

BOARD OF SELECTMEN'S MEETING
August 25, 2011 6:30PM

Quorum noted

6:30 PM: Meeting called to order by Chairman Fernald.

Roll Call: Mr. Fernald, Mr. Moynahan, Mr. Dunkelberger, Mr. Murphy and Ms. Place.

Pledge of Allegiance recited

Moment of Silence observed

Approval of Minutes of Previous Meeting(s)

6:33 PM Motion by Mr. Dunkelberger, seconded by Mr. Murphy, to approve the minutes of July 28, 2011, as amended.

VOTE

4-0

Chair concurs

Public Comment:

Ms. Jacques thanked the Board for all their help to her over the past two years answering her questions and clarifying information as she wrote for the newspaper.

6:35 PM

Department Head/Committee Reports

Mr. Muzeroll said that the emergency management department (EMD), in coordination with Police, Fire, Community Services and Public Works, held a Phase I meeting today, explaining that that meeting was a planning meeting for an eventual hurricane weather event. Hoping this would turn out to just be a training exercise, he added that the four of them discussed what they needed to do, where they needed to go and what was to be expected of each department. He said that emergency operations, if called upon, would be out of the Fire Station with the Police Department as back-up. He said that a lot would happen in the next 72 hours, which would determine how they moved forward or whether they moved at all. Mr. Muzeroll said that this was not the first weather event anyone in the room had dealt with but, that being said, that didn't mean they couldn't have a more coordinated effort to make sure the services provided to the community continue in the seamless manner they have done in the past, assign the appropriate roles and do the right things so they could be reimbursed by FEMA if this event is included in some sort of a national claim so they could work to get back money. Mr. Muzeroll said that he, Mr. Short, Ms. Muzeroll-Roy and Mr. Moulton were meeting on a daily basis until Sunday and then sometime Sunday, depending on the information they receive, determine how deep they get in to all this. He wanted to make the Board aware that they might encounter some financial obligations if there is an emergency event and Mr. Fernald would be the one they would need to contact, bring in to the operation center and advise about what was going on so that the Town, as a whole, would be aware of any expenditures they might be seeking, as well as helping them make sound financial decisions if they should need to do something.

Mr. Fernald asked Mr. Muzeroll to clarify what he wanted from the Selectmen, if he should call them.

Mr. Muzeroll said that it depended on what the call was for. He added that, before he left the meeting tonight, he wanted to give Mr. Ramsey a press release to get into the Portsmouth Herald and that he would fax one to Foster's, etc. He said that they were very concerned with people in the community with special needs, no

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matter the age, and they needed to know about them. He discussed the press release, which includes a web address for MainePrepares.com, which is a web link through the State of Maine Emergency Management site pretty much gave everyone general knowledge answers, for questions not answered there he has provided an email and phone number.

Mr. Fernald clarified that, if he should hear of someone needing help, he would call Mr. Muzeroll or Mr. Short.

Mr. Muzeroll said yes and that his cell # was listed in the press release and, if he wasn't available for some reason, then Mr. Short has agreed to be available. He said that they are unique and he was very proud of the fact that they don't have that separation in this community between department heads as other communities do, as if he was out of the place, then someone else could take over because they do things together.

Mr. Short said that the phone calls the Board would get right now would be about what the plan was and he thought it was important for people to know they were in the planning phase of this now and would make decisions as necessary.

Mr. Fernald clarified that, if someone calls and says they have an elderly person and they need a place to stay for the night...

Mr. Muzeroll said that one of them needed to know about it, adding that he preferred the Board start with him, as the Fire Station would be the central location. He addressed the sheltering. He said that the high school had a pretty good deal going on, that the EMA Director ran a real good program for the shelter at the high school and that that incorporates people from Eliot. Discussing their planning, he said that, if they have a short-term need people would come to the Fire Station (small groups) so that they could be transported using the ECSD van and the Fire Department van to the high school, once it is opened up; larger groups, and he has emails out to the Superintendent (better than 50 people, animals, etc.), would go to the Eliot Elementary School gymnasium – that if whole streets needed to be evacuated, then school buses and the vans would be used to get people to EES until the high school was ready for them. He clarified that the plan was not to provide long-term sheltering in Eliot unless something happened to the shelter in South Berwick. He added that they do have a capacity of 800 in Eliot if they can get everything up and running at the same time.

