to them, so, the Town was getting their money out of those cell phones. He said that it used to drive him nuts when he had to give his civilian phone number to his company because they would call him on his civilian number; he didn't want them calling him on his civilian number; that, if they wanted to get him after hours then provide him with something that they could talk to him with that he wasn't paying for.

Mr. Hirst said that he just wanted to point out that nobody, except someone in the Highway Garage, had access to a radio; that if one of the Board members, for example, wanted to get a hold of Mr. Moulton, they would have to go to the Garage and radio him from there and that didn't make any sense. He added that he thought the phones were something that they needed to control the costs but they shouldn't question the phones.

Mr. Moulton said that his cell phone was tied into the sewer alarms, so, if there was an alarm on a sewer pump station, then he got it on his cell phone.

Ms. Davis said that she was thinking of more of an inter-departmental thing and why they were required if they had radios. She added that she understood why Mr. Moulton had to have a cell phone because people needed to contact him all the time but, if the guys were out in a truck and they had a radio, then she wondered why they also needed the cell phone.

Mr. Moulton reiterated that it was for key people and they might not necessarily be there; that Mr. Dunkelberger had a perfect example; that, if the storm hit and he wasn't available and he needed to tell his foreman; if his foreman wasn't home, then how was he going to have access to him. He said that, if it was an emergency with a pump station and he was two hours away, then he needed to get ahold of his foreman; that within a two-hour window he could have a flooded pump station and they would have a violation with DEP, which would cost them more than \$4,500 for the year. He added that the Town had access to them 24/7, 365 days of the year.

Ms. Adams said that she thought that cell phones were a necessity, in this day and age, and she thought they were good for the Town to have. She said that her question about cell phones that could go to all the departments was, as the owner of a family cell phone plan, she knew all the things a cell phone could do, were these cell phones strictly for voice or did they have texting and internet capabilities; that that was an extra expense for the Townspeople. She said that she would like to know what they were really paying for; were they just paying for voice. She said that she has seen Town employees with cell phones, and she wasn't saying it was a Town cell phone, texting. She added that, when she saw that, she thought, "Oh, they have a Town cell phone and it had texting capability."

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She said that she didn't believe those kinds of things were necessary; that she thought that voice was the only thing necessary.

Mr. Moynahan said that they only had one department head available this evening that they could ask that of. He asked Mr. Moulton if his department's phone plan included internet and texting and all that sort of stuff.

Mr. Moulton said that it did for him and that allowed him access to his email if he was not at his desk or in his office. He added that it was all part of a plan; that it was a municipal plan that was included; that it was a minimal plan and he got it for himself because it gave him that much more access.

Mr. Moynahan said that was fine.

Mr. Blanchette said that his department did not have cell phones.

Mr. Reed said that the Transfer Station purchase for \$8,500 had need for a new piece of equipment in his notes.

Mr. Moulton said that that was for a glass crusher.

Mr. Reed asked if they were replacing the one they had now.  
Mr. Moulton said yes.

Mr. Strong said that there were no figures in the sewer budget.  
Mr. Moulton said that he just got all of his backup data for it and would have it to them quickly.

Mr. Strong asked if that was going to come out of the Sewer Enterprise Account; that it wasn't coming out of tax dollars.  
Mr. Moulton said correct.

Mr. Moynahan said that that was as always.  
Mr. Moulton said that it was just a way to show anticipated expenses.

Mr. Moynahan said that the Board asked him to break that down to get a better handle on that kind of stuff for future budgeting. He asked if Board members had any other questions of Mr. Moulton.  
There were none.

**7:07 PM** Mr. Moulton said that, when they met again to discuss these, then they would get a list of questions for Mr. Moulton, collectively, for those under him. He added that the BC was going to meet and discuss Mr. Moulton's budget in detail and, once they came up with a list of questions, they could forward them on to the Board and he would make sure that they got answers in a very timely fashion, adding that they were trying to eliminate meeting multiple times over repetitious things, so, the more assistance he gave the Board, then the less he would be asked to come back in.

Mr. Dunkelberger asked if the members could be copied on that committee correspondence.  
Mr. Moynahan said yes, that anything forwarded to him would be forwarded to the Board then the Board could forward that on.

Mr. Reed asked the Board if they would copy the BC.  
Mr. Moynahan said yes.

