

BOARD OF SELECTMEN'S MEETING
February 12, 2015 5:30PM

A. Quorum noted

5:30 PM: Meeting called to order by Chairman Beckert.

B. Roll Call: Mr. Beckert, Mr. Hirst, Mr. Fernald, Mr. Murphy and Ms. Davis.

C. Pledge of Allegiance recited

D. Moment of Silence observed

E. Approval of Minutes of Previous Meeting(s)

5:32 PM Motion by Mr. Fernald, seconded by Mr. Hirst, to approve the minutes of January 22, 2015, as amended.

VOTE
4-0
Chair concurs

Motion by Mr. Fernald, seconded by Mr. Murphy, to approve the minutes of January 29, 2015, as amended.

VOTE
4-0
Chair concurs

F. Public Comment:

There was no public comment.

G1. Department Head/Committee Reports

5:38 PM 1) 2013-14 Audit Report: Ron Smith, Chris Backman

Mr. (Chris) Backman summarized the audit report - Approved budget versus actual expenses; beginning fund balance was \$1.965 million and ending fund balance was \$1.562 million, which was higher than planned in the budget. He said that the Town's fund balance was at 38 days operating expenses; that he thought the Town had healthy fund reserves and was in a good financial position. He discussed the need for a fund balance policy, recognizing that policies were being developed, and had full faith in the people the Board had in charge of putting the policies together.

Ms. Davis asked if, when they performed the audit, did they spot-check and run certain expenditures all the way through the system.

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Mr. Backman said yes and summarized the process. He discussed the Management Letter, saying that they do have some concerns that have been around for a long, long time but things are happening now to rectify those concerns; that they are becoming more efficient; that they have revamped the TRIO set-up. He also discussed the progress made on consolidating the checking accounts. He clarified that this was a good management letter and that the Town has qualified staff to further improve on the efficiencies.

5:45 PM Mr. Lee discussed another town he worked in that had a similar financial system; that he worked with RHR for three years and, when he left, that town was in good financial shape. He added that getting rid of the outlined deficiencies was one of his highest priorities.

Ms. Davis asked Mr. Backman the advantage to gross budgeting over net budgeting.

Mr. Backman said that gross budgeting is a truer picture of what was approved, what the Town is actually spending, and what the Town is actually receiving in revenues.

5:52 PM Mr. Fernald discussed the difficulty they have had in the past trying to explain the ECSD enterprise account and asked if there was a better way.

Mr. Backman said that he didn't think it was an enterprise fund; that that department is split into two divisions between the operational side and the programs. He added that he would like to get rid of those two divisions, bring it in to the Town, and count all the revenue from programs as general fund money to gross their budget out versus the system being used to track revenue and expenses currently.

Mr. Lee said that he had hoped to get in the ECSD budget with all the revenues and a profit-loss statement and the closest they were right now is that one of the programs has adequate fees; that although there is a starting balance for the enterprise fund, it is going in the wrong direction, perhaps losing \$20,000/year. He added that he thought they were finally getting a picture that fees will have to be increased because they are not self-supporting; that when he arrived they could not do that because there was no system; that, ideally, he would like to get those two enterprise funds as generic revenue and, then, all the expenses coming out are ECSD like any other department. He added that the only one he thought was stand-alone and enterprise is sewer.

Mr. Backman said that, technically, it is not because they are not making their own debt payment; that it is not self-sufficient and uses taxpayer money. He added that a true enterprise fund does not use any taxpayer money.

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5:58 PM Mr. Hirst asked if there was any function in Town that Mr. Backman thought ought to be an enterprise fund.

Mr. Backman said the sewer, definitely, and discussed the benefits, such as fixed asset depreciation.

Mr. Pomerleau discussed the tax assessment calculation under Significant Deficiencies; that not all revenue was included on the certificate of assessment (tax commitment) and using a form of net budgeting; that he thought they were fully into gross budgeting so was a little confused by that.

Mr. Backman said that for the year 2013/2014 it was done under net budgeting and it was his understanding that 2015 would be done under gross budgeting.

Mr. Pomerleau asked if Mr. Backman could tell him what revenues were omitted.

Mr. Backman explained the accounting process that had created this result.

Mr. Pomerleau said that, under Time Sheets, Mr. Backman indicated that some were not available for review and some were not signed.

Mr. Backman said that he did not do that test work but they did do a sampling of 50 and out of that 4 or 5 things were noted; that it could be minor things, such as coming in late. He added that he could get specific answers for him if he wanted that.

