

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM

Quorum noted

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

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

Absent: Mr. Dunkelberger.

Pledge of Allegiance recited

Moment of Silence observed

Approval of Minutes of Previous Meeting(s)

There were no minutes approved tonight.

Public Comment:

There was no public comment.

Department Head/Committee Reports

G1. Administrative Department

5:32 PM Town Manager Report

This is a list of items accomplished and items to be done.

Mr. Moynahan asked if the TIF newspaper ad had been amended to include all potential economic development projects.

Mr. Lee said yes.

5:34 PM Draft Organizational Chart

This was a chart to show the Town Manager/Board of Selectmen form of government as a visual, who the voters of Eliot elect, and the communication chain.

Mr. Lee said that this was a work in progress and invited feedback.

Mr. Beckert clarified that the library trustees were not elected by the voters but appointed by the York County Superior Court.

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

Mr. (Andy) Dudek asked if this chart was going to be on the Town web site.

Mr. Moynahan said that he thought that, as they completed a lot of these things, the Board would provide as much information as they could.

Mr. Lee agreed.

5:37 PM Appointments

Mr. Moynahan said that this was an appointment for Mr. Lee to be the Treasurer, explaining that the Treasurer had to be a resident of the State of Maine.

Mr. Lee said that it also provided a check-and-balance system; that he saw only one person responsible a weakness in internal controls and Ms. Bergeron agreed.

5:38 PM Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen appoint Dana Lee as Treasurer for the Town of Eliot, current term to expire June 2014.

VOTE

3-0

Chair concurs

The Board signed the appointment document at this time.

Discussed was having Ms. Bergeron becoming the Finance Director versus Assistant Treasurer because of the scope of her work.

Mr. Moynahan said that the Board would be tasked with developing a job description.

It was clarified that this would not be a change in government as there was no monetary impact and no statutory requirement; that it is just a title.

5:41 PM Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen appoint Rebecca Bergeron as Finance Director for the Town of Eliot, term to expire June 2014.

VOTE

3-0

Chair concurs

Mr. Moynahan asked Mr. Lee to get the current job description to the Board for them to work on.

5:42 PM Mr. Lee also suggested making Ms. (Wendy) Rawski a department head. He said that Ms. Rawski has been acting as a department head, informally, for quite some time. He added that, in putting together the organizational chart, there needs to be

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

a person responsible for tax collection, town clerk, registrar, all those functions and, by everybody's admission Ms. Rawski has been acting in that capacity and he thought that it just needed to be formalized that she would be the head of that department and the person he would go to for all the other functions that take place in her office. He clarified that it didn't really have a monetary impact but just formalized what already exists.

Mr. Moynahan said that with other department heads they were salaried; exempt versus non-exempt employees and asked if there would be a change in that manner, as well, where it would be a department head; that the second part would be a job description to reflect the oversight and responsibility.

Mr. Lee explained that to make a person salaried there is a threshold you have to meet; that it is administrative, executive, and managerial, he believed, and it means that they work without a lot of direct oversight. He added that it was possible to convert somebody in Ms. Rawski's spot to a salaried position; that at present she isn't and the Board doesn't have to do that but he thought it would be a position that he thought would qualify for a salary if the Board decided to go that way. He said that his discussion with Ms. Rawski was just to formalize the fact that she is the department head for now. He added that for the purposes of getting ourselves in an organizational manner, we need to be clear on who's in charge of things.

Mr. Moynahan said that his questions were stirred more as management versus employee, with union conversations and that sort of thing, when we are determining supervisory positions – how do we separate those. He added that he wasn't disagreeing with Mr. Lee that she has acted in that role but if they were going to label it as a department head then he thought there were some other things they should take into consideration.

Mr. Lee said that he thought Mr. Moynahan brought up some good points and that this could be postponed while he did some more research.

Mr. Murphy asked if she was part of the union at the present time.

It was determined she was.

5:46 PM

Mr. (Charles) Rankie discussed the Town Clerk's work running elections and that that was certainly a management position; that Ms. Rawski has raised the standard for town clerks, incrementally, through the years and he was in favor of this appointment.

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

Mr. (Bob) Pomerleau commented that people who were in a policy-making or policy-influencing level usually distinguishes them from hourly workers under supervision.

Mr. Lee will do some research and bring that back to the Board on this issue.