Mr. Muzeroll said that the tank truck was in service and taken the other tank truck out of service. He added that he started to advertise it but he had someone contact him from Jonesboro to purchase the vehicle for the price he was going to advertise it for (\$7,500), that they were in desperate need and he told them he would hold up for two weeks advertising it so that they could get the money together then, if they could not come up with the money, he would advertise to all Maine fire chiefs, then New Hampshire chiefs, then nationally.

Mr. Muzeroll, saying that he and Mr. Moulton had not gotten together yet, said that he was having a hard time getting a list of contractors together to give him individual prices for roofing for town buildings. He added that there are lots of fly-by-night guys, but he needs pricing for the Fire Station, Mr. Moulton needs pricing for his buildings, they need combined prices – separate prices, for the CPI stuff or planning down the road. He clarified that he was not skirting this issue, letting the Board know that the Kittery Fire Chief would get him numbers of the people who bid on the Kittery Fire Station once he was back from vacation and he would go from there. He added that they may need to take some temporary measures and has spoken to Mr. Moynahan about doing some roof repairs and recommends about who was out there to do things until they were squared away.

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6:45 PM

Mr. Short said that, as a result of the last BOS meeting, a contractor came forward who actually owns a home here in Eliot, running their business out of their home – Ty-Mark – that Mark Robinson is the owner and that he has met with him and talked with him, at length, on the phone, putting in a lot of time looking at their system and the bottom line was that Mr. Robinson came in with a bid of \$12,319.00. He discussed the work that Mr. Robinson would do and said that he felt that he had learned more from him in the last two weeks than anyone who has been through that building. He added that they would incorporate some recommendations from the Energy Committee. He said that he was very, very comfortable with what Mr. Robinson recommended and that he was guaranteeing him that, if what he did not cool the building down that he would fix it at his cost. He clarified that anything they needed to do would be in addition but that he had bids out on that already but, with the system Mr. Robinson was recommending, he felt absolutely comfortable with the fact that, once the right condenser is in and duct work was done as it should be, they would be in good shape, reiterating his recommendation to go with Ty-Mark.

Mr. Moynahan asked if they had a copy of his quote.

Mr. Short said that he would get copies to the Board.

Mr. Moynahan requested having the warranty in writing.

Mr. Short said that he would get the warranty in writing.

Mr. Murphy said that he was sure Mr. Short remembered to inquire about insurance liability.

Mr. Short said yes.

Ms. Place discussed her personal dealings with Ty-Mark, that they were very good, that no one else wanted to touch their furnace, and that he figured out the problem.

Mr. Short said that, on several occasions, Mr. Robinson said that he could do more but he would just be taking his money. He added that Mr. Robinson would do the maintenance, as well. He also discussed that the system was there but that it was not installed properly at the beginning. He added that they might be able to get some reimbursements through energy efficient deductions.

Mr. Moynahan said that, as they discussed at their last meeting, Mr. Short would try to get another local contractor, getting some more quotes, and he thinks the Chief has done that and it was budgeted this year to correct that system with the Facilities Reserve, adding that, from his perspective, this was a good direction to go for the repairs that were recommended.

Mr. Moynahan moved, second by Mr. Dunkelberger, to hire Ty-Mark for the price of \$12,319.00 to repair the Police Station's heating and cooling system.

VOTE

4-0

Chair concurs

Mr. Moynahan confirmed that this cost would come from the Facilities Reserve Fund.

Mr. Fernald said yes.

Mr. Muzeroll asked where the department heads stood with the audit energy things they did and any monies appropriated after that audit. He asked if the Town

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approved any monies at the Town Meeting to rectify any of the energy issues they had.

Mr. Moynahan said that they had funded that from Undesignated Fund balances to do some of the items, that there were few and this was the biggest one identified but he did not know what else was included.

