

**SELECT BOARD MEETING
October 13, 2016 5:30PM**

Quorum noted

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

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

C. Pledge of Allegiance recited

D. Moment of Silence observed

E. Approval of Minutes of Previous Meeting(s)

5:31 PM Motion by Mr. Fernald, seconded by Mr. Murphy, to approve the minutes of August 11, 2016, as amended

Roll Call Vote:

Mr. Fernald – Yes

Mr. Murphy – Yes

Ms. Davis – Yes

Mr. Pomerleau – Yes

Unanimous vote to approve motion.

F. Public Comment:

5:42 PM There was no public comment.

G. Virtual Town Hall Demonstration

5:43 PM Mr. Lee said that Mr. (Bill) Letsky was present to give a demonstration on a new software program that might benefit our Town.

Mr. Letsky discussed what they offered through a powerpoint presentation:

- Help improve communication with the public through your website;
- Redesign the Town's website with a user-friendly content system;
- Staff user-friendly management;
- Ongoing security and staff support;
- Complete turn-key operation.

At this time, Mr. Letsky showed examples of websites they had done for other municipalities.

- Easy for the public to find what they are looking for;

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- Easy for staff to make updates;
- Building websites for municipalities for over 15 years;
- The company started in Portland, Maine;
- We cover all of New England;
- We have 550 clients, most in New England;
- Provide full range of website services with additional expansion modules available;
- Financially stable with consistent growth;
- Content management system housing the website built in open source, which allows the municipality to have the source code supporting the website no matter the host (built-in security);
- Success comes from focusing on the municipal sector, which brings an understanding of what the output is – agendas, minutes, communications to the public and public communication back to the municipality;
- Not a national organization, but New England-based; able to talk face-to-face and train local staff;
- Built-in redundancy for multiple ways to access information (where-do-i-go button – topical listing, as an example) for easy public access.

5:50 PM

Mr. Lee interjected that those were the two big things we liked – the simplicity for staff to update and keep everything fresh and, also, this redundancy that makes it easy to find what you are looking for.

- Any number of staff editing the site with various roles and permissions;
- Goal is to keep the site, as a whole, up-to-date;
- Ongoing support M-F, 9 to 5, with tech support 24/7 and monthly, ongoing webinars as part of the annual fees;
- No cost overruns, cost is firm – no surprises;
- Open Source – Drupal – largest government agency platform in the world;
- Used because easy to work in and very secure;
- Provide staff with the tools to keep the site fresh – scheduling publishing and expiration of events, analyze traffic, slide shows, bulletin boards, on-line forms, efficient email alerts for a variety of topics (examples);
- RSS feeds for every page;
- Integrated with social media (Facebook, twitter, etc.);
- Imbed videos, accessible video-streaming;
- Responsive design with tablets and smartphones (expand/contract depending on device used);
- Department-level specific alerts, bulletins, fillable forms, etc.;
- Other applications in addition to the website (no additional cost) – town business directory, RFP's (including open and closed bids and alerts);
- Sophisticated platform, easy to manage, comes with many options;

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- Approximately 14 weeks to design and launch;
- One-time cost for design, content development, staff training - \$7,000, paid over 1, 2, or 3 fiscal years;
- Annual cost for support, hosting, upgrades, maintenance of \$1,995/year;
- Not inexpensive, but gives a strong communication tool with the public and continued enhancement for reaching out.

6:03 PM Mr. Murphy asked about new devices integrating with this technology.

Mr. Letsky said that this is all done on what is called ‘pixels’ and every device has what is called a ‘pixel width’, with a prearranged system of pixel-width breakpoints that allow for ‘new’ devices.

6:04 PM Ms. Davis said that the Eliot Community Services Department was interested in people being able to sign up for programs through the website and asked if that would be possible.

Mr. Letsky said yes, adding that that was very common; that we have a web-forms module where people can sign up for all kinds of things; that to the extent one wants to build it out, a particular department can be separated out and everything for that department would be included, to the extent you would want to put it out. He added that there would be no limit to the number of pages you could have on there. He said that everything he was showing was no extra cost; that you can add new committees and content for no additional cost; that, contractually, that is all spelled out – the business directory, fillable forms, etc.

