

Town of Chebeague Island
Executive Session and Workshop of the Board of Selectmen
Wednesday, November 19th, 2008
Executive Session at 6PM at the Town Office Building
Workshop for the Board of Selectmen at 7PM at the Island Hall & Community Center

Present: Mark Dyer, Herb Maine, Donna Damon, Chris Rich, Leon Hamilton & Scott Seaver.

Meeting called to order at 7:05PM

Mark Dyer announced that the Executive Session had been postponed until December 2nd, 2008 at 6PM at the Town Office.

1. Workshop of the Board of Selectmen:

Leon Hamilton asked that the Board of Selectmen take item 1.2 first as it will probably go quickly and then move on to 1.1 Selectmen Guidelines.

Mark Dyer asked consensus of the Board. All in agreement to start with item 1.2

1.2 To have the Selectmen discuss employee compensation for the 2008 operating year.

Leon Hamilton asked Scott Seaver if he had an approximate figure to start with.

Scott Seaver advised that he not sure of where the Board is going with this. He advised that merit and cost of living raises should be budgeted. A bonus is different this can be done out of contingency. The 2007/2008 fiscal year figured a range of percentages, but did not include School Department. Scott gave Selectmen percentage ranges and how much that would approximately give each employee.

Donna Damon stated that some of the Municipal employees were given a pay increase. She asked that the Board go into Executive Session. Leon Hamilton agreed due to having to discuss specific employees.

Leon Hamilton asked what percentage of increase did the School get. Scott advised three percent. Leon discussed that the goal is to find out what we can give to Municipal employees, maybe merit raises from now on. We need a review process so the employees understand what we expect of them and work as a team.

Donna Damon moved to go into Executive Session Pursuant to MRSA 405.6.A.1

Leon Hamilton seconded. Vote Unanimous.

Board of Selectmen entered into Executive Session at 7:14PM

Motion to adjourn executive session by Donna Damon, 2nd by Herb Maine.

Board of Selectmen exited Executive Session at 7:27PM

Mark Dyer apologized for not getting a review process and merit raise in place, but it's not far away. He stated that he would back a reasonable amount of money out of contingency for Municipal employees only and at this point would not recommend anything else.

Leon Hamilton asked if it was appropriate to ask Scott to come up with a percentage to give employees.

Scott Seaver advised 1.5% is comfortable and nice recognition to employees. It would be approximately \$2600 to \$2700.

Donna Damon asked if \$4,000 divided up by eight employees would be good. We have not adjusted people on the lower end of the pay scale and this needs to be fair. She discussed that a percentage raise gives more to the higher paid employees, not the lowest paid.

Herb Maine asked if it should be based on hours worked? Would it make it easier?

Scott Seaver advised that it would be prorated by actual time worked.

Mark Dyer asked how many full time employees do we have? Scott Seaver advised that we actually have four full time due to time worked and four part time.

Donna Colbeth asked if the Town could give a gift to employees, such as groceries or oil. Scott advised we could, but the auditors would not agree.

Mark Dyer stated he is comfortable with recommendation, he likes a good review process and employee input. We need to answer back a taxpayer on how an employee received a raise or bonus.

Scott Seaver asked that the Board give him direction and he will come back to the December 10th meeting with a warrant.

Donna Damon moved to direct Town Administrator to come back to the Board at the December 10th meeting with bonuses adding up to an amount of \$3500.

Herb Maine, seconded.

Vote: Unanimous.

1.1 To have the Selectmen discuss operational guidelines for the Board of Selectmen for the Town of Chebeague.

Donna Damon advised on page 7-E, we should have voted on the new position.

Leon Hamilton stated that the guidelines that Scott sent out are impressive. It explains how to use chain of command.

Donna Damon stated that it doesn't really describe the relationship between the Town Administrator and the Board of Selectmen.

Mark Dyer asked to review the existing guidelines that Town Meeting approved.

Herb Maine asked that we discuss the titles, not the paragraphs with them.

Leon Hamilton asked how to handle certain things and if we are changing our ordinance.

Donna Damon stated no. We need to understand what we have to work with.

Leon Hamilton advised that this lets us handle things in different ways as long as we use the ordinance.

1.1 Continued:

Herb Maine read titles as follows:

- Section 101 - accepted as written
- Section 102 - accepted as written
- Section 103 - accepted as written
- Section 104 – accepted as written
- Section 105 - accepted as written
- Section 106 - accepted as written
- Section 107 - accepted as written

Section 108 – Donna Damon asked for clarification on C-3. We need to clarify a regular meeting.

Section 109 – Donna Damon stated that in the start we were to hire a Town Administrator Assistant. Leon Hamilton asked what is the difference? Donna stated, none. Scott advised that a Town Manager is under Maine State Statutes.

Leon Hamilton stated that the Town Administrator should supervise all employees and bring recommendations back to the Selectmen.

Scott Seaver stated he likes a code of conduct to work with. Mark Dyer agreed as it lays out the ground work.

Donna Damon asked that we have guidelines on how to get things on the agenda. Mark Dyer advised to get things on the agenda we should discuss items at the end of a regular meeting. Leon Hamilton stated that it would help with communications. Donna stated that the Board should meet twice a month and if the second meeting of the month is not needed it can be cancelled. Things are building up and we could do two warrants a month if needed.

Mark Dyer discussed School meetings. Donna advised that they meet twice a month. Mark stated that it's important to remember that we are building a town and people want to talk, they are passionate about things.

Herb Maine asked for a Saturday meeting to document all our policies. We need to go into meeting with a draft outline.

Mark Dyer stated that we need to be very clear on the following:

1. Communication
2. Chain of Command
3. Meeting structure & scheduling
4. Interaction of Selectmen, Town Administrator and employees.

Donna Damon stated that people are coming up and expressing concerns. We should be able to bring it up under new business even if the person isn't at the meeting.

Donna Damon moved to hold a workshop meeting on January 10th, 2009 at 7:30AM at the Recreation Center or the Island Hall.

Herb Maine, seconded.

Vote: Unanimous.

Scott Seaver advised that Gorrill & Palmer will be on island December 2nd for an informational meeting on the Cousins Island project. This meeting will be a 7PM and the Selectmen will be advised of the location.

Herb Maine moved to adjourn meeting.

Leon Hamilton seconded.

Vote: Unanimous.

Meeting adjourned at 9:15PM

Respectfully submitted by Susan Campbell, Town Clerk

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