Mr. Murphy said that it was his understanding that the list of recommended changes, which would have been done over several years, was presented to the Selectmen and Budget Committee, and the decision was made not to decide on any of them at the present time but to keep that list available, going for that article in a general amount knowing that some of those would be included in the monies voted on at Town Meeting. He added that he believed no specific items were mentioned at the time of Town Meeting so the whole list remained open to, he thought, whoever came first or had the greatest need and could be afforded within the Article.

Mr. Muzeroll said, with that being said, if the department heads don't know then why does the BC know and wouldn't it be nice to know what his recommendations were so he could fight for that. He added that to limit that communication to the BOS and BC would be unfair to the departments so, if there has been correspondence with recommendations, then he would appreciate a copy of that because he found money here and there just to replace a window. He said that they certainly have enough communication issues and requested getting this information to the department heads so that they know what is going on. He added that he would like to know what their recommendations were because he had plans to do things to save money there but, if this is in someone's long-term CDI? issue that he doesn't know anything about, then he would like to know about it before someone says something about it to him...

Mr. Murphy said it was an extensive list covering several departments of recommended changes by the Energy Committee (EC), which was given to the Selectmen and BC at budget time that were things that were needed. He added that this list was available through the EC, if not Mr. Blanchette.

Mr. Muzeroll clarified that he would like the Board to send him the information.

Mr. Fernald agreed that they would have a copy to him.

New Business (Correspondence List):

6:57 PM

#1

TO : Board of Selectmen
FROM : Barbara Thain, Secretary
REF : Committee Standings as of August 22, 2011 (four requests for membership)

Mr. Fernald said that they had three individuals requesting to be on the Budget Committee (BC). He added that there were two openings on the BC and, as no one was elected to those positions, then it was up to the BOS to appoint two members.

Mr. Murphy wondered if the first two applicants had been notified of this meeting, adding that he did not see them in the audience and asked if they were waiting outside.

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Mr. Fernald said that he did not know if they were told about the meeting or not. He discussed his concern with any potential conflict of interest with Mr. Cooper, as a Reserve Police Officer in Eliot.

Mr. Short commented that his recommendation would be, if he wanted to be on the BC, then he couldn't be a reserve officer or, if he wanted to continue to be reserve, then he would have to recuse himself from discussing issues involving the budget of the police department.

Mr. Murphy said that he was pleased to see that people who have not been on any Town committees are requesting to be on this committee, adding that he did not see Ms. Davis tonight and would not want to omit her just because she was not informed that she had to be here, as the general practice was to interview someone who has not been on a Town committee. He suggested holding this off until the next meeting.

Mr. Fernald asked Mr. Hirst if he was notified.

Mr. Hirst said no, not specifically, but he would have been here, anyway.

Mr. Dunkelberger suggested that that may be a good way to ask Mr. Cooper if he needed to make a decision as to one or the other, if that should prove necessary.

Mr. Fernald asked if it was the consensus of the Board to hold this off until the following meeting.

The Board agreed.

After some discussion, it was suggested that the Board take up all these requests at the next meeting to make sure that all applicants had been notified.

Mr. Moynahan asked if it was required that people were present because he knew that people had been appointed in the past that had not been present.

Mr. Fernald said that it was not required but was the only way to ask questions to get a good sense of why they want to be on a committee, directly.

Ms. Shapleigh said that Mr. Hankin was within the Sewer District (SD), that one of the things they had discussed at the SC meetings is that they needed people who lived in the district to serve on the committee and that that was why, adding that he was retired, she had asked him to put his name in, thinking it was very important that they have representation from people who were actually on the sewer, on that committee.

Mr. Dunkelberger said that, since they had only one applicant for one position for the Sewer Committee, he would feel comfortable nominating Mr. Hankins for that position.

Mr. Dunkelberger moved, second by Mr. Murphy, to accept Mr. Hankin's application as a member of the Sewer Committee, effective immediately, term to expire in 2012.