**7:08 PM**  
**#2**

TO : Board of Selectmen  
FROM :  
REF : Pending union contracts – Negotiating team, no correspondence

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

Mr. Moynahan said that the Town Manager in South Berwick was setting up some similar organizations in his town and he had given him some information of a requirement to inform who the negotiating team was going to be. He added that he also had information for the Board members, as far as State laws, and a quick overview of what the Board was tasked to do. He gave copies to the Board. Mr. Moynahan said that it was Perry Ellsworth that he met with and Mr. Ellsworth was more than willing to share this information with him; that he noticed in here that there was a requirement for setting up a negotiating team. He added that Mr. Ellsworth has offered his assistance with negotiations; that he has spent three years in the work with South Berwick and, if that was something the Board wished to entertain as they set up negotiating committees, then that was an option, and it would be at his hourly rate of about \$65/hour for any guidance and any time the Board needed his assistance during that process. He also said that they had, from MMA, something that came back from the attorney; that he thought that was \$100/hour on-site and nothing in their office. He said that there were a couple of different avenues to pursue but he thought it would be important to have that assistance as part of the negotiating team for the Town, especially for the first set-up of this committee. He added that, outside of that, in some of the discussions he has had, management have been the other people who made up that group, especially initial ones; that they get professional assistance, two to four members of management that would make up that team; that that could be department heads, town managers, Board of Selectmen, or what have you. He added that the input he has received from the people he has contacted informed him that that was typically the team that was set up – management – and the first one included a professional of some type, adding that Mr. Ellsworth was a recognized negotiator and has done that for twenty years in mills and that sort of thing, so, he was actually a recognized union negotiator and that was an avenue they could pursue if they so chose. Mr. Moynahan said that there was some talk in here about timelines of when the Board let them know who was on the negotiating team. He said that he may be having this too early but he would keep putting it in front of the Board because it was important. He read that “each name the negotiating team, up front, as will they.” He said that, as a Board, they should consider that makeup, maybe define it, establish it, and forward it on so that they were prepared. He reiterated that he thought professional assistance was key and, being in a budget season, he thought that they should plan on a consulting line.

Mr. Dunkelberger agreed.

Mr. Beckert said that he wholeheartedly agreed.

Mr. Murphy said that he had been mulling this over and he thought that it should be two Selectmen, the department head, and a professional advisor, and the professional advisor would act as their spokesman when they negotiated. He added that he would be willing to be instructed if there was a better way. He said that keeping it fairly small it would be easier to communicate but those of the Board who have negotiated with the Police union may have a better feel for how it could go in terms of the number on the committee. He said that he thought that four would be sufficient – two Selectmen, the department head, and a negotiator. He added that they had two department heads so they would have negotiation directions in which the committee would go and the committee would change by one person – the department head for those two directions.

Mr. Moynahan asked for thoughts from the Board on Mr. Murphy's suggestions.

Mr. Hirst agreed.

Mr. Beckert said that he agreed keeping it down to a minimum number; that some of the stuff he had read recommended anywhere from three to five, at the most, on either side. He added that he didn't see any problem with two Selectmen, the department head, and the professional negotiator, and he wouldn't want any more than that.

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

Mr. Moynahan asked for his thoughts on the professional.

Mr. Beckert said that he wasn't sure; that MMA certainly had qualified people. He said that he didn't know what the hourly rate from MMA would be; that the Town did pay dues to MMA.

Mr. Moynahan said that he thought that it was \$100.

Mr. Blanchette said that it was \$100/hour for the time the person was here and \$50/hour for travel, but, any time spent at the office was at zero.

Mr. Beckert said that that was an option there and MMA had a qualified professional; that he understood South Berwick's Manager was qualified, as well, but they did have a benefit from MMA being a member of the association already. Mr. Murphy asked Mr. Blanchette if they had a choice, could they pick someone at MMA or did MMA assign someone.

Mr. Blanchette said that there was one person that did it at MMA.

Mr. Murphy said that he had the full experience at MMA with all the many, many towns in Maine.

Mr. Blanchette said yes.

Mr. Murphy said that he would be inclined to vote for MMA, not that he disapproved of Mr. Ellsworth and it was good of him to offer and he sounded cheaper, but, he was almost too close because of Eliot's interaction with South Berwick. He said that he would rather have someone who was a little more removed and more sort of professional.

Mr. Moynahan said that they could always utilize him for questions and answers through the process, if they had something separate from MMA, then there was another professional available to them

Mr. Murphy said that that sounded like a good idea.

Mr. Dunkelberger said that he would say just the opposite from Mr. Murphy. He said that he would say that Mr. Ellsworth was familiar with the Town, he was familiar with what was going on, he was familiar with the standard of living, and he would think that having him on the team would be of great benefit rather than MMA, and he was cheaper.