6:05 PM Ms. Davis asked if we could clarify Kid's Play, as she thought that Kid's Play was self-supporting.

Mr. Lee said that he thought it was the classes, camps, seniors and the like that was not self-sustaining; that those fees have been kept very low and he and the ECSD Director will look at raising those fees to help these programs become self-sustaining.

Ms. Davis said that she would be interested in knowing which program was doing well.

Mr. Lee said that he would look into that for her.

6:08 PM **2) Eliot Energy Commission Appointment: Christine Bennett**

Ms. Bennett was not present as she was away.

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Mr. Hirst moved, second by Mr. Fernald, that the Board of Selectmen appoint Ms. Christine Bennett to the Eliot Energy Commission for a three-year term.

VOTE

4-0

Chair concurs

6:10 PM 3) Sewer: Appeal of Abatement Request Denial

Mr. Beckert said that this appeal was submitted by B&R Associates, Inc., which is in the Cole Brown Estates, and asked if anyone from Cole Brown Estates or B&R Associates was present.

There was no one present.

Mr. Lee said that there was an application and, perhaps, the person decided that they didn't need to be here; that the application spoke for itself. He added that Mr. (Mike) Dupuis, Sewer Committee (SC), was here and they did review Mr. Moulton's decision; that the SC supported that decision. He added that he has reviewed it, as well, and believes it should absolutely be denied; that this is a self-made problem – requiring irrigation; that even after the ordinance was passed more houses went in with the same issues. He said that they all felt it was of the applicant's doing and not subject to the granting of an abatement.

Mr. Beckert pointed out that on the application where reasons were listed for an appeal the box checked was "*An error was made in the billing or assessment of sewer-related charges or fees.*" He added that it was his opinion that there was no error made and based on actual use, so, the block that was checked was, in his opinion, was incorrect; that the box that should have been checked was "Other" with his explanation included.

6:12 PM Mr. Murphy said that this was not a good precedent to set for all the other citizens in Town who water their lawns, paying for their water; that he felt they couldn't do it for just one person; that it was the management of the site that was responsible.

Ms. Davis said that she questioned this because she thought there might be some kind of infrastructure problem for them to reasonably put a meter in place. She asked how much time it would actually take the Town to abate this because the amount is close to \$2,500 and, if it took someone in the Town Hall a half hour or an hour to do what we've always done in the past, why are we not accommodating our residents and doing this for them.

Mr. Dupuis said that the owner mandates people in his park to water their lawns. He added that for less cost than one quarterly cycle of the expense of the water

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they could install meters. He also added that, per the IMA Agreement with Kittery, Eliot has to pay for every gallon of water that goes to Kittery. He said that based on the facts that came to the SC there was a feasible means to take care of this situation without any administrative cost to the Town. He added that all the homes in there do not have safety devices for the required irrigation and, so, he is in violation of the plumbing code that needs to be addressed and taken care of. He said that based upon the facts that came to the SC there is a reasonable means for him to take care of the situation to obtain an abatement; that Mike Rogers addressed it with him, also – the second meters established and the backflows put in place; that it is a second account and the person has to pay for all the expenses; that they can obtain that rebate. He said that he was against the Town paying for someone's rebate.

6:17 PM Mr. Hirst pointed out that even if the applicant had filled in the application correctly it wouldn't change, in his judgment, Mr. Lee's statement that it is simply not subject to abatement.

Ms. Davis clarified that, for the price they are paying for the extra water, they do have the ability to install these meters. She asked if it was a corporate situation where it has to be done by the owner or something each individual homeowner can do.

Mr. Dupuis said that his understanding of their by-laws is that individual homeowners are required to sprinkler their water and each one of them would have to pay out-of-pocket one time to put that device in. He said that, since the ordinance took affect he has put five additional homes in that are non-conforming now and, under those provisions, safety is not grandfathered; that if it is non-existent and it's supposed to be by code, it needs to be.

6:19 PM Mr. Pomerleau said that he has attended many SC meetings where this was discussed in detail and he thought the SC bent over backwards to his concerns and potential solutions. He added that Mr. Murphy came out with a key point that if watering the lawns was waived for one summer he would recover enough money to pay for the entire thing. He said that, as a citizen, he would be outraged to see us having to pay for them to water their lawns.

Mr. Lentz asked if the individual homeowners paid for their sewer bill or did the corporate owner.