VOTE

4-0

Chair concurs

7:05 PM
#2

TO : Board of Selectmen
FROM : American Medical Response
REF : Second Amendment to Ambulance Services Agreement

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Mr. Muzeroll said that Mr. Robidas and his financial supervisor contacted him today, explaining that they are involved with regional planning, shifting ambulances all over New England in preparation for this storm, and that he has been in contact with Mr. Robidas since this issue came up (was the area supervisor for AMR) with the CPI cost increase. He added that, though Mr. Robidas was not here to verify what he was saying – that increase was in error and was not supposed to happen. Mr. Muzeroll said that, as he understood it, there was not supposed to be a CPI increase in the contract and AMR has vocalized to him that they would send an amendment to that contract to the Town removing the portion about the CPI from that contract until 2013. He added that that meant that the difference between the \$4300 and \$4100 a month was going to go away – it would be the \$4100 a month. Discussing the second part, he said there was an increase in fuel costs addressed in their letter, that has no bearing on money directly from the Town of Eliot but those costs are carried by the patient through the insurance companies, etc. He said that he was just the messenger from AMR but they apologized for not being able to be here tonight and very willing to come to another meeting to verify everything he has verbalized to the Board tonight.

Mr. Fernald said that they would not then pay the two outstanding bills, each of which are for \$4304.76.

Mr. Muzeroll said that his recommendation was, if the Board was going to pay a bill, then they would expect the Board to pay the \$4100 or so they were paying before July but, minimally, he felt as though they were obligated to pay what they thought they were supposed to be paying.

Mr. Fernald said that they should have a corrected invoice for the last two months.

Mr. Muzeroll said that he could, or the Board could, contact Mr. Robidas to re-invoice with the amount of money that they thought they should be paying. He asked if the Board would like him to do that.

Mr. Fernald said yes, that that was the appropriate thing to do.

The Board agreed. It was also discussed that AMR should come to a Board meeting when the amendment comes in to discuss it.

Mr. Muzeroll said that he just wanted to make sure that they would not be negotiating the contract at the time that they come in.

Mr. Dunkelberger said that they had a contract until July of 2013.

Mr. Muzeroll said that the contract they have in place right now includes the CPI increase, adding that they could have told him to go...whatever, whoever made the mistake, that's the way it is. He said that what he didn't want to happen was that, when they came in with an amended contract, that this got thrown out the window and they started negotiating all over again.

Mr. Fernald said he understood.

7:12 PM

#3

TO : Board of Selectmen
FROM : Information Technology Committee
REF : Information Technology Policy Town Hall

Mr. Moynahan said that he thought this was an important policy to have and asked where this policy might fit.

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Mr. Fernald said that he didn't know if the Selectmen's Policy Manual actually referenced IT.

Mr. Murphy said that he thought there was a minimum policy regarding the use of computers, telephones, etc. in the Selectmen's Policy and suggested that this be inserted at that point.

Mr. Dunkelberger disagreed, saying he did not think it should be a policy because technology would change – tape back-ups are already going away. He suggested making this a standard operating procedure with regard to how they operate their systems within the Town Hall and, so, they would not have to go through the whole process of changing the policy as technology advances.

Mr. Murphy agreed that Mr. Dunkelberger's suggestion was good to establish standard operating procedures, as he isn't sure they even exist at the present time.

Mr. Moynahan said that, even with standard operating procedures, such as "No personal information is to be downloaded, no software downloads unless authorized", those were enforceable things if employees were doing those types of things and possibly could be broken out and added to their policy, with a standard operating procedure, as well.

Mr. Fernald suggested the best thing to do, then, would be for the Board to review this, consider where they thought these items should be placed, and come back with suggestions for the next meeting.

The Board agreed by consensus.

7:16 PM

#4

TO : Board of Selectmen
FROM : Workers Compensation Experience Rate
REF : Ratings

This was informational.

#5

TO : Board of Selectmen
FROM : York County Maine Revenue Services Property Tax Division
REF : Proposed 2012 State Valuation

This was informational.

#6

TO : Board of Selectmen
FROM : Maine Coast Heritage Trust
REF : A Statewide Land Conversation Organization

This was informational.

7:20 PM

#7

TO : Board of Selectmen
FROM : Joel Moulton, Public Works Director
REF : Board of Selectmen meeting items

Mr. Moulton discussed the items on his list.