Mr. Moynahan said that he believed they were changing from steps to merit, at the same time.

Mr. Dunkelberger said that having that experience and background immediacy he thought would be of benefit.

Mr. Moynahan said that, either way, it was going to cost the Town something but thought that the professional piece was key; that the sooner that they determined who that was going to be, the better, and they could forward that information on to the pending unions and start having discussions on what their expectations were for that committee.

Mr. Strong said that he was very familiar with using MMA for contract negotiations; that they assisted Kittery for 15 years and it was the same individual up there. He added that the advantage of that was that that person knew the unions, he negotiated all the contracts in the surrounding area, so he was very familiar, and they always benefitted from that knowledge. He added that that was all he did – negotiations.

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

**7:18 PM** Mr. Reed said that he would like to make a suggestion regarding the membership of the negotiating team. He suggested that one of the members of the BC be included.

Mr. Moynahan said that Ms. Davis had sent the Board a letter and met with them, and he thought it was Mr. Fisher to be a part of that.

Mr. Reed said that there were two bodies in the Town that were elected by the people of Eliot and it seemed to him that the people of Eliot would be better served if at least one member from each of those bodies was on the negotiating team.

Mr. Moynahan said that had been addressed when Ms. Davis expressed that sentiment from the group and the Board was discussing that this evening. He said to Mr. Murphy that he thought he had suggested two Selectmen, a department head, and a professional.

Mr. Murphy agreed, saying that he stood by that. He said that he would like to maintain a separation between the BOS and the BC; that the BC did not have the legal and liability responsibility that this Board has to make decisions for the Town. He added that the BC had to look at numbers and the amount of money involved and so forth, but, this was involving personnel relations and something far more complicated and to have someone who didn't have this sort of legal responsibility bothered him a little bit. Mr. Murphy said that they necessarily had to have the department heads involved because it was their employees and they had to have that feedback because the department head worked directly with the employees involved. He added that he wasn't sure having a BC member would alter anything very much in the final amount and they mustn't get into, really, looking at the difference of economic philosophy at this time, adding that that was part of their negotiation stance as to what kind of a stance they were going to have. He said that it would be wrong to even speculate as to what the attitude of a BC member would be on this particular board. He added that he had thought about that but he didn't want to talk about it; that he thought it would be better to keep the responsibility for the legal side of it very contained and that it be assigned just to those people who were truly elected by the citizens to run the business of the Town - and this was very touchy business, and would be better to limit it to the Selectmen.

Mr. Dunkelberger said that he thought that having a member of the BC as part of the negotiating team would send a message to the employees they would be negotiating with and he didn't think it was a message they wanted to send. He added that he thought it would all come down to numbers; that that was the message he would get, if they had a person from the BC, and it was never all about money.

Mr. Hirst said that he would like to opine that he thought that it was outside the scope of his perception of what the BC was supposed to do so he would oppose that.

**7:20 PM** Mr. Beckert said that he opposed it, as well; that he agreed with Mr. Hirst that it was not within the purview of the BC's scope, per the State statutes of what their job was; that, basically, all the statute said was that they were to review the budgets and make recommendations, thereon, period. He added that just because it wasn't written didn't mean they could do it anyway; that he had heard that comment in the past and he didn't like that comment; that the State statute tells what their job was and, if they wanted to expand it beyond that, then the Town needed an ordinance covering the BC or do away with them and come up with a finance committee. Mr. Beckert said that he was not supporting putting anyone on the negotiation team other than the two Selectmen, the department head, and a professional negotiator.

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

Mr. Moynahan said that, if that was the consensus of the Board, then he would want a motion that that was what they were going to set up so that they could inform both those groups that that was going to be their negotiating team. He added that they knew the professional at MMA, they knew the department heads for each specific department, and now it was a matter of selecting those negotiating teams.

Mr. Hirst said that he would be happy to make that motion.

Mr. Moynahan asked which Selectmen. He added that he would be happy to be on the negotiating team.

Mr. Hirst said that, perhaps, they should use the two existing Selectmen that were doing the negotiating to the Police union.

Mr. Moynahan said that that was himself and Mr. Dunkelberger.

Mr. Murphy said that he would be willing to be on it.

Mr. Reed said that he wasn't sure this was a point of order or exactly how it related but it was not clear to him whether the Board resolved whether it was going to be a MMA negotiator or the fellow from South Berwick.

Mr. Moynahan said that, from consensus, it sounded like the MMA professional was to be the avenue but he would try to get that out so that they could finish this piece up.

