

SELECT BOARD MEETING

November 9, 2017 5:30PM

Quorum noted

A. 5:30 PM: Meeting called to order by Chairperson Davis.

B. Roll Call: Ms. Davis, Mr. Murphy, Mr. Pomerleau, Mr. Hughes, and Mr. Donhauser.

C. Pledge of Allegiance recited

D. Moment of Silence observed

E. Public Comment:

5:32 PM Mr. (Robert) Fisher thanked the SB for putting their petition on the warrant. He said that he thought it was right because we made a lot of good points and we also got a big return. He added that he wanted to apologize if he seemed rude the other night when he asked for a point of order; that he understands what Mr. Pomerleau said with that 2 minutes or 3 minutes after the hour and it was our meeting and our public hearing; that he thinks it was a proper thing to do was to ask for a point of order. He thanked the SB and said that he would be glad to discuss this later when we have time.

Ms. Davis said to Mr. Fisher it was, as always, a pleasure and thanked him.

5:34 PM Ms. Meyer, Odiorne Lane, asked if they could let us know what Ms. Pelletier's employment status is at this time.

Mr. Lee said that our Assistant to the Planning Board, Kate Pelletier, submitted her immediate resignation on November 7th; that he received it by email and accepted it; that we have since met with the Director of Planning with Southern Maine Planning & Development Commission (SMPDC) and we are going to proceed using that resource, in the interim, to try to continue to process applications; that in the meantime, after some discussion with the SB tonight, we'll begin advertising to fill that position, either with a comparably qualified individual under a similar title that Ms. Pelletier had or there has been some discussion, independently, with a couple of these folks about actually moving it up to someone who has maybe a planning degree or credentialed educational experience versus Ms. Pelletier, who was more experiential.

5:35 PM Ms. Meyer asked if there was any chance that that discussion will be public; that there could be some input on that decision-making as to what direction you folks are beginning to take.

Ms. Davis clarified that it's not on the agenda but it is on the agenda tonight – that's preliminary.

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Ms. Meyer asked if there was any consideration for a community member board to assist in that, as there was when Mr. Lee was chosen.

5:36 PM Mr. Lee said that we have not discussed that.

Ms. Meyer asked if there was any chance that be considered.

Ms. Davis said yes; that it's coming in towards the end of the agenda tonight so we will cover that ground.

Ms. Meyer asked about the SB's investigation into the legal notice of public hearing. She asked if that portion of their investigation was completed and, if so, has the Board and Town Manager reached a decision as to those folks who had paid their fee and not had their...

Mr. Lee said that this is also another discussion that's not really on the agenda but has come up, since, and we also need to discuss that.

F. Approval of Minutes of Previous Meeting(s)

5:37 PM Motion by Mr. Murphy, second by Mr. Hughes, to approve the minutes of September 14, 2017, as amended.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Murphy – Yes

Ms. Davis – Yes

Mr. Pomerleau – Yes

Mr. Hughes - Yes

Unanimous vote to approve motion.

Motion by Mr. Murphy, second by Mr. Pomerleau, to approve the workshop minutes of October 19, 2017, as amended.

Roll Call Vote:

Mr. Mr. Donhauser – Yes

Mr. Murphy – Yes

Ms. Davis – Yes

Mr. Pomerleau – Yes

Mr. Hughes - Abstain

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Motion is approved.

G. Public Works

5:46 PM 1) Compost Opportunity

This was put on hold to wait for the Public Works Director.

H. Department Head/Committee Reports

There were no reports.

J. Administrative Department

5:47 PM 1) Town Manager Report

Ms. Davis asked about **Line #10** regarding updating the auditor RFP.

Mr. Lee said that Mr. Donhauser had a couple of minor changes but that the RFP pretty much stands as it was. He added that he would put the final version in the SB boxes.

5:48 PM Ms. Davis asked about **Line #40** regarding progress on the Solar PPA; that she had submitted some comments and didn't know whether they had been incorporated.

Mr. Lee said that they were; that we used a legally-reviewed PPA from Rockport as a template and amended that to adjust it for what we were building, incorporating Ms. Davis' suggestions. He added that he and the Energy Commission would like to possibly come in on November 30th to make a presentation on a couple of projects (PPA & RFP's for LED Street Lights & Solar Array), as we would like to move ahead with putting these things out to solicit responses. He will get that documentation into SB boxes.