Wildbrook Lane: Mr. Moulton said that a summary of his observations of the road build for Wildbrook Lane was given to Matthew Hollowell, their attorney, referencing the Town's Road Ordinance standards along with his findings that concluded that Wildbrook Lane was not built to Town standards, even those standards in place at the time of the road's construction. He added that a rough estimate of \$50,000 to \$60,000 in repairs would bring the road to Town standards.

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Mr. Murphy asked if Mr. Hollowell has responded to this information.

Mr. Moulton said that he has not.

Mr. Murphy asked if Mr. Moulton had a map showing where these 13 borings were done along the road and cul-de-sac.

Mr. Moulton said that he did not but that he could develop one for Mr. Murphy.

Mr. Moynahan said that the frustrating piece for him, as it has been all along, is that the Town has someone in place to inspect the construction of these roads, so one could blame the contractors all they want – and he did, but why is it that they were always going backwards. He added that he hopes they were learning and setting policies in place that would be more consistent in solving this.

Mr. Moulton said that he was working with the PB to develop better policies and procedures.

Mr. Moynahan said that, even with all the follow-through and oversight of all this, it baffled him. He added that they now have several Town roads that were inspected and signed off and they do not even remotely touch the Town standards.

Mr. Fernald clarified that Wildbrook Lane was signed off.

Mr. Moynahan said that the CEO, Red Mabey, had issues with it but the Road Commissioner at the time had signed off on the road and that was how the dispersals were made throughout the construction of that road, so, there was only a small amount of money left. He reiterated that the CEO, prior to his departure, had issues with that road – there was some history there – but no one ever enforced it and now, here they are 10 or so years later with the same issues that could have easily been resolved with the developer still in Town.

Mr. Moulton agreed and said that the area around the cul-de-sac was required to be reconstructed and it's fine. He added that the problem is from the cul-de-sac out to Brixham Road.

Transfer Station Funds: Mr. Moulton said that the Board had asked for a plan of projects and estimated costs to capture the unexpended funds from last year, discussing those projects/costs with the Board.

Mr. Dunkelberger clarified that he saw \$8,800 for the pre-fab building and the retaining wall for about \$500, which would be about \$15,000 and asked about the other \$10,000.

7:29 PM Mr. Moulton said that that would go towards putting up retaining wall he could at the Transfer Station to increase the turning radius in the lower area for safety/mobility.

Mr. Murphy asked if this had to go before the PB for approval.

Mr. Moulton said that he wanted the letter back from the State to make sure everything was good and would bring it before the PB, adding that he wasn't anticipating any issues.

Mr. Fernald said that Mr. Moulton has asked to capture the unexpended funds from the 2010/2011 Transfer Station Budget for a sum of approximately \$25,000 and the Board asked him to provide an explanation of what that money would be used for. He asked for the pleasure of the Board.

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Mr. Dunkelberger moved, second by Ms. Place, to allow the Public Works Department to utilize their unexpended funds of \$25,000 in order to make the suggested improvements to the Highway Garage and Transfer Station Facilities.

VOTE

4-0

Chair concurs

7:35 PM

Overtime Personnel: Mr. Moulton said that the Board asked him to review the overtime and he gave them a synopsis/scenario and what he does to manage it. He discussed cost-saving measures he has already put into practice and the dedication of his employees.

Mr. Dunkelberger said that he was curious that the Town did not have a stand-by policy and maybe that is something they should develop that might potentially solve the issue of the 40 hours and the overtime. He said that, from a taxpayer perspective, paying people for not working was not sound.

Mr. Moulton said that he understood but said that, in his department – with no ill will toward any other department, that Mr. Short was in the same boat as him – when the Town office is closed people were getting paid for the day and they get the day off. He added that he was here to speak on behalf of his department.

Mr. Fernald commented that, in treating employees right maintains that dedication to the Town.

Mr. Short said that part of the problem one gets into when one puts people on stand-by status, then they would have to be paid.

Mr. Dunkelberger agreed that, if the Town put people on stand-by, then they should be paid because they would have to follow a set of rules that went along with being on stand-by.