5:47 PM CSD Action Plan

Mr. Lee said that he was working with the ECSD Director, regarding gross versus net budgeting, to identify all the revenues that came in and all the expenses so that we can introduce it into next year's budget in a gross budget format. He discussed the generous donations ECSD has been receiving and that in the last three donation periods they have not received any funding, which is of concern, so he and Ms. Muzeroll-Roy will be setting up an appointment to go to York Hospital to talk with them to find out if there are any issues or would like something or have just stopped; to try to find out what's going on as it makes a big difference. Mr. Lee discussed the ECSD move to the school; that \$29,000 was allocated to complete the move and he would like to get going with an RFP to get the ECSD in the school before school started up again in August.

Mr. Beckert said that the Building Committee was tasked to take that on; that it is at the Fire Marshall's Office for the second time for final approval. He suggested meeting with the EES Facilities Manager to find out who they had for a general contractor. He explained that, currently, the electrical work has been covered by a local electrician who is licensed and an offer from Sturgeon Creek Enterprises to do the plumbing and supply the fixtures at cost. He added that they were of the mind that if the school had a general contractor, already, it was their building, but that needed to be discussed with Mr. Stewart. He said that, if we do need an RFP we would like Mr. Lee's assistance.

After discussion, Mr. Lee will meet with the Building Committee to go over this.

Mr. Lee said that his intention was to put together an RFP that could be tweaked and immediately sent out once approval from the Fire Marshall was given.

5:58 PM Administrative Budget – Overage/Options

Mr. Lee discussed options he had come up with to reduce the administrative shortfall down to \$42,000 in recommended cuts, saying that they would have to keep an eye on this plan; that they might have to talk again if something were to happen.

6:04 PM Mr. Moynahan said that he knew when the Board made the reductions and went back to the voters the Board was pretty specific where those reductions would be

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

so, when they start not doing those reductions, then they could get themselves in a little bit of trouble, also; that the perception is that the Board is not being transparent or what-have-you. He added that knowing the assessing function was one of the big pieces be aware there may be some discussion brought to Mr. Lee on this.

Mr. Lee said that the biggest issue was that there was no backup plan, as yet. He added that he had reached out to an assessor he had worked with to get some information on what it would require to cover this position's workload but he didn't have a plan right now.

Mr. Moynahan said that he was just sharing history and letting Mr. Lee know that, as we move forward with the rest of the fiscal year, that those questions may arise.

Mr. Lee reiterated that he didn't know that his reduction suggestion would completely get it done; that the choices are very slim. He added that, in the meantime, he would continue to try to look at what that cost might be; that he would prep for the worst-case scenario but they may not have to face that.

6:07 PM Mr. Beckert said that he thought Mr. Lee has come up with a viable plan; to let Mr. Lee manage the administrative budget and any projected shortfalls.

Mr. Pomerleau discussed that if they eliminated the Assessor's position then they would probably be paying out approximately \$350/week in unemployment compensation for at least 26 weeks and would have to offset that against any projected savings.

Mr. Moynahan agreed, adding that there were all kinds of things to consider

6:10 PM Ms. (Jan) Saurman said that she would like to have the Selectmen know that, as one citizen, she would never approve furloughing any employees; that she thought to ask a small number of people to bear an entire town's burden was absolutely wrong. She said that we were all in this together and to ask a few people to bear the burden of an entire town's services and budget she thought was absolutely wrong. She added that, secondly as a citizen, we are all in transition now with a new Town Manager so, if people have complaints about decisions that were made and language that was used before this happened, then we are going to have to ask them for a little patience and time because things have changed and so what we said in language a bit ago may not be what we need to keep saying now.

Mr. Moynahan said that he understood; that there were no recommendations on either of those points that she picked up; just more trying to share history for the

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

man who has been passed the torch. Addressing Mr. Lee, he said that it looked like a good plan and, hopefully, it could be continued.

The Board agreed that Mr. Lee should move forward with his reduction plan.

6:13 PM Replace Obsolete Computer Systems/Wi-Fi

Mr. Lee said that the Town had an operating system that would not be supported (XP – April 2014) and is used to run some very important and critical software to the Town. He added that they did have a reserve account for this type of thing. He also discussed Wi-Fi capability at the Town Hall, which was only in the main meeting room and weak, but could be put off. He said that they did have a server that worked wirelessly so that employees could log in remotely, if they had a wireless network building-wide; that there were at least 3 staff people who would like to be able to do that.