5:50 PM Ms. Davis asked about **Line #44** regarding visiting pump station work site.

Mr. Lee clarified that he went down to see if there were any problems with the ongoing work and there were none.

Ms. Davis asked about **Line #53** regarding an attorney call about Schiller.

Mr. Lee said that this was an attorney who had at least one client who had mesothelioma and they were part of the group that went in to Schiller to clean the 'scrubbers'; that the attorney felt that, maybe, it put other communities at risk of

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free-floating carcinogens, asbestos, etc., and the attorney asked if our whole thing with Schiller was anything to do with that; that Mr. Lee let the attorney know that Eliot's issue was with SO2.

5:52 PM Ms. Davis asked about **Line #60** regarding Sawgrass Lane.

Mr. Lee said that the covenants that go with the particular subdivision contains Article 12, which says that people who purchase homes in the subdivision own the sewer system; that they (homeowners) want to meet with the Town to discuss the process they would need to go through to have the Town consider taking the sewer system over.

5:53 PM Ms. Davis asked about **Line #70** regarding the ECSD bus.

Mr. Lee said that the mini bus would be too costly to repair; that the ECSD Director has three proposals for replacement vehicles but he has not met with her about that, yet; that they are supposed to meet next week to look over the three vehicles she has found.

5:54 PM At this time, Mr. Moulton was present and the SB went back to **Agenda #G1 – Compost Opportunity.**

Mr. Moulton said that Mr. Fox was processing his own compost material at his site, the location ended up not suitable, and the State told him to shut it down; that he has to clean up the site, as he has sold it, and has 2,000 yards of finished compost material he would like to give to the Town. He added that the only glitch is that PW trucks are either finishing up projects or being prepped for winter operations, asking if the SB would consider hiring a truck to haul the material to the landfill site, which is a ¼ mile away, leaving it there for the winter and look to utilize it in the spring for the benefit of the Town residents.

Mr. Lee said that, also, with the solar array and the approval from the DEP, they want us to reshape that landfill cover because over the years it has settled and it is supposed to be able to shed water. He added that, if we stored it over there, we could use some of that material for growing grass because that material is better than what we now have.

5:57 PM Ms. Davis asked if they had a time limit on when they needed an answer.

Mr. Moulton said that he needs to move it by November 15th, which is next week, but he believes the State would give him a little time.

Mr. Hughes asked why we were entertaining paying for the relocation of this material.

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5:58 PM Mr. Moulton said that you are basically paying for the trucking so that you will get it for free.

Mr. Hughes asked if we would be charged for the material otherwise.

Mr. Moulton said no; that it would be free.

Mr. Hughes again asked why we should bear that cost.

Mr. Lee said that that was just how we approached it; that we were thinking the man was telling us we could have it for free if we could get it out of his site; that we came up with an estimate of about \$3,200. He added that, if the Board wants to turn it down, then that's fine.

5:59 PM Mr. Pomerleau suggested that, if we do use the material and make it available to citizens, then per yard we could charge enough to at least cover the trucking costs, which, doing the rough math, would be under \$2.00/yard.

Ms. Davis said that she was concerned about LD1 and she doesn't want to spend \$3,000 less than half a year through the budget season. She asked if we can work this out so that we re-coup the money back into the operating budget.

6:01 PM Mr. Lee said that, technically, no, not in gross budgeting; that it would be a miscellaneous revenue or Transfer Station revenue and it wouldn't offset the \$3,200; that that would come naked out of his appropriations with no offset. He suggested that Ms. Bergeron might be able to figure out a way to make it into an enterprise account that would have a starting balance of \$3,200 and all the revenues that would go in would go against that, then dispose of the enterprise account when it is flush. He clarified that, generally, in gross budgeting those out-of-budget revenues can't be used to do some out-of-budget expending that you want to do; that if you want to do that kind of spending, you cut something else you want to do and the revenue is just frosting. He asked if the SB wanted him to see if Ms. Bergeron could this and keep it separate and apart; that it would be an unusual circumstance.

6:02 PM Ms. Davis said that it sounds like we need to make a decision tonight, though.

Ms. Meyer asked what Mr. Fox would be doing if the Town just gave him a blanket no; that it needs to be moved out of there so what is his alternative.