Mr. Dupuis said that the individuals paid their own sewer bills.

Mr. Murphy moved, second by Mr. Hirst, that the Board of Selectmen deny the appeal request for abatement.

VOTE

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4-0
Chair concurs

Mr. Dupuis informed the Board that the SC was going back to two meetings a month, the first and third Wednesdays, at 4:15 PM.

G2. Administrative Department

6:21 PM 1) Town Manager Activities Report

Mr. Lee said that the CEO continues to revise and update permit applications, to include the electrical permit and plumbing permit applications (included in report). He added that he has asked everyone to submit their Town Report articles by March 20th. He noted that the new Administrative Secretary is Melissa Albert who replaced Barbara Thain who retired on February 4th, adding that he wanted to thank Ms. Thain for treating him so well for the first year he was here. He included an update of what the York County Delegation is working on. He added that he would be attending a Safety Workshop being put on by MTCMA as a refresher.

Mr. Hirst said that, once we have a functional Safety Committee, there are grants available from MMA to the Safety Committee to do certain things in the Town; that we need to take advantage of every opportunity to get grants.

Mr. Lee agreed.

6:25 PM Ms. Davis asked Mr. Lee, regarding the Police Chief issue, if he was handling that completely on his own.

Mr. Lee said that Bernstein Shur are Eliot's contract attorneys for the Town and, when this case came up, they defended and advised on this. He added that they are waiting for the judge's decision on the veracity of this. He said that he deals with a lot of different lawsuits; that this one is a lot more serious because it's getting a lot of publicity in a time when police departments, generally, are being looked at, anyway, adding that he stands by the Police Chief and the department and didn't think that report was ever issued nor any merit to the accusation; that according to our attorneys he didn't think they would get very far.

Ms. Davis said that we are waiting for the judge and will get a better update after-the-fact.

Mr. Lee agreed, saying that if this didn't go our way, then we would have a lot that needed discussing but, until that, it's a bridge that need not be crossed until we find out if there is any merit.

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Ms. Davis asked for an update regarding contacting Mr. McEachern about the Punkintown situation.

6:28 PM Mr. Lee said that he had not gotten through yet; that he was waiting for Mr. Saucier to get back to him and now he is going to forward the information to Mr. McEachern; that this is on his top 10 list for tomorrow.

Ms. Davis said that line 23 (TM Report) almost sounds like an allegation and asked if Mr. Lee could correct the terminology.

Mr. Lee agreed that was a public comment that deserves more comment. He explained that the staff had seen Selectman Davis occasionally take photo copies when doing payroll records and the staff was concerned that their personal banking information was on the record, which is not the case; that it was his understanding that Ms. Davis has a heavy workload and doesn't have the time to look at it all at the Town Hall but does want to thoroughly review the documents. He added that he assured staff that personal information was not getting out.

Ms. Davis said that it was mentioned a couple of times about borrowing rates for the solar array; that she thought we had a CIP and were planning into the future for that.

6:30 PM Mr. Lee said that the committee just wanted to know, with the energy savings we would have instantly with no energy bills, would that more than offset the debt service on this. He added that when he looked at rates he found that it would not; that this was just doing due diligence.

Ms. Davis asked for an update on Park Street.

Mr. Lee said that, with the people who had a violation, we have sent a demand letter for payment; that we have reviewed the plumbing codes and it was done improperly; that the Town had to fix it to code while we were there and did it as efficiently as possible.

Ms. Davis asked Mr. Lee to clarify line 97 regarding a weird revenue comparison.

Mr. Lee said that he found something in doing the budget that made no sense and realized a number had been put on the revenue side and not also on the expense side.

6:33 PM Ms. (Donna) Murphy said that, regarding line 97, this was the second time a Town employee has made an unfounded accusation against somebody where that person was named in the report yet the person making the accusation wasn't. She added that, in the Town Report, sometimes people's names are mentioned when

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they come in to speak to the Town Manager and sometimes it's just a resident. She added that she thought it would be more helpful to be more consistent, to determine how he would do it.

Mr. Lee said that her advice was good and that he thought she made good points.

6:35 PM 2) Date/Time of Town Meeting

After discussion, the Board agreed to table this while Mr. Lee made sure that the June 14 date did not interfere with the graduation date. This will be taken up at the next regular meeting.