6:06 PM Mr. Pomerleau asked him to expand a bit on how the public could use this to interact with Town services.

Mr. Letsky said that we would build an interactive form on-line that people could submit through the website, or they could print it, if the Town required it; that you can do electronic signatures on-line.

Mr. Pomerleau asked if anyone had used this system for on-line voting.

6:07 PM Mr. Letsky said not yet; that there are a couple of clients in Connecticut that are playing around with virtual voting but they haven’t done it.

Mr. Pomerleau discussed his concern for security with residents interacting with the Town website.

Mr. Letsky said that we have a very strong system with sophisticated software; that hacking stops at our firewall so it never really gets to the websites.

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6:08 PM Mr. Pomerleau asked about the updatability and usability of the software they use (using Front Page as an example) as it pertains to Town employees.

Mr. Letsky said that we built the software used; that we did it in Drupal and it is very intuitive.

Mr. Lee said that it looked very much like MS Word, the approach. He added that, if you've used MS Word, then you can pretty much get around the word processor that they have built into this; that it's very intuitive.

Mr. Letsky said that this could be used for surveys, as it is just collecting data into a database module. He added that their client, Stanford, Connecticut (125,000 people), is using the exact same system but the cost page would be a lot more because we're building a lot more content and training a lot more people.

6:11 PM Mr. (Robert) Fisher asked how often the price increased.

Mr. Letsky said that the most we have ever taken, he thinks, is a 3% increase; that it's not every year but depends on costs at our end; that you can confirm with clients we've had for years that they have had either no increases or a modest 2% - 3% increase; that there are occasional cost-of-living increases.

H. CDBG Grant

6:12 PM 1) Approve Document Contracts

Mr. Lee said that we are basically at the last step, here; that he thought we were ready to go and have protected the Town's interest very, very well; that he thinks we have done more than an adequate job of trying to make sure that letter of credit will be very strong. He added that it was his recommendation that we move forward with this.

6:13 PM Mr. Murphy said that he read through the documents very carefully and can find no questions; that he is ready to sign.

Mr. Fernald said that he read it thoroughly and has no questions.

Mr. Pomerleau said that, at our level, he is fine with where we are and is ready to move on it.

Mr. Pomerleau moved, second by Mr. Fernald, that the Select Board authorize the Town Manager to enter into a contract with the Community Development Block Grant, as proposed this evening (October 13, 2016), with documentation presented.

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Roll Call Vote:

Mr. Fernald – Yes

Mr. Murphy – Yes

Ms. Davis – Yes

Mr. Pomerleau – Yes

Unanimous vote to approve motion.

I. Notice of Violation/Court Action: Mr. Bruce Staples

6:16 PM Mr. Lee said that Mr. Staples was present, along with his attorney, inviting the attorney to speak.

Mr. (Robert) Orso, attorney, said that he represented Mr. Staples; that he had talked with Ms. Ross and Mr. Lee and he is here to simply ask for two weeks to allow us to comply with the notice; that we will make sure we comply with the Notice of Violation and take it off your plate.

Mr. Pomerleau asked if Mr. Lee had any issues with that.

Mr. Lee said that he did not; that we have no issues with that; that we do not want to have any kind of a bad situation with Mr. Staples; that this is over 2 feet on a fence and, if he would just put it where it belongs, everything would go away; that he thinks that's the easiest for all of us.

6:17 PM Mr. Fernald said, to clarify, at the next regularly scheduled meeting...

Attorney Orso said that he would be happy to come back and report to you; that, if it hasn't been done, then you can give him a hard time. He added that he is the last of nine kids of an Irish-Catholic police officer so he can take it; that he has broad shoulders.

Ms. Davis said that, actually, if we just had word from our CEO, through the Town Manager, then that would be adequate.

Attorney Orso agreed and thanked the Select Board.