Mr. Lee said that, according to what Mr. Moulton said, he has some back-burner alternative that isn't as good or as likely to happen; that he would have to pay \$3,200 to move it ¼ mile and more than that if he moves it to York, so it would be pretty expensive; that we could approach him to say we aren't willing to pay the

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estimate of \$3,200 to move it, asking him if it's worth it to him to give us the material and pay for the trucking.

6:03 PM Mr. Moulton said that, given a different time of year, we could have hauled it ourselves over an extended period of time at no cost.

Mr. Lee said that, if the SB wants, we can go back and say that the SB has agreed that is a very generous offer, our citizens would love it, but we do not have the money in the budget and, if he is desperate to get rid of it, he can reimburse the Town's direct cost to move it from his yard to the Town's yard; that we could also split it with him.

Ms. Davis said that she thought we could spare \$1,500 but she is leery of \$3,000.

Mr. Lee suggested we approach him to see if he would split it with us \$1,600/\$1,600.

6:04 PM Mr. Pomerleau said that he wasn't sure what the LD1 issue would be, as it isn't as though we will actually be spending another \$3,200; that you would be using existing budget money and utilizing the time in a non-perfect, non-precise total budget.

Ms. Davis said that her concern is that we're going to get towards the end of the year and be short, and this is discretionary.

After some discussion, the **SB agreed by consensus** for the Town Manager to start at zero and go no higher than 50%.

6:07 PM **2) Public Approval of Warrants**

Mr. Murphy moved, second by Mr. Hughes, that the Select Board approve, under the Public Approval of Warrants requirement, Warrant #41 in the amount of \$311,777.82; and Warrant #42 in the amount of \$40,000.00; and Warrant #44 in the amount of \$35,655.43.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Murphy – Yes

Ms. Davis – Yes

Mr. Pomerleau – Yes

Mr. Hughes - Yes

Unanimous vote to approve motion.

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6:08 PM 3) Adoption of Revised Job Descriptions – Materials Previously Provided

Ms. Davis said that we would be covering this next Thursday at our workshop.

Mr. Lee agreed, saying that any last items should be cleared up at the workshop so that at the next regular meeting this could be approved by vote.

It was agreed to make next week's meeting a Special SB meeting/workshop (11/16).

6:11 PM 4) Adoption of Revised Personnel Policy – Final Material to Follow

Mr. Lee said that he got an email from Selectman Pomerleau with one or two additional comments; that he wanted to thank Selectman Murphy, who took the time to go through and fix the index for him. Regarding Mr. Pomerleau's comments, Mr. Lee said that he wrote, "I don't agree with sick leave payments as currently specified. I don't believe that employees that quit Town service or are fired for misconduct should be eligible for this benefit. I recommend the following changes in the language..." Mr. Lee said that he's not sure he understands the resignation part, as everyone resigns at some point.

Points regarding retirement versus in-good-standing two-week notice resignation versus an employee that just stops showing up for work were raised.

6:13 PM Mr. Pomerleau discussed sick leave benefits; that you are home sick, you don't have to come to work, you aren't going to lose pay, your family is not jeopardized by the loss of income, and, almost as important, you don't have to go to work and infect other people; that we take that to another level where we allow employees to accrue sick leave – if you're not sick, we'll let you bank it. He added that he spent 30 years with the State and, when he retired, he had 120 days of sick leave accrued; that the reason he had that accrued was because, to him, it was like a free income protection insurance policy; that he could have been out of work for six months and gotten his full pay if something catastrophic had happened, his family and his income were protected. He said that there were people who started work at the same time he did and, in any given year, they had nothing; that they took sick leave and they abused it, plain and simple. He added that he thinks that anyone who approves their sick leave is getting the equivalent of a really nice benefit of an income protection plan that costs them nothing; that now you get to the point where people leave and that now goes to a whole other level of benefit – now we're going to pay you for an accrued portion; that when he retired the State paid nothing; that what they would do is take any accumulated days you had and credit your length of service toward retirement. He said that he can have some understanding of the purpose of accruing it and paying it off; that what grates him is this is really a reward system for people that, otherwise, would abuse their sick

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leave – if someone doesn't have a buy-out before they leave, they will use it all up. He added that, if we're going to do an accrual and allow a sick bank to exist, then people who we cause their separation and we lay them off or we let them go and it's got nothing to do with discharge or someone fulfills their commitment to the Town under a retirement plan, then he guesses he's okay with it; but, people that just leave, that after 10 years they just go to another job or someone is fired, he is not real content about paying sick leave.