3) Town Manager 2015/2016 Performance Goals

Mr. Lee discussed organizing the goals under three common headers (TIF, Policies, Growth Management Ordinance) as well as balancing #2 and #3 regarding the budget to put it together in a way that is responsible in terms of delivering services, finding efficiencies, and clarity. He asked for ideas and input from the Board.

Mr. Hirst said, regarding #5, that Mr. Lee has already indicated he would be working on it but we should be sure to resolve any items in the management letter that have not yet been resolved.

Mr. Lee agreed, saying that having the financial policies in place will help to get us where we need to be.

After some discussion, it was agreed that Mr. Lee would revamp the list to have primary and secondary goals, with TIF, Policies, and Growth Management Ordinance being the three primary goals, while working on the rest as time allows.

4) TIF Alternatives Committee – Structure and Number of Appointments

Mr. Lee said that we have one additional applicant – Charles Bradstreet. He added that the question today is how many people is the right number, at what point do we admit we just don't have enough and go out seeking people; that one of the applicants serves as the Chair of one of our important committees, which we're trying to avoid. He said that he just wanted to let the Board know that people were not coming out of the woodwork to serve on this committee.

Mr. Beckert said that, of the people who signed up at the workshop, only two came forward; that everybody else was contacted again and they said no. He added that there are seven on this list that are not now currently on committees.

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6:44 PM Ms. Davis said that Ms. Murphy has been involved with this project right from the beginning and we never developed a policy to exclude people who are on multiple committees. She added that this committee would be collaborating on ideas, not voting on policies; that eight would not be a prohibitive number and these people are the ones who expressed an interest and suggested accepting anyone who wants to be on this committee.

Mr. Fernald said, with all due respect to Ms. Murphy, we decided that night that no one on a board or committee would be on this list. He added that there are several people out there on boards and committees who would love to be on this; that he believed we should go with what we decided to do.

Mr. Lee agreed that there would be several other applicants if we opened it up to people on existing boards and committees; that he thought that what the Board was trying to avoid was the old conversations from the old committee members and get some new people.

Mr. Beckert agreed, saying that the night of the workshop the comments from the audience were that the audience didn't want people who were on other boards and committees. He added that we have seven that aren't currently on Town boards and committees and that doesn't preclude Ms. Murphy or anybody else from attending the meetings nor does it preclude the committee, if it sets that up, from calling in other committees to talk with them.

6:47 PM Mr. Lee said that, from a consistency standpoint, if we decide we don't have enough people here and we open it up to other sitting committee members, we would have a lot of applications at that point. He added that he did have some concern that we would have some people who were previously really deep in this conversation, feel really passionate, and he didn't know if they could stop that from permeating every meeting and we are going to have to think new; that there are hard feelings out there.

Mr. Lentz said that he thought this whole 236 thing has embittered the Town; that there was no one out there that was unbiased; that everyone is biased to some point. He asked, of the names they do have, have they appointed anyone yet.

Mr. Beckert said not yet.

Mr. Pomerleau said that he thought the idea of trying to keep this as neutral as possible is sound and, with all due respect to Ms. Murphy, he thought they should stick to that criteria.

There was further discussion on the need to have this committee be collaborative.

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6:52 PM Ms. Davis moved, second by Mr. Hirst, that the Board of Selectmen appoint Janet Saurman, Cynthia Lentz, Robert Pomerleau, Michele Duval, John Chagnon, Rosann Lentz, and Charles Bradstreet to the TIF Alternatives Committee

VOTE

4-0

Chair concurs

Ms. Davis said that it would be nice if this was an inclusive committee and that all opinions are welcome.

Mr. Lee agreed he would like to see this as open to public input as possible. He added that, as Mr. Lentz pointed out, this has really embittered the community and this is the time for us to come together around a new idea and try a new approach.

6:54 PM Ms. (Donna) Murphy pointed out that we have a Charter Commission that is not welcoming to the public; that she has been fighting since last May to get information from the Charter Commission that is public and has filed several complaints with the Attorney General's office, who agreed in her favor. She added that she was told that articles would be posted to the Town website and they have not been posted. She said that she was very concerned with this because this was a very important thing for the Town.

Mr. Beckert said that, while not addressing any particular member of that Commission, the Commission's membership needs to address any issues within their membership.

Mr. Murphy said that this was a Selectmen's (ad hoc) committee so we have a responsibility to direct it and say what we want them to do; that the intention is to have feedback and a report.

