TOWN OF CHEBEAGUE ISLAND

SPECIAL BOARD OF SELECTMEN MEETING - MINUTES

WEDNESDAY, MARCH 5TH @ 7:00PM AT THE ISLAND HALL

1. Call to order 7:07PM.

2. Approval of Warrant #16.

Herb Maine asked to have all Pike Industries invoices reviewed. Also, asked for clarification of barging sand and salt.
Mark Dyer asked to have Ron Grenier check on the amount paid out in a Cobra Reimbursement.
Herb Maine – MOTION – To accept Warrant #16.
Donna Damon seconded.
No Discussion.
Vote: Unanimous.

3. Public Comment:

Mark Dyer asked for Public Comment. Seeing and hearing none moved on to Old Business.

4. Old Business:

4.1 To see if the Selectmen will set a date, time and location for a Special Town Meeting.

Donna Damon – MOTION – To set the date for the Special Town Meeting for March 22nd, at 9AM at the Island Hall.
Chris Rich seconded.
Discussion: Herb Maine asked for more information on the MMA Insurance article. Herb Maine also wanted to remove Article #2 and. Mark Dyer read Article #4 and found it very confusing, requested that it be rewritten. Donna Damon discussed Article #5 and the advantages of being in a pool. Herb Maine as for cost savings on Article #2 and to add wording to Article #4. Paul Belesca asked for the amount that would be saved by moving to MMA Insurance. Donna Damon asked that Ron Grenier get costs for MMA together.
Vote: Unanimous.
4.2 To see if the Selectmen will review the final sections of the Personnel Handbook.

Donna Damon asked that this item be tabled until another date due to amount of agenda items to be handled at this time. All Selectmen in agreement.

**Mark Dyer acknowledged David Hill in regards to a Town Audit. David Hill advised that the Transition Team had discussed a Town audit. He advised that know that the Towns Treasurer is leaving it’s a good time to have one done. He would like to see two or three companies interviewed. Mark Dyer asked how to choose one. David Hill advised that we should ask Glenn Kirsteen and John Birkett, maybe they could recommend one. Herb Maine asked the cost of having an audit. Donna Damon said it should not exceed the $10,000. in budget. Donna Damon - MOTION: To have Herb Maine, David Hill & John Wilson to develop RFP and send out to firms ASAP. Chris Rich seconded.

Vote: Unanimous.

4.3.1 To see if Selectmen will:
Allocates funds in the amount of up to $3,000. From the contingency to contract with a human resources consultant.

Herb Maine, HR Consultant will be looking at what we have right now and what we may need in the future. Herb Maine also showed a matrix to the Selectmen of Hr Consultants. Donna Damon asked that individual interviews be held. Dave Stevens asked if we should wait until we have new manager. If we find someone with municipal training and experience in personnel we should not need an HR Consultant. Doug Ross asked if the $3,000 will be enough to pay for consultant. Herb Maine stated that it was the budgeted amount. Donna Colbeth asked what we will get for our money. Herb Maine advised that he see’s this more for the Selectmen. Donna Colbeth asked when the Selectmen receive the recommendations will they use it? Herb Maine advised that they will have a lot of interaction between Consultant and the Board. This should help the Town be more efficient and give use advice to use. Mark Dyer discussed that how we are structured now and that we need help in a lot of areas. Mark Dyer also discussed that he is not comfortable taking money out of the contingency fund. Donna Damon discussed the need of job descriptions. We need to know how the employee’s feel. Patti Rich Houghton asked if Ron Grenier would be involved. Herb Maine advised yes, and also would have an exit interview. Mark Dyer asked for a motion.

Herb Maine – Motion: To allocate $3,000 from Contingency Fund to have HR Consultant work done out of account #8300-3160.

Donna Damon seconded.

Vote; Unanimous.

4.3.2 Select the Consultant to approach with the defined project.
Herb Maine discussed the list of candidates for the consultant project. Mark Dyer advised he would prefer someone with municipal training. Mark Dyer asked if the interviews could be held at the Sevee & Maher office. Bev Johnson asked if Board will be coming back to the public with the information? Donna Damon advised that the posting will reflect what will happen.

5. EXECUTIVE SESSION:
5.1 Pursuant to MRSA 405.6.A.1 to interview the candidates for the position of Assessor for the Town of Chebeague Island.

6. Old Business (continued from above):

6.1 To see if the Selectmen will appoint an Assessor for the Town of Chebeague Island.

7. Adjourn meeting.