Mr. Moynahan said that he saw that later on in the agenda there was a request for a part-time/fill-in employee for Public Works, so he understood the dedication of these guys and they should be able to take vacations, etc. and asked why they didn't have more part-time/on-call staff as an option. He added that the other piece was everyone was hired at 40 hours per week and department heads have the weekly schedule so the scheduling could be manipulated however, that would work. He said that he wasn't saying to take anything away from them but when one starts piling sick time on vacation time and then a day of pay one was getting overtime on four days not actually worked – that is where the concern is. He said that Mr. Moulton mentioned in his summary about managing overtime and that was an important piece – how do they do that – it's working together. Mr. Moynahan said that he wasn't picking on people but was trying to figure out how to handle it in a cost-effective manner.

Mr. Moulton said that he has five full-time guys and gave the Board some scenarios. He said they were in a storm and have another one coming - adding that it was his understanding that people during those off hours were being paid and not working – he sends people home to rest because they need rest and that was part of how he managed the time worked. He added that, sometimes, things break down – last year they had consecutive storms, when they weren't plowing they were treating the roads and moving snow. He added that he understood Mr. Moynahan's concern and the vacation part of it and utilizing part-time people but, when it comes to running the larger trucks, then he had to have someone who was qualified to run those trucks to protect those trucks that cost \$100,000 because it wasn't as easy as it looked, welcoming anyone to ride to see what it's like. He said that those guys are up for hours and it takes a toll on them. Mr. Moulton said that the Town has always had, and will continue to have, an excellent reputation

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as far as the maintenance of the roads and that is part of why the off hours could be cut down because there are fewer traffic problems. He discussed working to keep the overtime down but that things do break, things need to be repaired and there is prep for another storm, adding that he was keeping overtime down to between 40-50 hours a week versus 60-70 formerly. He said that there were five weeks with five holidays during the winter season where it's really tough because those are set days off that other people get, adding that these guys have been dedicated to the Town for years and for the extra \$500 a week for five weeks or \$2,500, which would be the necessary maximum for that half-time money, he thought it was a small price to pay for what those guys give the Town.

7:47 PM

Mr. Short agreed with what Mr. Moulton was saying. He said that he has been around Town for almost 30 years and the people are very dedicated, adding that the Town was very fortunate to have people that have had some longevity in the Highway Department. He said that, likewise, he thought they all understood the financial burden with the current economy. Discussing the long-term cost, he said that they could put people on-call and pay them but, in particular with Mr. Moulton's crew, they would have to put five people on-call on the possibility that there may be a call as opposed to having people who now understand it is now winter time, that they would not take vacation time and one can't use that as a policy because, as soon as they do, they would be placing an on-call status to that and it is out of sheer dedication that those people were willing to do that. He added that it ultimately impacts his department, it can ultimately have an impact on morale, it can ultimately have an impact on retaining people and their availability. Mr. Short said that he understood that the Board was charged with ultimately making the tough decisions on that, adding that he and Mr. Moulton came from the same page that it was the decision of the Board as to whatever policies the Board ultimately enact. He added that he thought it was important, and thought Mr. Moulton had made his point, because he thought there could be an impact on services delivered because these people don't have to be available, and then what happens. He commented, if four of them decide to go out for a beer on the night of a storm, what would they do, then.

Mr. Moynahan said that department heads would need to have back-up plans at any time – it is the real world – if there is no back-up plan for four people getting into a car accident, then they aren't doing their job. He added that was not just about overtime but about having a back-up plan – the departments were prepared with emergency management planning and this is the same type of thing.

7:53 PM

Employee Evaluation: Mr. Moulton said that he was requesting the Board to allow him to give employee evaluations on an annual basis in February or March, a set time of the year, instead of on the employee's anniversary hire date.

Mr. Fernald said that he did not think their policy indicated a requirement.

Mr. Moynahan agreed and said that he was fine with that as long as they were yearly and done consistently.

Mr. Murphy said that he thought it a good idea to make sure that these evaluations take place at all and, if this would help that be done, then he did not see any objection to that. He added that he thought the evaluation being done on the anniversary of hire was guidance, not law.

It was the consensus of the Board to allow Mr. Moulton to do his annual reviews as he requested, unless Mr. Blanchette said otherwise when he was back.