6:18 PM Mr. Murphy moved, second by Mr. Fernald, that the Select Board allow a period of two weeks to October 27, 2016 to allow Mr. Bruce Staples to correct the violation of the zoning ordinance related to a fence, as delineated by the Town Manager.

Roll Call Vote:

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Mr. Fernald – Yes
Mr. Murphy – Yes
Ms. Davis – Yes
Mr. Pomerleau – Yes

Unanimous vote to approve motion.

J. Public Works

There were no items.

K. Department Head/Committee Reports

6:19 PM 1) Solid Waste & Recycling Committee By-laws

Mr. (Jim) Tessier said that we have updated the by-laws; that we have added a secretary position, clarified that we meet at the Town Hall, and added the current update date. He added that, under Article 1: Purpose, they added a paragraph to include working with the local school district/surrounding communities on municipal waste issues that could be mutually beneficial, which is substantially different than they have done in the past. He said that they would continue if the SB wanted them to do that and, if not, then there may not be a big need for the committee to be meeting on a regular basis; that we may only need to meet quarterly or once a year; that it is up to the Board what direction they would like us to go in.

6:23 PM Mr. Pomerleau said that, regarding Paragraph b. under Purpose, he was not comfortable with the wording of ‘the Eliot Select Board shall...at least every five (5) years...’; that he thought that remained within the purview of the Select Board, not a committee, when and on what schedule the SB wants to review boards and committees. He added that he would recommend they remove that paragraph.

Mr. Lee said that he put that in, thinking that the SB, periodically, should probably review the committees, maybe every five years.

SB members agreed the review would be a good idea.

Mr. Fernald said that, if that 5-year review is not in the Charter, it should at least be in the Ordinance Governing Boards, Committees, and Commissions.

6:25 PM Mr. Lee suggested striking that from the by-laws or amend it to say “the Eliot Select Board may review the purpose of the committee periodically.”

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Mr. Tessier said that there was one other change. He explained that, under Section 4.2 Elections, a., the template said 2 years and we inserted annually regarding election of officers and, in b., regarding the position of Chair, it was changed from not more than two consecutive 2-year terms to not more than four consecutive 1-year terms.

6:26 PM Ms. Davis asked if the SB wanted to strike 'paragraph b'.

Mr. Fernald recommended it, saying that we need to have things like this in our ordinances and not in specific by-laws for individual committees; that every time we want to make a change in that ordinance, these have to be changed, too, and it ought to be somewhere consistent.

Mr. Lee said that that particular ordinance is on a workshop agenda to bring it in-line with the Charter; that it needs a lot of updating.

Mr. Pomerleau said that he would recommend we strike paragraph b and, then, approve the by-laws, as submitted.

6:27 PM Mr. Murphy discussed Section 6.3 Executive Sessions, saying that he wasn't sure that committees had any reason to have executive sessions; that if they have a personnel problem, he thought that came to the SB for resolution.

Mr. Tessier clarified that everything in black was in the template provided by the Town Manager.

Mr. Pomerleau said that, as a matter of legality and, he thought, referenced in the Charter, all committees have the right to go into an executive session if it falls under the guidelines of the Maine statute, as unlikely as that may be; that it's an appropriate clause to have in the by-laws.

6:29 PM After further discussion, Mr. Lee suggested we could table this and solicit MMA's legal advice on executive sessions as it relates to committees, as well as reading the law and the Charter.

Mr. Murphy said that terms for membership are not delineated in the by-laws; that he doesn't know that any other committee does that.

Mr. Lee said that, when the SB makes appointments to these committees, you generally do so on 3-year terms, regardless of what it says in the by-laws.

6:31 PM Ms. (Wendy) Rawski, Town Clerk, said that she believed that, when the Solid Waste & Recycling Committee was put into place by the Board, there was no mention of terms; that it was just to create membership for those interested in

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serving for the SB as an ad hoc-style committee; that ad hoc committees do not require terms; that they are there for a specific purpose and, generally, end at a certain time; that she doesn't know if the SB has ever changed the status.

