

**Eliot Select Board Workshop**  
**Thursday, October 19, 2017 at 5:30 pm**  
**At the Eliot Municipal Offices**

**MINUTES**

Attending: Chairman Davis, Selectmen Pomerleau and Murphy. Selectmen Hughes and Donhauser absent with notice. Also Town Manager Dana Lee and members of the public Jim Tessier, Donna Murphy and Denny Lentz

1. Open Meeting: The Chair opened the meeting at 5:32 PM
2. Roll Call: A quorum was present.
3. Public Comment: There was no public comment.
4. Discussion regarding Compensation Plan structure:  
Discussions focused on several points. The Town Manager had prepared a memo which he encouraged the Board to read. After reading it, discussion ensued on what steps needed to be taken in order to implement the pay plan. The group discussed whether an appeal board / Personnel Board should be created in advance of implementing the Pay Plan. It was felt that we would need some professional people to do such a task, not just anyone can review consistent scoring of positions. Dana added that this same Board could function as the ad hoc Ethics Board needed to hear and decide Nepotism waivers (Charter). It was noted that doing any such appointment will be time-consuming and will slow down implementation of the Pay Plan. Further, we are entering budget season and the group wanted it implemented. The Town Manager noted that other major thing that should be done is the adoption of the Job Descriptions which underlie the entire compensation plan. The group agreed.

After much discussion, it was decided that there would be no appeal system / board to hear employee's concerns about having been mis-classified / under-classified. After implementation, if necessary, the Select Board may reconsider and they also want to hear from the two missing Selectmen before final decision. This would especially be true if the Town Manager changed a position's duties sufficiently to consider re-classification.

The Town Manager mentioned that the Merit Bonus system may have an unintended side issue. At a recent Dept. of Labor training, a D.O.L. official said things such as merit bonuses, payment in lieu of insurance, sick time buy out, and other "non-discretionary" income must be counted when calculating overtime. Selectman Pomerleau questioned the news and asked for the documentation which the Town Manager said he would provide.

Toward the end of the workshop the Chair asked to re-cap the next steps.

1. Final review of Job descriptions. (Town Manager to re-issue the administrative re-drafts he has done). Tuesday Noon deadline
2. Review proposed changes to Personnel Policy by Tuesday noon deadline.
3. Establish a workshop for 11/2 to discuss any final concerns about both items.

**Eliot Select Board Workshop**  
**Thursday, October 19, 2017 at 5:30 pm**  
**At the Eliot Municipal Offices**

4. Send out the documentation regarding calculation of total wages and figuring overtime wages
5. Send an email to all with these deadlines and new information.
6. Place the workshop materials in the mailboxes of the missing Selectmen.
7. Put these items on the 11/9 Select Board agenda.

Selectman Murphy made a motion to adjourn the workshop at 7:08 pm. This was seconded by Selectman Davis and was so voted 3-0.

Approved on 11-9-17, D. K. Lee