6:16 PM Ms. Davis asked if that was something the SB wants to decide this evening, is it something we save for the next meeting while members think about it.

Mr. Donhauser asked if he understood Mr. Pomerleau that, if he were working for the Town and he wanted to go to another job and he had accumulated sick leave, then he would not be paid for it.

Mr. Pomerleau said yes, that was what he was saying.

Mr. Donhauser said that he would not agree with that, in particular; that he would agree with everything else Mr. Pomerleau said but he thinks that, if an individual can better their lot in life and go to another job, without having done anything wrong or done anything to the Town; that they've fulfilled their contract with the Town and the contract said that you could accumulate your sick leave, then he thinks they ought to be compensated for that sick leave, if that's the policy; that he doesn't think they should be punished just because they want to go to another job.

6:18 PM Mr. Hughes said that, if they give adequate notice and carry through with that notice, then...

Mr. Donhauser said of course.

Mr. Lee agreed; that that was what he was saying with resigning in good standing, don't leave him in the lurch, give him the two weeks-notice and do their duties right up to the final day; that, then, it's a nice thank-you and good luck with your next job. He added that he does think we should put something in there that makes it very clear, though, that you will not get any of this if you are discharged for cause.

Mr. Donhauser said that he agreed; that the only disagreement he has with Mr. Pomerleau is if you resign in good standing.

Mr. Lee clarified that it isn't 100% pay-out; that it goes up 5% per year until you get to a maximum of 50% pay-out over 10 years of employment.

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Mr. Donhauser said that we have a sick leave reserve account, correct.

Mr. Lee agreed that we do.

Mr. Donhauser said that we are actually, presumably, funding that sick leave, asking what happened to that money that the person should have and doesn't get.

Mr. Lee said that it would just be money that's available to be re-purposed by Town Meeting; that we have this reserve account we are no longer using and can we move it into reserve accounts that we do want to use it for a fire truck or a police car, as examples; that it does get used and it does get replenished. He suggested we move this to the workshop to finalize the language.

6:20 PM Mr. Pomerleau said that he sent everybody an email November 3rd regarding his suggestion to eliminate supervisors at the exit interview; that he thinks that's bad policy, as you want to know the truth of why someone is leaving, and you don't need the reason they are leaving sitting in the room; that it needs to be someone they feel comfortable saying what they are really leaving for. He added that the other thing where we had the probationary employee at 6 months, we had 5 days of leave; that we already agreed that we were going to move to an accrual system, so that shouldn't be 5 at 6 months, it should be 2½ days or 20 hours. He also said that the index was all off and he gave Mr. Lee a number of changes in the compensation plan summary; that it was stuff we had talked about before that actually didn't get updated. He added that we never really got to discussing the '250' last time; that what he really wanted to see, as it came from your staff, is show him the dollars-and-cents difference between what we're doing now.

6:22 PM Mr. Lee said that it sounds like we do need to workshop this before it gets adopted, asking that anyone who has anything else to please submit it well before the workshop on November 16th.

Ms. Davis said that with such a tight budget season coming up, this is not really to her an appropriate time to add benefits, such as domestic partner insurance; that we have an enormous CIP and other things we need to do, and it has been stated that there hasn't been a big demand for this benefit. She added that her other big concern was retirement benefits for people who don't want to contribute to the MPERS; that we should give them other options, as she thinks it's a benefit that is universally given to all full-time employees and, just because they don't choose to go with the Maine State program, doesn't mean that they shouldn't get their share along with everybody else. She said that we should consider introducing language for a qualified retirement account that may not necessarily be with the Town but is still a valid retirement account.

6:25 PM **5) Appoint Rebecca Bergeron as Treasurer through June 30, 2018**

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There was discussion to clarify the job duties and title description.

Mr. Murphy moved, second by Mr. Pomerleau, that the Select Board approve the change in the Eliot Town Manager's description to remove the title of Treasurer from (Mr. Lee) and to assign that title to Becky Bergeron, who will no longer be the Financial Director, appointing Becky Bergeron as Treasurer for a term to extend to June 30, 2018.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Murphy – Yes

Ms. Davis – Yes

Mr. Pomerleau – Yes

Mr. Hughes - Yes

Unanimous vote to approve motion.