6:32 PM Mr. Tessier gave a history of this committee; that when this committee was first established the Selectmen were considering going to curb-side pick-up, forming the committee to look at the feasibility of closing the Transfer Station; that the committee's report suggested it was not a good way to go and there were some other things the committee could work on to make the operation at the Transfer Station much more cost-effective; that the SB said to go ahead and continue to work on that, and we've been doing it ever since. He asked, once this gets approved, where does it get retained. (Could not hear answer clearly. Assume retained at Town Hall.)

Mr. Murphy said that, regarding their minutes, their secretary should be forwarding committee minutes, every time, to the Town Clerk, for the public record.

Mr. Tessier said that we do that.

Mr. Murphy suggested adding "...and provide copies to the Town Clerk in a timely manner for the public records and public information." to Secretary Responsibilities.

Mr. Tessier said that they included that under Article 2: Duties (c).

6:34 PM Ms. Rawski said that adding those types of redundancies into the by-laws of boards, committees, and commissions isn't really necessary because our Charter already speaks to that, as well as the Ordinance Governing Boards, Committees, and Commissions. She added that we really need to minimize those by-laws, almost to the point of a mission statement, more than by-laws, because we have two working documents.

Mr. Lee said that he did want to make sure that the items to do with committees, in the Charter, were in that template that he provide to Mr. Tessier and to the other committees to make sure they were reflected. He added that he might have put in one or two about periodically reviewing their purpose/mission but he did want to capture what was in the Charter related directly to committees in their by-laws.

6:36 PM Mr. Pomerleau said that he had no problem with committees self-assessing every five years and they may want to put that into their by-laws – review goals and purpose and mission every five years and report to the SB – and would not be a

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bad idea. He agreed with Ms. Rawski that we don't need to repeat everything in the Charter in every set of by-laws.

Ms. Davis clarified that we are going to strike 'paragraph b', strike 'executive session', and table this until next week.

L. Administrative Department/Department Head Reports

1) Town Manager Report

6:37 PM Mr. Pomerleau asked about **Line 133**.

Mr. Lee said that he reached out to the DPW Director and Planning Assistant; that he was tasked by the TIF Alternatives Committee (TIFAC) to at least try to put together a draft TIF Development Program for them to review and change, as they saw fit, in their preparation to submit it to the SB; that he wanted other staff eyes to look to see if anything might be missing. He added that the staff didn't feel much had been missed; that that will be taken up by the TIFAC at their next meeting.

Mr. Pomerleau asked about **Line 90**.

6:38 PM Mr. Lee said that we have a staffer who has changed health insurance over to the spouse and he thinks, in November, coming back on our policy; that between July 1 and November (open enrollment period), there was a reimbursement that we needed to make. He added that he went back to the policy and reviewed it with Finance to make sure we were doing it correctly, also gathering what other towns did, because this formula is difficult to work with; that he thought we might be back before the SB to rethink it.

6:40 PM Mr. Murphy asked about **Line 121**.

Mr. Lee said that, regarding the strange foreclosure, we have a private mortgagee who sold their house to another person, privately – no bank or financing involved. He explained the legal research involved, finding that the mortgagee was responsible and meeting with her to explain that.

6:42 PM Ms. Davis asked about **Line 110** regarding the ECSD Summer Camp issue we had a couple of weeks ago.

Mr. Lee said that he did not have that final number, yet, and will send a reminder tomorrow; that this is a busy time of year for the ECSD Director.

Ms. Davis asked about **Line 93**.

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6:43 PM Mr. Lee said that that would be on the agenda in two weeks; that he will give them the breakdown of all the State valuations for all the towns in York County, dealing with sales-adjusted valuation versus local assessment; that this includes only taxable value.

2) Sign Return of Public Hearing Notice

6:46 PM Mr. Lee said that Mr. Hirst posted the Public Hearing Notice, to be held October 20th at the Eliot Elementary School at 7PM, regarding the Warrant.