Mr. Moynahan agreed that was expressed when it was first brought up – that as of April we will have no support so, if we have data on those computers, it is gone; there's no replacing. He added that they were forward-thinking people; that they do have reserve accounts, in place, and the question was whether the Board would support replacing these as proposed by 2-Way Networks.

6:15 PM Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen authorize the Town Manager to spend up to \$11,000, as necessary, to upgrade the computer system and the Wi-Fi for the Town Hall, funds to be taken from the Computer Reserve Account.

Discussion

Mr. Lee said that he did go back to the Chair of the Eliot IT Committee and he said this was a very good deal, a very good price, and we have been treated very well; that he (Mr. Lee) liked to do competitive bidding but he didn't know that they had time for that and a second set of eyes that said 2-Way was treating the Town very well were the reasons this was an exception to what he would otherwise do.

The Board agreed.

VOTE
4-0
Chair concurs

Mr. Moynahan said that, with that being said, Mr. Lee mentioned staff gaining access remotely; that there were no immediate plans with the Wi-Fi; that they

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

were just strengthening the signal here because that brought up a whole issue of other concerns that they would have to address separately.

Mr. Lee agreed, adding that was part of their discussion. He added that the one available was an unsecured line so that anyone could connect on it; that the staff line would have to be secured; that this was separate from the network and ours would have to be integral to the network, taking thought and care from a network security standpoint.

6:16 PM Draft Budget/Town Meeting Schedule

It was discussed that there would be a separate public hearing for referendum items during a Board of Selectmen meeting, which date would be determined.

6:18 PM Personal Property Taxes (Abatement/Settlement)

Mr. Moynahan said that we knew our Tax Collector was retiring and, as part of that retirement, she's kind of on the hook personally for some of these things and we are trying to remove that responsibility from this person.

Mr. Lee said that when one commits those taxes to a tax collector they are on the hook and that's why we have things like abatements and settlements; that it constantly has to be updated. He added that, if a town allows a tax not to be collected, then that number has to be adjusted and that becomes the new number to be collected. He said that they had some old ones that went back to 2006 all the way up to 2013; that many of them are very small amounts on personal property and discussed the difficulty in collecting on them. He discussed UCC's, which have a 5-year life; that one of the biggest on the list was Symphonix and that their 5-year UCC will run out this year; that then it is thoroughly uncollectable. He said that he has heard some folks in the community express concern about not abating this one; that he wasn't sure he knew enough history about it to fully grasp why. He added that, from a practical standpoint, he knew this company was gone; that they were three iterations down the road from whatever was left of this company. He said that, if the UCC is hurting someone's credit history, then that may be a benefit to allow that to stay but he really didn't believe there was a chance, whatsoever, of collecting this.

Mr. Murphy said that, for 2013, he believed the total should be \$801.64 rather than \$806.64.

6:20 PM Ms. (Donna) Murphy said that she was one of those people that objected to having Symphonix removed from here. She added that one of the gentlemen's names who is part of this business still does business in this Town and is enjoying having a private TIF for his properties. She added that she did speak with the

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

Town Manager about that and he did mention to her that this was possibly against his credit; that she firmly believed that that one should stay. She added that she had some questions about a couple of these as it appeared these businesses are still in business here, and why would we be forgiving those. She mentioned Eliot Meet Market, Roadhouse Restaurant, and Sunburst Nurseries.

It was said that the Roadhouse was out of business.

Mr. Rankie agreed with Ms. Murphy, saying that a principal owner in Symphonix is a principal owner of the Eliot Commons; that he also has a 30-year TIF that has 27-28 years to go; that he also has a permitted project adjacent to the Eliot Post Office right now for elderly housing and abutting Baran Place. He added that he was a personal associate of Baran Place and has had the unfortunate opportunity to have a long-standing business relationship with Mr. Forsley because they own 15% of the force sewer main so he knew a little bit about the fellow and his integrity and he would strongly recommend...

Mr. Moynahan interrupted, saying that he was not here to defend himself so Mr. Rankie could not bring up integrity of a person.

Mr. Rankie said that he would strongly recommend that the Board turn the collection over to some company that does this type of thing for a shared percentage, or whatever; just please don't walk away from it because there's been business after business that has gone bankrupt with his name as a principal part of it to our Town; that we have lost more revenue than this.

