The Board of Selectmen held a meeting Wednesday, January 14, 2015 at the Island Hall beginning at 5:45 p.m.

First Order of Business: Chair Susan Campbell called the meeting to order at 5:30 p.m.

Selectmen present: Donna Damon, David Hill, Susan Campbell, Bill Calthorpe, Chris Loder
Also present: Eric Dyer

Second Order of Business: Executive Session
To Have the Selectmen hold an Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405, subsection 6(A)

Motion: Moved by Donna Damon and seconded by David Hill to enter executive session as referenced above at 5:45 p.m.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Donna Damon to exit executive session at 6:35 p.m.

Unanimous, Motion Carried

Public Meeting:
Chair Susan Campbell called the public meeting to order at 6:37 p.m.
Also present: Gloria Brown, Randal Lloyd, Chris Cluff of Paper Trails, Wayne Dyer, Geoff, Laura and Caroline Summa, John Wilson, Pat Festino, Pat St. Cyr, Jay Corson, Beth Howe

Third Order of Business: Town Administrator & Treasurer’s Reports
Eric did not submit formal reports.
Re: Finances: Eric reported on an issue with the audit. Eric, Randal, John Birkett and his assistant, Kim, worked at successfully finding the discrepancy which was holding up the audit. The error seems to have
occurred in a prior fiscal year and was carried forward through year-end processes.
Re: Administration: Eric noted reports from three departments were included in Board’s packet. Other departments are being encouraged to provide monthly reports. The departments are also being encouraged to submit their budget proposals.

**Motion:** Moved by Bill Calthorpe and seconded by Donna Damon to accept the reports from the Code Enforcement Officer, Public Works and Harbormaster as written.

**Unanimous, Motion Carried**

**Fourth Order of Business:** Public Comment: none

**Fifth Order of Business:** Regular Business
To have the Board of Selectmen:
15-082: Consider an employment agreement with the Town Administrator and discuss the process for hiring a new Administrator

**Motion:** Moved by David Hill and seconded by Donna Damon to accept the draft Administrator Employment Agreement as submitted by our Town Administrator.

**Unanimous, Motion Carried**

The Board thanked Eric for all the work he has done over the past four years and wished him well in this transition.

The intention of the Board and the Town Administrator is that this is a final contract. Provisions of the contract include: Eric is to give four weeks’ notice if he is leaving before June 30 and the Town is to give him seven days’ from when they hire a new administrator.

Discussion re: hiring process:
- Susan and Bill to shepherd the process
- Set an application deadline
- Decide places to advertise
- At the same time:
  - review/revise job description (Eric to participate)
  - pay range and benefits
  - develop interview questions
• Copy and circulate applications to the Board; identify potential interviewees
• Schedule dates for interviews, preferable sequential days
• Volunteers to give island tours to separate candidates and give them an overall sense of the island
• Choose finalists
• Check references
• Create a new set of interview questions for follow-up
• Not hire a headhunter
• Donna will draft and circulate a press release
• The Board will act as the hiring committee

**Motion:** Moved by David Hill and seconded by Donna Damon to authorize Susan Campbell and Bill Calthorpe to lead the effort to replace the Town Administrator; duties to include advertising, accepting and distributing applications to Board members, setting up interviews.

**Unanimous, Motion Carried**

**Motion:** Moved by Bill Calthorpe and seconded by Donna Damon to conduct a workshop to invite the public to contribute to the discussion regarding the hiring of a new town administrator and the job description; the workshop to be held beginning at 5:30 PM ahead of the regularly scheduled Board meeting/Budget Workshop at 6:00 PM; meeting to be heavily advertised.

**Unanimous, Motion Carried**

15-083: Consider the Town Clerk / Tax Collector hiring process

**Motion:** Moved by Chris Loder and seconded by David Hill to table the search for a new Town Clerk / Tax Collector and consider a long-term contract with the current Town Clerk / Tax Collector, following a preliminary executive session on January 18th.

**Unanimous, Motion Carried**

15-084: Consider the appointment of a Registrar of Voters. This item was stricken from the agenda.
15-085: Hear a report on outsourcing our payroll process and consider engaging a payroll company.