Ms. Davis asked Mr. Lee to look at the workshop prior to that public hearing, as she thinks it needs to be changed to Town Manager appraisal.

At this time, the SB signed the document.

3) Mary Lizzie Spinney Trust – Reconsideration of \$5,000 to Heating Fund

6:48 PM Mr. Lee said that he doesn't think it's a reconsideration. He added that we got some legal advice from MMA regarding that will that said that we need to follow the will, explicitly; that subsequently, we found the note from Ms. (Jan) Lytle (Town nurse trust overseer) to Mr. (Dan) Blanchette, which basically endorsed the use of the \$5,000 from the Trust to the Eliot Home Heating Assistance program that was dated October 2010. He explained that he thinks the SB's action of two weeks ago was unauthorized; that the SB has no real authority over that Trust, according to the way the will is written. He said that, if the SB wanted control of the Trust, they would have to get the will changed (probate court); otherwise, he has a meeting set up with Ms. Lytle to see if she is willing to continue to be the trustee, if the SB would like her to be so. He added that we shouldn't remove that \$5,000 because it was done according to the will, by the right trustee and, therefore, remains, according to the legal advice we have.

6:50 PM Mr. Pomerleau said that he had no problem with that provided Mr. Lee was comfortable with the exact language that the nurse be employed by the Town, as it doesn't say appointed or volunteer; that if she was employed, then that would be fine.

Mr. Lee said that he didn't know to what extent she was on the payroll; that you could put her on the payroll for a stipend of \$1.

Ms. Rawski discussed Eliot having a health officer for years (Ms. Lytle being part of that) and that that position has always been a stipend position in this Town.

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Mr. Lee said that we will check back to 2010 to make sure she was the health officer and/or somehow being compensated by the Town for her efforts as health officer and trustee and bring that back in a couple of weeks.

There was discussion regarding the definition of ‘employed’, paid versus utilized, at the time (context), which Mr. Lee will research.

Mr. Lee said that there is quite a long precedent on how this has been handled and he thinks we may be redefining what ‘employ’ means, here, today.

6:56 PM Mr. Murphy suggested we employ Ms. Lytle to approve it retroactively.

Ms. Davis suggested we look at it every year to reappoint so that we know who is who, as well.

Mr. Lee suggested he ask Ms. Lytle if she is willing to be the trustee, at least for this year, then be subject to annual reappointment; then to set up a formal process by which a request is made from that fund by someone, with a form of some kind, to be reviewed by the Town Manager and/or the SB.

The Select Board agreed by **consensus**.

7:01 PM **4) MSAD #35/South Berwick: Request to Join Them to Petition MDOT of MHS Traffic Signal**

Mr. Lee said that he thinks this can be tabled; that he doesn’t think they are asking us to do that, anymore; that he and Mr. Murphy went to a collaboration meeting this past Wednesday and, at that meeting, it was decided by the school representatives, South Berwick representatives, and ourselves that we would ask the MDOT to come down to have a special meeting (November) with them about any kind of traffic-slowing ideas they might be willing to employ near the high school.

7:04 PM **5) Closure of Town Office on “Thanksgiving Friday”, November 25, 2016**

Mr. Lee said that this was a request from the Town Clerk’s Office asking to close the Town Office and used paid time off for that Friday. He added that, historically, that has been one of the holidays and, now, it’s in some union contracts and not others, and the suggestion was made that if-and-when we look at the personnel policies, again, we may want to discuss putting that back in play somehow. He said that the State is closed, all the agencies we deal with are closed, and no one comes in on the day after Thanksgiving; that every town around us is closed that day.