Mr. Moynahan asked Mr. Lee how it would work to even get a collection agency to collect personal property taxes. He added that the second piece of this was how it would affect the Tax Collector that was retiring; that they were trying to remove her from liability of this.

6:23 PM

Mr. Lee discussed the process for collection agencies; that the ones he had dealt with took about 30% and they were wildly unsuccessful, never recovering any money. Regarding the impact to the current Tax Collector, he said that it would stay on the books; that the Board would make the decision not to abate Symphonix, leave it on the books – still owed, due and payable - turn it over to collections and it would still be the next tax collector who would still be responsible for collecting it up to and until the Board said never mind.

Mr. Moynahan discussed the concern with the current Tax Collector's personal responsibility regarding taxes owed and her soon retirement but that they could just continue those, in place for the next Tax Collector.

Mr. Lee agreed, saying that there was a recommitment that went to the next Tax Collector. He said that that recommitment would reflect a number that reflects

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

these abatements and settlements and, if the Board didn't do Symphonix, then that would stay as part of what needed to be collected until such time as the Board released it, or abated and settled it.

Mr. Murphy discussed how hard it was to collect taxes on personal property versus real property.

Mr. Moynahan said that the Eliot Assessor had reported back to the Board some time ago on what the benefits and costs associated with trying to collect and there was really not a great benefit. He added that every business had an owner but, when a business goes out of business that owner, with protections that are in place, really has no more bearing on that; that the legal entity is gone.

Mr. Pomerleau agreed it would most likely never be collected but, on principle, he felt it should stay on the books as a constant reminder to the Eliot taxpayers anytime someone involved in it comes forward for some sort of tax benefit. He added that he wouldn't vote for anything with respect to any sort of investment from someone who is still in this Town that never paid the Town back a \$35,000 bill.

Ms. (Donna) Murphy said that we are talking about a large sum of money owed from someone who does considerable business here in Eliot.

6:26 PM Mr. Moynahan reiterated that they had to separate the business from the person; that he understood the 'principle' piece of it but they were dealing with a business that was no longer a business. He said that the Board could abate, as was presented, or recommit all or portions of what was in front of the Board.

6:31 PM Mr. Hirst asked if it would be possible to consult a collection agency to see what they thought about this before we made a decision. He added that he has been offended by this since it first occurred and if there was any chance the Town could collect all or part of this he would like to know.

It was the **consensus** of the Board to have Mr. Lee do some research on this and bring that information back to the Board.

6:32 PM FOAA/NIMS Training – Selectmen

Mr. Lee explained that in order for towns, technically speaking, to get federal grant money elected and certain appointed officials need to have had basic Incident Command ICS Training or NIMS (National Incident Management System) Training. He added that this course could be taken online and then we would have a certificate on hand for all Selectmen; that he would work with the staff to make sure those needing it have it. Mr. Lee said the second one had to do

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

with the Freedom of Access Act that requires elected officials and some others to have some FOAA training. He said that he has done that training for MMA and has a PowerPoint that qualifies; that he could provide that to the Board and they could go through it at their leisure or they could do it as a group and invite other people.

Mr. Moynahan said that that would be phenomenal to maybe offer that after the budget season winds down; that he thought it would benefit many people.

Mr. Lee said that he could send the Board a link for the ICS Training.

It was the **consensus** of the Board to have the FOAA Training be put on the calendar before June 30.

6:36 PM Meet and Greet, Library, March 6, 2014 @ 4:00 PM

This is to introduce the new Town Manager to the public.

G2. Public Works

Mr. Moynahan clarified that, in Board meetings, Mr. Lee would be speaking to all these; that we were going to try to categorize them specific to departments; that department heads may be here and they may not be depending on the level of information needed.

6:38 PM Pay-per-Bag – Legal Opinion/Report

Mr. Moynahan said that, if we implement this on a full-time basis, is that something the Board has the authority to do, or not; that the feedback was that the Board did have the authority but it might be better received if it were voted on at Town Meeting. He asked the Board if they wanted to put this potential for permanent change in front of the voters or is that something the Board would want to do on their own.

Ms. Saurman discussed the difficulties with getting the bags from local vendors; that one vendor had problems being charged money when customers used a credit card and asked why citizens couldn't just purchase the bags at the Transfer Station.

Mr. Moynahan said that there were some questions, early on, with the tax issue but has been straightened out. He added that it has been recommended by the Town Auditor to eliminate as much money-handling at these satellites as possible.