Ms. (Rosann) Lentz said that the TIF is a great opportunity for the Town of Eliot and it is going to take public comment to give the committee the direction that the taxpayers want to go with this TIF in order for it to be supported by the taxpayers; reiterating that public comment is going to be very important to this committee.

6:58 PM **5) RFP/Bid Phone System**

Mr. Lee said that he sent more than six, two did not respond, four came back as being undeliverable; that only two submitted and they are not apples to apples. He added that one is a digital format and one is strictly voice over IP (VoIP); that the feedback he got from Mr. Emery, and others, was that VoIP was probably more than what we need. He recommended they go with the \$7,400 proposal (ACS) and not the one that was in excess of \$10,000.

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Mr. Hirst said that the ACS proposal proposes to use existing cable and asked if we had any idea of the integrity of the existing cable; could that be part of our problems.

7:02 PM

Mr. Lee said that everyone (bidders) had to come in and do a site visit to look at what they were dealing with and, apparently, in their estimation our cabling is adequate; that he didn't believe they did testing on it but may presume that, if the phones are working now, then other phones connected to it with a different server would also work. He added that the problems with the phone system may be an issue of the age of that phone system and the server; that he believed the server was the problem; that people had been brought in over the years to try to fix the phone system and it just does not function properly.

Mr. Beckert added that the words he heard from a few years back was that the switching was old and worn.

Ms. Davis said that our policy is for three bids; that one is from Falmouth and the other is from Auburn, NH and asked if we had tried to do anything locally; also asking if we should have three bids.

7:04 PM

Mr. Lee said that he tried to go locally; that he tried to use the York County or Northern NH area; that one of the managers down here uses the firm up in Falmouth, for example, and is very happy with them and the company doesn't consider Falmouth to Eliot a long drive.

Ms. Davis discussed the Phone System CIP. She said that during a meeting in August it was stated that \$2,000 would be used for the back-up system from the subscription savings so she didn't understand when approval was given to remove \$2,000 from the Phone CIP; that she thought it should be returned back to the department expense so that we would have enough for this \$7,400 phone system.

Mr. Lee clarified that he didn't think that was ever formally done and that there was \$8,000 for this proposal; that that was just an idea that was floated as a source.

Ms. Davis asked, regarding only two bids, if they could take two more weeks and make some phone calls.

Mr. Lee said that they had already announced the bid prices tonight on camera; that we did try but we can't force them to bid.

Mr. Beckert agreed that they had tipped their hand as to the bid prices that would give others an unfair advantage.

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7:08 PM Mr. Murphy suggested modifying the Selectmen's Policies immediately to not allow this to occur again; that when we have bids that are uncertain we don't provide the necessary information until we know these are the ones that will compete; that we need to stop doing this.

Mr. Lee added that they should also clarify in the policies that, if every effort is made to get five bids and you end up with two bids, then that's the reality; that some don't want to bid on municipal.

There was further discussion regarding the several reasons that the Town has not gotten at least three bids.

Ms. Davis asked if this system would give them what they wanted.

Mr. Lee said that this system would give them the things they can't do; that he checked with other people using these systems and they are very functional systems with everything they want; that staff training, programming, and installation is included. He added that if we find out there is something wrong with the cable system that might be a change order but he did not anticipate that.

Mr. Murphy discussed his concern for making sure the system fully works before final payment is given to the vendor, maybe retaining a certain portion until we know for sure.

Mr. Lee said that he would check with them but thought they wouldn't mind that it is fully installed, training is completed and we know it is fully functional before giving them the last 25% of the payment, or something like that. He added that the proposal says 50% down and 50% upon completion so he thinks she anticipates proving herself before she gets paid. He said that we will put the system through its paces early and often.

7:14 PM Mr. Murphy moved, second by Mr. Fernald, that the Board of Selectmen approve and accept the proposal of Alternative Communications Service of Auburn, New Hampshire for a communications system to be installed in the Eliot Town Hall in the amount of \$7,400.

VOTE
4-0
Chair concurs

6) Draft Growth Ordinance

This is informational for the Board at this point.

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Mr. Lee said that the Harbor Commission has a draft of the new Harbor Ordinance and, for informational purposes, the Board would have that, as well, for review.

7:19 PM 7) Re-drafted Investment Policy

Mr. Lee said that this was ready for approval; that we met with our financial advisers, discussed discrepancies between what the Board wanted and they had recommended. He added that he made the required changes we agreed to and, unless you see anything outstanding, he believes this policy is ready to approve. He said that he got back to Key Bank with dates on the bigger reserve funds so that they would know how to set up investments; that if this policy is passed we could actually see what Key Bank would do with our money.