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- 7:05 PM** Ms. Rawski clarified that she is representing the employees that do not get it as a paid holiday, requesting that it be considered, as it always has been in the past, that, perhaps, the non-union employees get that day off as a paid holiday, as the union employees do. She said that there have been changes in the departments over past years that have created inequities between Town of Eliot employees, seeing those inequities in other areas, but this day after Thanksgiving is just an opportunity to maybe bring some equalization to the employees, at least one time in the year. She added that we have polled towns around us – York, Kittery, South Berwick, Berwick, Wells, and Lebanon are all either contractually, or through personnel policies, closed and recognize it is a legal, paid holiday. She clarified that she is, in fact, asking you consider that the non-union employees that do not receive this as a benefit get that this year and, also, consideration to officially amend personnel policies to change it so that Thanksgiving Friday goes along with the State of Maine and the surrounding communities that are closed on Thanksgiving Friday. She said that she could tell them that, on Thanksgiving Friday at 6:30AM, there is no one here. She added that, historically, it's something that's always been reviewed because it was never built into the policies; that 9 times out of 10 we were given that date – Thanksgiving off, with pay – so it is her formal request on behalf of all non-union employees; that she is the spokesperson for them tonight.
- 7:07 PM** Ms. Davis asked if the DPW was getting this day off, with pay, in their contracts.
- Mr. Lee said that he believed that both union contracts include this day off as a holiday but was omitted in the personnel policies for non-union employees.
- Mr. Murphy asked if there was money in the budget for this.
- Mr. Lee said that there was no budgetary impact, per se; that it is a benefit to us not having to use paid time off and that would be the downside.
- 7:08 PM** Mr. Pomerleau said that we went through this last year so something's amiss here; that we declined it last year because the union contract did not include it and, if we gave it to the non-union staff, we were going to have to add it to the union people, as well. He added that saying both union contracts have this holiday is not consistent with what we said last year.
- Ms. Bergeron clarified that the DPW contract includes it as a paid holiday, the MAP contract does not.
- Mr. Pomerleau said that it is the MAP contract that says that they get whatever anybody else gets.
- Ms. Albert clarified that it was only when we close down due to bad weather.

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7:09 PM Mr. Pomerleau said that, in the training with MMA, it sounded to him that they were saying that a provision like that isn't legal; however, it's in the contract so that would be a legal battle if we award it to Town employees and refuse it to MAP employees; that he thought that was where we were last year and nothing has changed.

Ms. Davis said that she would look at the contracts, again, but that was the impression she had. She asked if the normal situation for this was to close the office on that Friday and use a vacation day.

Mr. Lee said that he thought that was what they did last year.

7:10 PM Ms. Rawski said that she wasn't here to speak to the SB last year. She added that there are staff that don't have the time on the books that others do; that they are new employees so their vacation time and personal time is limited; that last year, in order for her to close her office and feel good about it and not have to be here on Thanksgiving Friday, as well, she used her own personal time and gave it to them out of her personal time bank so that they could have the day off. She said that she didn't mind doing that but it's really not a fair situation if she has to have an employee come in because they don't have the time to use and they can't afford to go unpaid. She added that she would not take the day off; that she would be here as their supervisor because that's how she is. She said that it's not just our department; that she is just looking to get some equality between departments; that we've seen a 3% increase in pay for some departments and other departments are only receiving 1%, some are benefitting from an extra day off and others are not and having to use their personal time; that she is just asking for the consideration. She also asked, because it confuses her a bit, about the Police benefit; whether, if the SB were to amend the personnel policies and include it as a recognized holiday for all Town employees, that would resolve the situation.

7:12 PM Mr. Pomerleau said no, because they bargain; that they choose what they want to bargain for.

Ms. Rawski said that that was good on their part but bad for the rest of the Town employees.

Mr. Pomerleau said that he was familiar with the State where they originally bargained for the day after Thanksgiving; that the first time they did it they gave up Columbus Day because everything else was open and everyone wanted Thanksgiving; that, eventually, in continued bargaining, not only did they get Thursday but got Columbus Day reinstated, too. He added that, regarding the Police contract, he doesn't know if they have some day in there that you don't or they chose not to pursue that because they wanted something else instead.

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7:13 PM Mr. Lee suggested we review this to see what our other options might be; that we still have a little time but we do want to get notice out as quickly as we can.