Eric introduced new bookkeeper Randal Lloyd. Randal and Eric did the research for a payroll company. They found ADP, a large national company, and Paper Trails, a local company with offices in Brunswick and Kennebunk. ADP is expensive and lacking in the flexibility we need. Chris Kluff, vice president of Paper Trails presented his company to the Board (see packet). Further research is needed regarding transfer of computer files between Paper Trails and Trio.

**Motion:** Moved by David Hill and seconded by Chris Loder to engage the services of Paper Trails, to include the online automated system, subject to review of a contract.

**Unanimous, Motion Carried**

15-086: Hear a report on the use of Accela Legislative Management Software and consider purchasing a license

Gloria presented the Accela Legislative Management Software (see packet). Accela is a cloud-based database computer system specialized for managing legislative functions. The Agenda and Minutes module facilitates collaborative preparation of meeting agendas and packet materials; streamlines capturing, preparing and distributing post-meeting minutes; not just for the Selectmen, but also for all committees. There is a meeting calendar component. All prior agendas and minutes are digitally archived, indexed and available to the public through a portal on our website. The subscription cost is approximately $5,000.00 per year.

For research: availability of grant money for initial year because of archiving component.

15-087: Hear a report from the Committee Liaison on training and meeting materials for Committees

Gloria reported on projects she has been pursuing:

- First is development of a packet for new committee members. Gloria provided a copy of a letter (see packet) to a new committee member as a model and asked that, if approved, it be standardized as part of the Town’s Committee Guidelines Policy Statement. The Board asked Gloria to return with proposed language for the Committee Guidelines Policy Statement.
Next, Gloria presented a two-page document “Town of Chebeague Island Public Meeting Procedures” (see packet). Board members suggested a couple changes: Include proposed motions in agenda. Add statement re: all must be recognized by the Chair. Gloria will return with an amended document for approval.

Finally, Gloria reported on development of a process for meeting preparation for all committee and board meetings; a system of deadlines for use by committee/board chairs in collaboration with town office staff to produce the materials needed for each meeting. Gloria presented spreadsheets and project management document (see packet). She will report back to the Board as this project progresses.

15-088: Accept the proposed Budget Process Schedule (see packet)

**Motion:** Moved by Chris Loder and seconded by David Hill to approve the Budget Process Schedule as proposed.

**Unanimous, Motion Carried**

15-089: Accept the 2014 Road Management Plan (see packet)

**Motion:** Moved by Bill Calthorpe and seconded by Donna Damon to approve the Road Management Plan.

**Unanimous, Motion Carried**

15-090: Consider a first draft of the Fiscal Year 2015-2016 (FY16) Budget (see packet)

- Eric presented a first draft of the proposed budget including the mil rate calculation using the current, first draft numbers.
- John Wilson presented a Capital Expenditures Narrative and Note: FY2016 Capital Asset Inventory as well as draft capital expenditure budget.
- The Army Corps proposal for dredging may impact the capital budget.

**Sixth Order of Business:** Communications: none

**Seventh Order of Business:** Review and approve prior meeting minutes

**Motion:** Moved by Donna Damon and seconded by David Hill to approve the December 10, 2014, December 22, 2014 and January 7, 2015 minutes as drafted.
Eighth Order of Business: Approval of Expense Warrant(s)

Ninth Order of Business: Other Business

- Chris Loder reported that he and Donna had met with Karen Burns and Shey Conover of the Island Institute regarding what type of leadership dialogue we would want to have assistance with. He distributed a chart showing an overview of that meeting. This is leading toward a leadership workshop with a goal of empowering our leadership. Board members were asked to review and comment.

- Re: Hope Island
  
  **Motion:** Moved by David Hill and seconded by Donna Damon to approve the Forbearance Agreement, drafted by our town attorney and authorize David Hill to convey the Board's edits to the attorney.

  **Unanimous, Motion Carried**

- Petticoat Lane change to Thompson's Hill Road
  
  **Motion:** Moved by David Hill and seconded by Bill Calthorpe to change the name of Petticoat Lane to Thompson's Hill Road as requested by Frank and Marianne Durgin.

  **Unanimous, Motion Carried**

- Re: payment for the Island Institute Fellow: This item is to be added to the next meeting agenda.

Tenth Order of Business: Adjourn Meeting

**Motion:** Moved by Bill Calthorpe and seconded by David Hill to adjourn the meeting at 9:32 PM.

**Unanimous, Motion Carried**

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk