

**Eliot Select Board
Special Meeting and Workshop
Thursday, September 7, 2017 at 5:30 pm, Eliot Municipal Offices
MINUTES**

Attending: Chair Rebecca Davis, Selectmen Richard Donhauser, Jack Murphy, Bob Pomerleau, Brad Hughes; Town Manager Dana Lee

1. Open Meeting: The Chair opened the meeting at 5:30
2. Roll Call: All members of the Select Board were present.
3. Public Comment: Ms. Gail Chase spoke, asking the Town Manager the status of Mr. Staples fence violation. Dana replied that Mr. Staples was in contempt of court and incurring \$250 / fines per day. She thanked the group and left the meeting.
4. Executive Session pursuant to MRSA Title 1, section 405 (A) Personnel Matter and (E) Legal Consultation: Selectman Pomerleau made a motion to go into executive session pursuant to MRSA Title 1, section 405 (A) Personnel Matter and (E) Legal Consultation. This was seconded by Selectman Hughes and was so voted 5 – 0. The Select Board emerged from executive session at 7:51 pm. The Chair asked if there were any action to come out of executive session. There was none.
5. Discussion regarding Compensation Plan structure: Dana explained the handouts, noting the summary of his revised compensation plan and the 2.5% step scale. He described use of a merit system to advance in steps or to receive a one-time bonus if salary is already over market maximums. Brad expressed concern about the objectivity of evaluations. Bob expressed the need for a higher threshold (than a 3.0 on a scale of 1.0 – 5.0); he suggested maybe a 3.5 as minimum score to achieve. The group discussed how to budget the bonuses and increases; use of the reserve funds was discussed. Richard suggested calculating the worst case (most money that could be distributed), then use what you need and reserve the rest. Rebecca felt that checking market data should be every five years, instead of the three proposed. It was suggested that we not detail the number of years except to say “at least every five years unless economic conditions change unexpectedly. It was suggested that we say 5 to 6 “comparable” towns when doing market study. It was noted that some of the documents were for negotiating purposes and are confidential.
6. Discussion regarding Personnel Policy concerns: Please see attached. It was suggested that we do more with the Personnel Policy in two weeks when the Select Board will have had more time to think about the list presented. Dana said that he also needed to consult with MMA and attorneys on some of these questions.
7. Adjourn: Bob made a motion to adjourn the meeting at 7:42. This was seconded by Brad and was so voted 5 – 0.

Approved: September 28, 2017

S: / Richard Donhauser, Secretary