Mr. Pomerleau suggested we find out if it is a legal provision; that that would not be a bad starting point, since that was the indication we got from that MMA training; that, on the other hand, you've got a union that's bargaining for a lot of people, with their attorneys; that he is not comfortable that what we heard was right, or not.

Mr. Lee said that he would check and, if it is not an issue, we would repeat the request.

Mr. Pomerleau discussed the challenges of bringing equity with two different union contracts and non-union employees.

M. Old Business:

7:16 PM a) Engaging Committees re: Self Assessments

Mr. Lee said that he was asked to lay out some sort of a method by which the SB could meet with various committees to talk about their functionality, purpose, mission, etc.; that he put down eight guiding principles that are included in the SB packets, which he read.

Mr. Murphy said that he was worried that the committees are going to feel like they are being attacked; that we are trying to get rid of them and trying to find some excuse for doing that. He added that that was not the case for him and that he thought that all these committees have served Eliot well, as best they can, to solve problems which were more than the SB wanted to handle; that, generally, each committee has some specially-trained or experienced people who would help them accomplish their specialized needs.

7:20 PM Mr. Pomerleau said that he thought it was only good management to do it and poor management not to; that you don't allow an organization to sit there for 20 or 30 years and not do an overview of where you have been and where you are going, are there changes necessary; that he thinks it is a perfectly positive thing to look at all these committees. He added that it is not with the objective of eliminating; that it may be simply modifying the mission; that under new priorities in Town, and all that, we ought to re-establish that goal, giving examples. He said that re-examining how efficiently and effectively they are running the Town is a good organizational management tool. He added that he didn't like the idea of sitting down with all the committees in one day, suggesting the SB structure some questions for the committees to answer and start from there, then meet.

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7:21 PM Mr. Lee said that he needed more feedback on what he was supposed to do, he guessed, because he wasn't sure what he was supposed to do; that if the SB wanted a series of questions to be asked, he could do that; that he could draft something for the SB to look at. He added that they could do it during workshops but you are going to get very busy.

Mr. Pomerleau said that he was looking at fact-finding, not this big, 10-person group of discussion thing; to just look at the mission, is it still there - there is a purpose behind it, should it be changed – do the resources need to be different; that we have a totally different structure than when these committees were formed years ago; that the Board of Selectmen were, in fact, the executive and administrative heads of the Town and committees were established as an aid and an arm of the Selectmen to run the Town. He said that, now, we have a Town Manager-format; that we don't have that function anymore; so, to him, it's perfectly sensible to look at the committees that were formed with that form of government that had a specific design and purpose for them and see if it's still necessary, or they need to be modified. He added that a lot of that has to do with what role the Town Manager has taken on to change those things, or other changes in the Town's administrative areas.

7:23 PM Mr. Lee agreed, reminding the SB that committees did fill out a form, already, that was a self-assessment, which the SB received. He added that the other approach is to look at those forms very carefully in a workshop and come up with questions for each particular group, what would we ask them based on what they filled in; that, maybe, you have answers already in these self-assessments and it would just be a matter of looking them over very carefully and coming to your own conclusions of what you need to speak with 'this' committee or 'that' committee about; that you might find a committee that is good with their mission/purpose and you won't need to talk with them at all.

7:25 PM Ms. Davis said that it would be our job to give them direction and the Sewer Committee says that they can't answer the question about what their mission is, so, how do they know if they are accomplishing any goals; that they have none.

Mr. Murphy said that they started out with a very big one and that big one, in a sense, still exists, except that the department, itself and the Town Manager, have taken away the need for it to be done by the Sewer Committee. He added that he didn't think we should call them in to us but some of us should go to one of their meetings and discussing these issues with them. He said that he liked Mr. Lee's guiding principles, as that is another form of thinking about what's going on and what we're trying to do. He discussed his concern for numbers not giving a clear picture and why he suggested going to their meetings to ask them if they were happy with their purpose and direction and, if not, what they needed in a conversation, rather than putting it down on paper.