J. New Business:

- 6:35 PM** Mr. Lee said that he needs to fill the position that assists the Town and the Planning Board. He added that there has been some discussion that we have this TIF money and we haven't been able to engage a person who could dedicate any level of time to thinking about the TIF; that maybe what we could do is to hire a certified, accredited, diploma-wielding planner, at probably a little bit more money, but we do have the TIF funds (\$3.5 million) that we can use to support positions that are working on the TIF projects. He added that, to-date, he has not had any money going toward the planning position to work on TIF because we have not engaged a planning position to work on TIF; that we need more help on it to develop it and he knows that a couple of SB members have possibly favored upgrading the position. He said that he would like to know if the SB would like him to create a job description for a Town Planner going forward for this position or if the SB would like him to hire someone who has pretty good planner experience but may not be credentialed and may be relegated more so to high level clerical duties.
- 6:36 PM** Mr. Pomerleau discussed his research on MMA wage data and has spreadsheets; that he compared all towns in Maine with populations between 4,100 and 10,800, averaging all wage information; that he then broke out York County from that group and compared that to what staff is getting now. He added that when it comes to a Planner, he found we are already paying wages in the ballpark of a formal planner; that it might be a little nudge, a dollar or two, but we are there. He said that he found there was no such position listed with MMA as 'assistant to the

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planning board' or 'assistant planner'; that with towns that he found did have assistant planners, they were assistants to a planner; that he thinks it would almost be an exercise in futility because, to do the role of what the assistant to the planning board did here was an accumulation of experience and knowledge over a long time and grew into the position rather than someone hired with credentials to actually do that job. He said that he's long believed that one of the shortcomings of the Town for the future is that we lack planning and he thinks we ought to get a planner; that he agrees with Mr. Lee if we could successfully put forward a TIF that the Town would pass, there is absolutely legitimacy to using TIF funds for any portion of that related to plans that would involve TIF money. He added that, for the moment, he doesn't see that it makes any sense to do anything other than to change the job to a formal planner and recruit one.

6:40 PM Mr. Donhauser agreed; that we have a budgeted position now and we can supplement that with TIF funds.

Mr. Lee agreed it would most likely be revenue-neutral; that he thinks the additional \$2.00/hour might be the starting point; that they might need a little more; that he would be happy to look at Mr. Pomerleau's data. He added that he thinks we could initially take that additional money that would go into the salary and take it from TIF because part of the new duties would certainly be working on TIF.

6:42 PM Mr. Murphy also agreed that it would be good to have fresh eyes look at Eliot and recognize that the purpose of the TIF was to foresee the intensive future needs of the Town that were coming at us, not just to give us a pile of money to do something with but dedicated money to pay for those expensive things which the State is allowing us to set aside and holding the regular financing of the Town at a regular basis outside of that. He added that he has not been aware, in the recent reviews of possible use of the TIF, of any strong attempt to look into that future, which was the way it was thought of in 2008 and 2009.

Mr. Lee said that that may be why we are still 'here', in part; that every plan we came up with was not thoroughly vetted or thought out and had holes in it and people would find a way to poke holes in it until it died; that maybe part of the problem was that we didn't have a well-developed plan that was justifiable in every way.

6:43 PM Ms. Davis said that the current TIF project doesn't authorize a planner.

Mr. Murphy said that it does.

Mr. Lee agreed, saying that it allows for using TIF money in support of staff that manages the TIF or implementing the TIF; that a portion of his salary is TIF-

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funded, as well as a portion of Ms. Bergeron's pay, because we manage the actual funds, the paperwork, etc.

6:44 PM Mr. Pomerleau said that, hopefully, the objective is long-term and we would have a successful TIF passed by the Town in June and, if that was the case, as we did last time we put in certain staff funding for the purposes of planning. He added that that does not exist in the current TIF; that Mr. Lee might have a little wiggle room because he is administrating, but there is no clear capacity for us to use current money; that that shouldn't be what we are making our decision on as we have some money budgeted for the current vacant position, that isn't being paid, that should come close to getting us through the current physical year.

6:46 PM Ms. Davis said her only objection is that expending TIF money is not authorized in the current TIF; that she has no objection to planning for a planner.

Mr. Lee said that he thinks we can work around that because the general statute does allow you to use some of that money for staff who are managing and implementing the TIF.