Mr. Murphy moved, second by Mr. Beckert, that the negotiating committee or rather the management committee be composed of two Selectmen, the department head for each of the unions, Department of Public Works or Town Hall, and a Maine Municipal Association member.

**DISCUSSION:**

Mr. Hirst asked if they should specify which Selectmen as part of the motion.

Mr. Moynahan said that it would always be two members of the Selectmen and they could certainly decide that by consensus.

Mr. Dunkelberger said that, just to clarify, consensus meant that he didn't necessarily agree but that he could live with the decision of MMA.

Mr. Murphy said that a motion had been made and seconded.

Mr. Dunkelberger said that he understood, which was why he made the point that he did.

Mr. Moynahan said that he wanted to declare that he was not necessarily in favor of the MMA option over the South Berwick option.

Mr. Dunkelberger said that was correct, but, he could live with it; which meant for consensus' sake and...he was done.

There was no further discussion.

**VOTE**

**4-0**

**Chair concurs**

Mr. Moynahan said that they would forward that information to the two pending unions so that they knew who the negotiating team was; which would be each department head, the gentleman from MMA, Mr. Dunkelberger, and himself, for the time being. He confirmed that that was done by consensus earlier, correct.

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

The Board agreed.

**7:25 PM**

**#3**

TO : Board of Selectmen  
FROM : Selectman Dunkelberger  
REF : Policy Review

Mr. Murphy said that he looked through the four different drafts this afternoon and he had a number of changes to almost all of them. He added that he didn't know if they wanted to go into detail on this now.

Mr. Moynahan suggested that, where Mr. Murphy had the majority of the changes, perhaps Mr. Murphy could get together with Mr. Dunkelberger to review these and come up with a clear copy that the whole Board could review at that point. He asked if that would be acceptable where Mr. Dunkelberger was the author.

Mr. Murphy agreed.

Mr. Dunkelberger said that that would work; that he would bring in his computer and they could sit down and do them.

Mr. Beckert asked that they insert the new comments in red or a different color so that they could see the edits.

Mr. Dunkelberger agreed. He said that there was one other thing he wanted to add, based upon their discussion with Mr. Donhauser last week, and that was the imprest piece with regard to the debit card. He said that he would find a way to work with him on some initial wording and, then, sit down with Mr. Murphy to grammatically correct.

Mr. Moynahan said that that sounded great.

**7:28 PM**

**#4**

TO : Board of Selectmen  
FROM : Maine Municipal Employees Health Trust  
REF : Health coverage for same sex marriage

This was informational.

**#5**

TO : Board of Selectmen  
FROM : Xfinity  
REF : Informational

This was informational.

**Old Business (Action List):**

**7:30 PM**

1. Route 236 Sewer Expansion Project reports, updates, and schedules – Questions from Route 236 Ad-Hoc Committee - Mr. Blanchette
2. Sewer Contract/IMA – Schedule IMA/Kittery Meeting for presentation - Mr. Moynahan, Mr. Murphy, Mr. Marchese, Mr. Moulton and Mr. Blanchette

Mr. Murphy said that he thought this was finished and he thought that the BOS should ask that this go to the Town lawyer asking him to make no changes that really didn't have to be made. He added that Kittery felt that way, too, and Mr. Beers wanted to know Eliot's schedule. He said that he thought that if the Board agreed to send this final version to the Town lawyer, then the Board could tell Kittery that they could send it at the same time to their lawyer and, if the separate

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**January 3, 2013 5:00PM (continued)**

lawyers agreed, or, if the lawyers required some changes, then they would have to go through that change cycle.

Mr. Moynahan said that he thought they should just be careful of conversations about the contract but they did have an executive session scheduled for this evening as it related to contracts so, perhaps, they could bring up any more detail at that point.

The Board agreed.

3. Police Union Contract – Mr. Moynahan, Mr. Dunkelberger, Mr. Blanchette, & Chief Short
4. Community Service Space: Relocation to Elementary School – explore school space – fit up costs, service impacts, insurance, MSAD #35 contract, CSD Director – Mr. Dunkelberger, Mr. Hirst, & Mr. Blanchette

Mr. Beckert asked if they had anything from the subcommittee on fit-up costs for ECSD in the school. He added that they were in the budget season and he would think they would be coming up with those costs, at this point.

Mr. Dunkelberger said that they were looking to set up a sit-down with MSAD #35 with some specifics on that. He added that they were not ready to do that until the first of the year.