SELECT BOARD MEETING
October 13, 2016 5:30PM (continued)

7:27 PM Mr. Pomerleau said that, if he was doing this (as a committee member), he would start with what is the SB's view on the need for this committee – what was its original mission, does it still exist, should it be modified – then he would sit with the Town Manager because of the changing structure of the form of government we've had since they were established for his feedback in terms of where committees unnecessarily overlap with the role of the Town Manager or other staff; taking it step-by-step, because the need for the committee was something that the Board of Selectmen decided was necessary to start with.

7:28 PM Mr. Murphy said not necessarily; that, sometimes, it came from the citizens, themselves, using the Budget Committee as an example (came from a citizen's petition).

Mr. Lee said that he was open to whatever process the SB would like to do; that when the Charter was put in place, it triggered a whole bunch of different thinking regarding mission and purpose, the writing of by-laws and doing a self-assessment; that he thought it was up to the SB where we go from here and he's tried to give some guiding principles to allow for transparency, to commend committees for their work and ask if the mission was the same or has it changed; that it all depends on how the SB wants to do it and how much time they want to spend on it.

7:30 PM Mr. Pomerleau said, as an example, looking at the Sewer Committee and what that role was and, now, you start talking about stormwater and is there a major function for a committee on stormwater, as big as that is getting to be; that that's just the kind of introspection we should be doing with what we actually need in committees.

Ms. Davis suggested a report listing each committee, and taking their self-assessments and by-laws with their mission on it, and summarizing it for each committee; that, then, we all could add or subtract from it, have a discussion that we see 'this' committee as being useful for #'s 1, 2, 3, 4, and 5; that it needs to come from the top-down and she thinks it should start by pulling a report together and, whether that falls on the Town Manager or a couple of the Selectmen...

7:31 PM Mr. Fernald said that the Town Manager has given us some guidelines and we have some of his feelings on some of the boards and committees.

Mr. Lee agreed he had given his feedback, already; that he could pull together the by-laws and the SB can look at the purpose/mission for each one.

Mr. Fernald said that, if we had those by-laws and Mr. Lee's assessment, along with the committees' self-assessments, then we could discuss that at a workshop and come up with some specifics.

SELECT BOARD MEETING
October 13, 2016 5:30PM (continued)

7:32 PM Mr. Lee agreed, saying that they could review and have a discussion in a December workshop to decide any remaining questions or concern areas. He added that the workshop schedule was adjustable but we've started this process, now, and we can't let it hang out there too long; that he thinks we ought to finish this up and this is also part of Charter implementation, in his mind, and he would like to see this brought to conclusion.

After further discussion regarding the schedule, the SB agreed to a workshop for this on November 3, 2016.

There was specific discussion regarding the Sewer Committee's historical purpose, the intervening issues over the years (sewer problems, DPW, stormwater, Town Manager, Charter), and the question of where they are now; that they may be waiting for direction, they may need to think about it.

Ms. Davis said that it should be made clear that this is not an assessment of the committees but an assessment of the SB's goals for the committees.

7:38 PM Mr. Lentz said that you folks (SB) steer this Town; that it's your direction, you know what's going on; that you should be setting the agendas, even though they may have changed; that the assessment should be based on what you believe the objectives are and how well those committees are doing against those objectives; that, more than likely, they (committees) will have different opinions of what the objective is; that from a pure management perspective, that's the direction you should be going in.

There was discussion regarding monitoring hotspots, stormwater, and changing missions, and how that played into missions and purposes.

N. New Business:

7:42 PM There was discussion regarding holding a second regular meeting in November.

It was agreed that a second meeting in November would not be held, unless there were pressing considerations, with the Town Manager finding alternative meeting dates in conjunction with the SB Chair.

O. Selectmen's Report:

There were no Selectmen's reports tonight.

P. Committee Vacancy Report

There was no report.

SELECT BOARD MEETING
October 13, 2016 5:30PM (continued)

P. Adjourn

There was a motion and second to adjourn the meeting at 7:44 PM.

VOTE

4-0

Chair votes in the affirmative

January 12, 2017 – Approved

DATE

S: /

Mr. John Murphy, Secretary