Ms. Davis said that approval of this policy is not permission to invest, yet, until we see a break-down of monies and terms and rates.

Mr. Lee said that this policy would allow them to put that together, a real picture of how they will do it upon Board approval.

Ms. Davis discussed her concerns. She said that during the workshop we focused in on that \$6,000 fee but, in reality, even if we're just working with \$2 million it's a .8% fee on the first million and .5% on the second, which is a minimum of \$13,000 of fees per year. She added that they needed to see a balance sheet on what we will make over the maturity time of these investments versus the amount we will be paying out in management fees; that they never clarified that.

7:22 PM Mr. Lee said that he would get clarity on that; that she made a very good point and raised a concern with him, as well.

Ms. Davis discussed her concern with an email that said Key Bank was 1/3rd of the way through being invested and asked why anything was invested at this point.

Mr. Lee said that they told him that everything is invested in very short-term stuff waiting on us to get back to them to make some return.

Ms. Davis said that there was a discrepancy in the management fee from the first meeting to the workshop they held. She asked, if fees came in prohibitively high, do we have other options.

Mr. Lee said that he thought we could go back to the drawing board and completely invest in different ways; that he thought that needed to be said to Key

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Bank – that that's not acceptable. He added that, if we find out Key Bank will treat us fairer than what it sounds, great, but if not we are not beholden to them.

7:25 PM Mr. Hirst moved, second by Mr. Murphy, that the Board of Selectmen move forward with the Investment Policy, dated 1/30/15, and also labeled G.2-7, as presented.

VOTE

4-0

Chair concurs

8) March 2, 5:30 PM Workshop w/Kittery Council (in Eliot)

This is informational. It was agreed that hazardous household waste (HHW), the IMA Agreement, and prescription drug collection would be discussed.

G3. Public Works

7:28 PM 1) Hazardous Waste Disposal Options Report

This was rescheduled.

2) MDOT Biennial Work Plan

This is informational.

G4. Public Safety

7:29 PM 1) Police Negotiations – Ground Rules

This is a set of ground rules going into negotiations.

Mr. Murphy moved, second by Mr. Fernald, that the Board of Selectmen approve these proposed ground rules for negotiations with the Police Union and allow Mr. Dana Lee to sign them.

There was discussion regarding holding negotiations in private and that that was done per statute.

VOTE

4-0

Chair concurs

H. New Business:

7:33 PM Ms. Davis gave a hand-out to the Board of a list of questions she had compiled that she wanted input from the Board and Town Manager on, explaining the

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process she went through to arrive at those questions; that this list concentrated on the Public Works Department.

Mr. Lee said that he would review this as time allows and bring back an initial impression and some quick answers.

The Board will review this, as well.

I. Old Business

7:39 PM 1) Referendum Town Meeting Ordinance – Workshop date

The Board agreed to have this as an extension on March 2nd after the meeting with the Kittery Council; that they would have a Public Hearing at 7 PM, or thereabouts, to get public input then go into a workshop to consider that input and the proposed ordinance.

J. Selectmen's Report:

7:43 PM Mr. Hirst said that, in addition to the regular AED pads, we have a set of pediatric pads.

Mr. Fernald thanked Public Works, the Fire Department and Police Department for their efforts for the last month, or so, with all the storms we've had; that they have done a super job and we should be appreciative of that.

The Board agreed.

Mr. Fernald asked when the missed budget meeting would be rescheduled.

Mr. Lee suggested rolling that into the next meeting. He asked the BudCom Chair if she needed to ask her committee if that date would work.

She agreed that she needed to ask her committee.

Mr. Lee asked Ms. (Donna) Murphy if the BudCom by-laws have been revised.

Ms. (Donna) Murphy said that they have been revised and approved; that the BudCom will give a copy to the Board.

Mr. Lee discussed next Thursday's workshop around the Selectmen's policies, with the Board's homework to focus on the content of the remaining policies to determine if they are still appropriate.

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K. Other Business as needed

There was no other business.

L. Executive Session

There were no executive sessions.

M. Adjourn

There was a motion and second to adjourn the meeting at 7:48 PM.

VOTE

4-0

Chair concurs

DATE

Mr. Grant Hirst, Secretary