7:55 PM

Clean Harbors Contract: Mr. Moulton said that he was asking for authorization to sign the HHHWD contract with Clean Harbors for services for the fall of 2011, that the contract was based on a lump sum not to exceed \$11,000, that he was working with Kittery to use their facility as a place to dispose of household

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hazardous waste on a year-round basis for Eliot residents. He added this would provide flexibility for Eliot residents and save the Town approximately \$12,000.

Mr. Dunkelberger asked if there was any potential downside to this proposal with Kittery.

Mr. Moulton said that Eliot would not be paying for personnel or anything like that – residents would be allowed to take it there – Kittery has a good fee structure in place and have a facility structure equipped to handle hazardous waste.

Mr. Dunkelberger asked for clarification of page 2 that discusses that the community will provide a police officer to maintain order.

Mr. Moulton clarified that the Highway Department personnel assist Clean Harbors when hazardous waste is brought in so they don't need a police officer. He said that he would get that amended.

Mr. Murphy discussed some ambiguity in reference to responsibilities of a "community coordinator" in #4 with the word "only" possibly referring to three different things. He also wanted to know who was the community coordinator.

Mr. Moulton said that he was.

Mr. Murphy commented that it was up to him to decide what that meant, he thought.

It was the consensus of the Board to allow Mr. Moulton to sign the contract with Clean Harbors.

8:00 PM Part-time/fill-in employee: Mr. Moulton said that he was requesting to be allowed to utilize Mr. Beauregard as a part-time/fill-in employee for late fall/summer maintenance, filling in at the Transfer Station, and assisting with winter snow maintenance. He added that Mr. Beauregard would be utilized as a fill-in only in case of illness, injury, vacation, etc.

Mr. Dunkelberger clarified that this would be utilizing his current budget.

Mr. Moulton said yes, that this would not be in addition to his current budget, and came about as one of his other employees was unable to continue due to health issues.

Mr. Dunkelberger moved, second by Mr. Murphy, to allow the Public Works Department to utilize Mr. Aaron Beauregard of 53 Greenwood Street as a part-time/fill-in employee for the Department of Public Works utilizing their current budget authority.

VOTE

4-0

Chair concurs

Mr. Moulton said that the Maine DOT Commissioner has not contacted him regarding the letter he sent to him. He added that he has seen the MDOT driving around in Town and knows that there are some Eliot residents that have voiced their two cents to him, as well. Mr. Moulton added that the backhoe has arrived and is in service.

Old Business (Action List):

8:03 PM Mr. Moynahan clarified that the Board would meeting bi-weekly or off-weekly for this and could probably keep that to themselves and work on it to narrow it down.

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Mr. Fernald said that they would do either bi-weekly or once a month.

Mr. Fernald suggested picking Comp Plan items to address at the workshop meeting. He suggested taking next Thursday off and doing the workshop meeting once a month so they would be off the first Thursday of September.

The Board agreed to meet the third Thursday of September for their workshop meeting.

Mr. Moynahan asked to take up #13 to get that process started with Ms. Spinney and possibly have something for the meeting.

Mr. Dunkelberger said that he would be willing to help Mr. Moynahan with #13.

It was the consensus of the Board to have Mr. Moynahan and Mr. Dunkelberger work with Ms. Spinney on #13 and that they would address #9 Comp Plan Action Items at the next workshop meeting.

1. Sewer Contract Committee – Mr. Moynahan, Mr. Moulton, Mr. Murphy, Mr. Marchese and Mr. Blanchette
2. Comp Plan Action Items
3. Monthly reports from department heads
4. TIFD reports and updates
5. Health Insurance costs
6. Review existing Sewer User Rates and update
7. Regionalization of Town services
8. Sawgrass Lane Association
9. Comp Time and Overtime Policies – Joel to come up with proposal
10. Police Union Contract
11. Ambulance Service Contract
12. Waste Management – Charges
13. Consistent format – Budget, time sheets, etc.
14. Monthly workshops
15. Employee reviews in monthly Department Head Reports
16. Carry in – Carry out Policy for Town parks
17. Legal issues – pending and consent agreements
18. Community Service building

Selectmen's Report:

BOARD OF SELECTMEN'S MEETING
August 25, 2011 6:30PM (continued)