Mr. Moynahan asked if it would be possible to have anything completed when ECSD was scheduled for their budget.

Mr. Dunkelberger said that he thought that they should be ready for the January 17<sup>th</sup> BOS meeting.

Mr. Hirst said that they also had to get some estimates of costs for the changes that were necessary.

Mr. Moynahan said that that was the focus of this discussion.

5. Town Manager – schedule workshop; include Comp Plan Implementation Committee
6. Dispatch Service/Ambulance Contract – Contract with Kittery, request from same, costs – BOS, Mr. Muzeroll, Mr. Short

Mr. Hirst said that he and Mr. Dunkelberger were working on the ambulance contract for the coming year starting 7/1/2013 and Kittery and Eliot have agreed, in principle, to work together on a RFP (request for proposal) from different ambulance services so that they got them back, roughly, in March so that they had about three months to discuss them, take them before the Town, and see what the Town wanted to do with them.

Mr. Moynahan asked if they had involved Mr. Muzeroll and Mr. Short with all of these meetings and workings and such; that they were folks that utilized this more than any and they were part of the responsibility on the AIL.

Mr. Dunkelberger said that their thoughts were to include them in the development of the RFP but it didn't make sense to have them with all the different meetings with all the different ambulance companies.

Mr. Hirst said that what they had were just very, very preliminary meetings with the people that indicated that they might be interested in quoting and anything further than that he thought should involve both of them.

Mr. Moynahan said that he thought that all of it should include department heads so that they were part of the whole process with you folks. He added that Mr. Muzeroll and Mr. Short were specific on there and were the department heads

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

directly affected by anything that happened. He said to make sure they included them in things; that it was more of a courtesy than anything.

Mr. Dunkelberger said, to follow up, that he thought that they had a vote with regard to making a formal request to York Hospital to join them on this and asked if a letter of formal request had been sent.

Mr. Blanchette said yes.

Mr. Hirst asked Mr. Blanchette to copy the Board on that.

**7:35 PM**

Mr. Blanchette said that he would.

7. Policy creation/review – debit card, video-streaming, website management
8. Employees – cross-training, charting earned times, job descriptions - BOS
9. Liaisons to boards, committees, and commissions – review existing members, try to fill open spots; Committee/Board – Mission Statement Review - BOS
10. Budget Preparation - BOS
11. Auditor – financial statement, management letter, finance director, personal property tax, fixed asset management - BOS
12. Regionalization – explore areas of potential collaboration, cost reductions & enhancements to services – Mr. Moynahan, Mr. Hirst
13. Legal issues – pending and Consent Agreements – Eliot Shores, PSNH/Sierra Club, Mr. Bogannam - BOS
14. Sewer User Rates, reserved allotments, odor, maintenance– Sewer Committee, Underwood Engineers, Mr. Moulton
15. Department Heads – monthly reports, employee reviews, financial oversight, policy reviews, and department reviews - BOS
16. Research grant opportunities – AED's for Town buildings
17. Comp Plan follow-up

Mr. Moynahan discussed additions. He said that he wanted to put a couple of additional things on this – Comp Plan follow-up pending new unions; Special Town Meeting in February; York County Transitional Budget, which was the funding source that they needed to determine; June Town Meeting preparation, which included fee schedule changes that would be one thing in June, he assumed, and was from the PB. He added that he was trying to have a list going so that they could remember as much as they could. He said that he would certainly take any additional things or input and make sure the changes were made on the list.

**Selectmen's Report:**

There were no Selectmen's reports tonight.

**Other Business as Needed**

There was no other business tonight.

**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**January 3, 2013 5:00PM (continued)**

**Executive Session**

Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen enter into executive session as allowed by 1 M.R.S.A. § 405.6.A "Discussion or consideration of the employment, appointment..." Personnel issue.

**VOTE**

**4-0**

**Chair concurs**

**7:46 PM** Out of executive session.

There was no action resulting from the executive session.

**7:47 PM** Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen enter into executive session as allowed by 1 M.R.S.A. § 405.6.C "Discussion or consideration of the condition, acquisition, or the use of real or personal property..." IMA draft contract.

**VOTE**

**4-0**

**Chair concurs**

**7:50 PM** Out of executive session.

**7:51 PM** Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen forward the draft contract to the Town attorney for review and notify Kittery of such.

**VOTE**

**4-0**

**Chair concurs**

**Adjourn**

There was a motion and second to adjourn the meeting at 7:52 PM.

**VOTE**

**4-0**

**Chair concurs**

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**DATE**

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**Mr. John J. Murphy, Secretary**