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

There was discussion around why the Town used local vendors for the pilot program and the possibility of utilizing larger supermarkets, and other option, if the program becomes permanent.

The Board decided to wait for the final report on the program.

6:43 PM Sewer Rate Increase

Mr. Moulton said that they wanted to increase the capital to take care of the ongoing maintenance costs and rebuild the reserve account for the aging system. He added that the consumption charge would increase from \$2.94 to \$3.62 per 100 cf, \$4.84 per 1,000 gal and would be based on the meter size instead of the flat \$50 now charged.

Mr. Moynahan said the Board has been waiting for this information for quite some time and asked for the pleasure of the Board.

6:45 PM Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen adjust the Eliot sewer rates based on the report from 1662 Eliot Sewer Rate Report letter dated July 26, 2013 as the proposed rate adjustments for \$50,000 additional capital reserves, with those rates to be effective with the April billing.

VOTE

3-0

Chair concurs

Mr. (Mike) Dupuis, SC Chair, thanked everyone involved with the work they did.

Mr. Hirst said that it has been recommended by Underwood that we look at the sewer rates at least every two years and, possibly, annually. He added that they would charge the Town some money to do what is necessary to do a re-evaluation of what they have already done and he strongly recommended the Town go forward with at least every two years.

Mr. Moynahan said that Mr. Lee would be paying attention to that.

6:47 PM Sewer I/I Recommendations

Mr. Lee said that this included two engineering submissions, and a map, for removing I/I; that ESR 9-A has a budget of \$3,000 and ESR-11 is for \$17,900; that if we could get this done it would remove 30,000 to 40,000 gallons per day from the system for inflow that is not sewage. He said that it was just water I/I that cost the Town a lot and prevented capacity for other developers.

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

Mr. Moynahan said that this was consistent with the plan the Town has been working on and that Mr. Moulton and the SC have been very successful to-date.

Mr. Lee said that those funds were available in the existing reserve.

6:50 PM Mr. Beckert moved, second by Mr. Murphy, that the Board of Selectmen authorize the expenditure of \$3,000 to accomplish the work under Engineering Service Request 9-A, with the monies to be taken from the Sewer Capital Reserve Account.

VOTE
3-0
Chair concurs

Mr. Moynahan asked Mr. Moulton if, with some of the items not included in the first quote, there were mechanisms in place to fund those.

Mr. Moulton said yes; that this was still covered under the allotment he was given several months ago.

Mr. Beckert moved, second by Mr. Murphy, that the Board of Selectmen authorize the expenditure of \$17,900 to accomplish the work under Engineering Service Request 11, with the monies to be taken from the Sewer Capital Reserve Account.

VOTE
3-0
Chair concurs

PATCO: Approve Sewer Allocation – 2,880 gals.

Mr. Lee said that the SC met on Tuesday and voted to allocate 2,880 gallons of sewer system capacity to Mr. Mark Patterson, co-owner of PATCO Construction with regard to his Phase I proposed housing development on Bolt Hill Road. He added that the SC also voted to grant Mr. Patterson a 'right of first refusal' of an additional allocation of sewer system capacity of 3,960 gallons for Phase II of his development.

6:53 PM Mr. Hirst moved, second by Mr. Beckert, that the Board of Selectmen allocate 2,880 gallons per day to PATCO Construction for Phase I and authorize the right of first refusal on 3,960 gallons per day in anticipation of Phase II.

DISCUSSION

Mr. Rankie asked if this new sewer would go into the private force main or the existing public sewer on Bolt Hill Road.

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

Mr. Dupuis said it was the private force main.

It was clarified that if the right of first refusal was exercised then PATCO would pay for that.

VOTE

3-0

Chair concurs

G3. Public Safety

6:54 PM Ambulance Service Agreement Amendment

Mr. Hirst said that currently the contract essentially says that the insurance company has to give Eliot notice 30 days in advance of any cancellation of the policies the Town is counting on for the ambulance service to carry to protect both them and the Town; that he asked that the wording be changed to include any 'material change in coverage' and that is incorporated in this agreement. He added that the Town was also putting this on the contractor to notify the Town directly in the event he becomes aware of a cancellation or material change in coverage.

6:58 PM Mr. Beckert moved, second by Mr. Murphy, that the Board of Selectmen approve the ambulance service agreement amendment and authorize the Town Manager to sign that said amendment on behalf of the Town of Eliot.