8:05 PM

Mr. Murphy said that there has been a need in the Town Hall for several years and he believes the time has come to take some action and has to do with the preparation of the financial activities in the Town to be in a proper shape to be submitted to the auditor. He added that Mr. Donhauser has been kind enough over many years to do stuff at Town Hall, pull things together, which the auditor is technically not supposed to do. He added that Mr. Donhauser believes it is time for the Town to get someone who is an accountant, who would be considered the Town controller and would be overseeing Ms. Spinney (providing things to her) and interacting with the other departments so that Ms. Spinney would no longer have to do that in the way that she does now, which incorporates additional weeks for the time needed to get things done. Mr. Murphy said that he has talked with Mr. Donhauser over a period of time and that the situation has not improved, that Mr. Donhauser would like to come in to talk with the Selectmen about this problem, sometime in October, and have a work session with the Board, Town office personnel, and Mr. Murphy suggested the BC, as well, because his recommendation was that the Town have at least a part-time controller to manage and oversee the pulling together of all the various records that were supposed to be maintained and where they were so that a package could be given to any auditor that comes along. Mr. Murphy said that, as the Board knows, Mr. Donhauser did not want to be the Town auditor again as he has been here long enough and it was bad practice for the Town to keep the same auditor for too long. He added that it would be good to have another set of eyes to look at what was going on. He suggested adding this as an action item and meet with Mr. Donhauser the first or second week in October, which would also be at the beginning of their budget season, so they could consider this as a cost item in next year's budget in a timely way.

There was some discussion around a summary report that closed out the prior audit.

Mr. Hirst said that he believed there was a management letter that was supposed to accompany the audit ended June 30, 2010, that he has not seen that, and that Mr. Blanchette has asked for it a couple of times.

Mr. Fernald said that the Board would talk with Mr. Blanchette about whether there is an actual letter.

8:13 PM

Mr. Fernald said that he was able to sit in on a meeting between Mr. Blanchette, Ms. Spinney and Lyle McIntyre, who represents the company that handles their computer systems, etc.. He added that, when the Town incurred monies lost at the bank, the company came in to look at the Town system and found no viruses. He added that Mr. Lyle McIntyre said that the Town was doing just about everything they could to stop this kind of activity and recommended the Town do what they were doing, making sure to be aware and not open any emails that gave a hint of suspicion. He said that it does not look like this was anything Eliot did.

Mr. Dunkelberger asked if they ever figured out how much money the Town got back from the bank.

Mr. Fernald said no but that they were working with the insurance company to retrieve as much of it as possible.

Mr. Muzeroll asked if the Town had made a decision on when they would re-establish on-line banking ties – he said that he has been locked out and does not have access to his accounts any longer and they don't have direct deposit anymore.

Mr. Short said that one of the recommendations from the bank was that the Town needed a stand-alone computer that did not have email or internet access and was

BOARD OF SELECTMEN'S MEETING
August 25, 2011 6:30PM (continued)

used exclusively for the on-line portion of banking and that would minimize any compromise.

Mr. Fernald agreed but said that there was a problem with that because there were a certain number of things that Ms. Spinney needed to do access certain sites to get information for payroll so it was not that a stand-alone system would resolve this, as it would not.

Mr. Short clarified that direct deposit was not running right now.

Mr. Muzeroll said that, just from a layman's point of view here, the Town of Eliot is not the only town that uses TRIO and direct deposit and it just seems a little odd that they have had nothing but problems with TD Bank since they were... whatever... and he knew he was preaching to the choir but maybe it was time to can TD Bank and get to a service that was a little bit easier to work with, both departmentally, as well as Town-wide. He added that he has a hard time with them and all he wanted was daily access to what was being charged against credit cards, saying that he probably put on 20 miles a week just get stuff that they keep locking up on and it was not fair to anyone to have to go through that.

Mr. Fernald agreed. He asked if there was anything else from the Board.

There was nothing else from the Board.

Other Business as Needed

There was no other business.

Executive Session

There were no executive sessions tonight.

Adjourn

There was a motion and second to adjourn the meeting at 8:18 PM.

VOTE

4-0

Chair concurs

DATE

Roberta Place, Secretary