Ms. Davis said that she would feel better if Mr. Lee talked with the attorney and found out if this is legitimate.

Mr. Murphy asked, regarding Stormwater, who was going to take over that position that Ms. Pelletier was doing.

Mr. Lee said that it would be the planner, with Public Works.

It was the consensus of the SB that Mr. Lee move forward with this.

6:47 PM Mr. Lee discussed the need to hold a regular meeting on November 30th, as the second regular meeting fell on Thanksgiving.

This decision was deferred.

Mr. Lee also discussed the paying out of people who had paid fees. He said that there is a complication, here, that will make it a bit difficult to untangle, explaining that these fees are made up of more than just the cost of public notices that didn't get in the paper; that they also had application fees and, in some cases photo copy fees. He added that if we are going to do the proposed offer to pay back anyone who feels aggrieved, we are going to have to untangle each one of these cases to determine what portion was the public notice; that it can be done but not quickly.

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6:50 PM Mr. Pomerleau said that what we were looking for was a final summary from Mr. Lee; that he recommended looking back 2 years as we might identify a number of people it may have happened to; that he should notify those people and eventually draw up some sort of an application for reimbursement. He added that we should do a public notice to anybody else out there who may have had that happen so that they request a review for reimbursement, as well.

6:52 PM Ms. Meyer said that most of that work has already been done, going back 5 years, and is on a spreadsheet. She added that some fees are variable but the public notice fee is fixed and broken out in the file.

Mr. Pomerleau discussed where that reimbursement money would come from; that as far as he was concerned that money went into the undesignated fund and that is where it should come from.

Mr. Lee disagreed, saying that he understood that that money didn't get spent and dropped into the undesignated fund balance.

Mr. Pomerleau said that, when we have some idea, then we put a warrant issue on the ballot asking the taxpayers to approve the transfer of that money back to the people, from where it came; that we aren't taking money from the undesignated fund because it never should have been there to begin with.

6:56 PM Mr. Lee agreed. He suggested that the money, if not too much, might come from the PB budget.

K. Old Business:

6:59 PM To Withdraw EPA 126 Petition - Schiller

Mr. Lee said that he reached out to Ms. Richards (Chair, Conservation Commission) who reached out to the Sierra Club, who originally came to us with their concerns; that he gave the SB a letter from her that stated that they have no concerns and pleased that we got a 68% reduction in SO₂ emissions and had no issue with withdrawing the petition. He added that it would be the easiest way, especially for the EPA, to end the case by withdrawal of the petition.

Mr. Pomerleau moved, second by Mr. Hughes, that the Select Board withdraw this petition from the Town of Eliot, submitted under the Clean Air Act, §126, to the US Environmental Protection Agency regarding the emission at Schiller Station, Portsmouth, NH.

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Mr. Donhauser – Yes
Mr. Murphy – Yes
Ms. Davis – Yes
Mr. Pomerleau – Yes
Mr. Hughes - Yes

Unanimous vote to approve motion.

L. Selectmen's Report:

There were no Selectmen's reports tonight.

M. Committee Vacancy Report

7:02 PM Mr. Lee said that we have had a couple people come in to ask about the Harbor Committee and he encouraged them to submit applications; that we already have two and this will be an important four, as that may be enough to get this committee started. He added that we also have some applicants for the Clean Water Committee.

Mr. Pomerleau said that he popped in before the Aging-in-Place Committee's first meeting to let them know that, if they wanted a SB liaison, then they could request that; that in viewing their first meeting he thought they needed a little organizational guidance; that they are a good group of people and they were just bursting with ideas and things to do.

N. Executive Session

7:05 PM Mr. Murphy moved, second by Mr. Hughes, that the Select Board enter into executive session as allowed by 1 M.R.S.A §405.D Labor Negotiations.

This regarded the ongoing Public Works union contract negotiations and newly-forming or proposed union for the administrative staff.

Roll Call Vote:

Mr. Donhauser – Yes
Mr. Murphy – Yes
Ms. Davis – Yes
Mr. Pomerleau – Yes
Mr. Hughes - Yes

Unanimous vote to approve motion.

7:48 PM Out of executive session.

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There was no action taken.

O. Adjourn

There was a motion and second to adjourn the meeting at 7:49 PM.

VOTE

5-0

Chair votes in the affirmative

DATE APPROVED: 01/25/2018

S/ Richard Donhauser, Secretary