VOTE

3-0

Chair concurs

New Business (Correspondence List):

6:59 PM

H#1 TO : Board of Selectmen
FROM : Town Manager
REF : Draft Revised Personnel Policies

Mr. Moynahan said that Mr. Lee has offered some changes in the Personnel Policies and asked Board members to review for comments, suggestions, and questions. He added that they would have a workshop on this and asked Board members how much time they would need to review.

Mr. Lee added that, concurrently, he is also having the staff review this to give him input.

The Board agreed they would have input back in 30 days.

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

Mr. Moynahan asked if staff could be given that same timeframe, too, so that perhaps their changes could be available when the Board reviews this.

Mr. Lee agreed.

Mr. Hirst said that he neglected to mention that a lot of this work effort on the ambulance amendment and the contract goes to Fire Chief Dave O'Brien from Kittery and their negotiation committee – the Kittery Town Manager, Police Chief Short, Mr. Dunkelberger and Councilman Frank Dennett. He said that all of us participated in all of this and our relationship with them and our ability to work together is incredible.

Old Business (Action List):

Mr. Moynahan said that they saw a much longer action list earlier in the meeting. He added that he thought they would be tasked to refine this list a little bit and separate out what the Board's action list will be versus the Town Manager's list.

Mr. Lee agreed.

1. Tax Increment Finance Program – Potential projects, next steps, schedule workshop
2. Good Neighbor Petition
3. Police Union Contract – Mr. Moynahan, Mr. Dunkelberger, Mr. Blanchette, & Chief Short

Public Works Union Negotiations (in mediation) – Mr. Moynahan, Mr. Dunkelberger, Mr. Moulton and Mr. Dave Barrett

Town Hall/Recreation Union Negotiations (in mediation) - Mr. Moynahan, Mr. Dunkelberger, Mr. Moulton and Mr. Dave Barrett
4. Community Service Space: Relocation to Elementary School – fit up costs, service impacts, insurance, MSAD #35 contract – Town Manager/Action Plan
5. Policy creation/review –
 - a. Selectmen's Policies – modify to allow all people to speak
 - b. Consent Agreements – guidelines to policy
 - c. Poverty Abatements
 - d. Personnel Policies Revisions Town Manager/drafted
6. Employees – cross-training, charting earned times, job descriptions – Town Manager/Town Clerk

BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)

7. Liaisons to boards, committees, and commissions – review existing members, try to fill open spots; Committee/Board – Mission Statement Review – BOS/Charter Commission/Town Manager
8. Budget Preparation – Fiscal year 2015 - ongoing – BOS/Fin. Director/TM/BC
9. Pay-per-Bag Recycling – 6-month trial, starting September 3, 2013 – extended to April 30, 2014 – Town Manager/Legal
10. Regionalization – explore areas of potential collaboration, cost reductions & enhancements to services – Mr. Dunkelberger, Mr. Hirst, Town Manager
11. Legal issues – Unfair Labor Practice Complaints – Legal costs to-date \$16,527.45 – Town Manager/Fin. Director
12. Sewer - User Rates, reserved allotments, odor, maintenance, investigate forming a district– Sewer Committee, PWD, Town Manager
13. Department Heads – monthly reports, employee reviews, financial oversight, policy reviews, and department reviews – Town Manager
14. Research grant opportunities – AED's for Town buildings – Fire Chief
15. Comp Plan follow-up
16. Public Hearings Scheduled –
17. FEMA – Updated Preliminary Flood Insurance – review findings; notify affected residents
18. Staff Vacancies – Code Office, Tax Collector, P. T. Transfer Station – Town Manager
19. Planning Board – Review 1,000' language in ordinance; Review reducing 250' IWWF setbacks per DEP – PB/Planning Assistant

Selectmen's Report:

7:05 PM Mr. Hirst commented that getting this report and list of items, which probably number more than 150, is just wonderful for the Board; that it takes a lot of effort off us and puts it on the Town Manager and he is doing a heck of a job.

Other Business as Needed

There was no other business.

**BOARD OF SELECTMEN'S MEETING
February 27, 2014 5:30PM (continued)**

Executive Session

There were no executive sessions.

Adjourn

There was a motion and second to adjourn the meeting at 7:06 PM.

VOTE

4-0

Chair concurs

DATE

Mr. John J. Murphy, Secretary