The Board of Selectmen held a meeting on Wednesday, February 11, 2015 at the Island Hall beginning at 5:30 PM.

First Order of Business: Chair Susan Campbell called the meeting to order at 5:35 p.m.

Selectmen present: Donna Damon, David Hill, Bill Calthorpe and Susan Campbell
Selectman absent: 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) and real estate matters pursuant to 1 MRSA, Section 405, subsection 6(C).

Motion: Moved by David Hill and seconded by Bill Calthorpe to enter executive session as referenced above at 5:35 p.m.

Unanimous, Motion Carried

Motion: Moved by Bill Calthorpe and seconded by David Hill 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.
Selectmen present: Donna Damon, David Hill, Bill Calthorpe and Susan Campbell
Selectman absent: Chris Loder
Also present: Eric Dyer, Randal Lloyd, Gloria Brown, Beverly Johnson, Suzanne Rugh, Jen Belesca, Carol White, Alton “Bump” Hadley, Herb Maine

Third Order of Business: Town Administrator and Treasurer’s Reports
Eric presented his Town Treasurer’s Report (see packet).
Questions and answers:
- Legal fines, fees and settlements are revenue; can't show as off-setting legal expenses
- Part of settlement for brush cutting adjacent to golf club has not yet been used. Plan is to work with the golf club to hire a contractor to do the work this spring.
- Grant for work on Sunset Project: we can't apply for reimbursement until end of phase two

**Motion:** Moved by David Hill and seconded by Bill Calthorpe to accept the Treasurer’s Report.

**Unanimous, Motion Carried**

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

**Fifth Order of Business:** Regular Business

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to take item 15-094 out of order.

**Unanimous, Motion Carried**

15-094: Hold a budget meeting with the Superintendent and School Committee (see packet)

- Bump presented the School Budget.

- Carol White presented some graphs illustrating tuition bond payments and the effect on the total town budget.

- Discussion re: full time Finance Director for the Town and the School (see packet)

15-091: Consider action on the real estate matters discussed in executive session

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to table this item 15-091.

**Unanimous, Motion Carried**
15-092: Discuss the transition period for the Town Administrator

- Eric presented a couple charts indicating his tasks and recommendations for the interim.

- Interim appointments to be made at February 25th meeting.

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to take item 15-097 out of order.

**Unanimous, Motion Carried**

15-097: Consider Cemetery operations and management

See copy of Dick Calder’s resignation in the packet.

Gail Miller explained the cemetery's various financial accounts:

Cemetery Capital Reserve Account has two lines

- Unrestricted, currently $17,545, comes from 70% of sale of plots, administrative fees, and budgeted capital reserve funds.
- Perpetual Care, currently $53,104.50, comes from 30% of sale of plots, and includes monies transferred from the Town of Cumberland. Only interest from this account can be spent.

Cemetery Operating Account, funded annually by the town budget, is an expense account that pays for mowing, flags, wages, maintenance. The proposed FY16 budget shows $6981, an increase of about $2,000 for more hours of maintenance.

This year the hearse house needs a new roof at a cost of about $2600 which will come out of the capital reserve unrestricted account.

The Cemetery Committee has asked that the unrestricted capital reserve account be supplemented through a $5,000 line-item in the Capital Reserve Department budget (Department 9000).

**Discussion:** Cemetery Committee will write a proposed job description for new cemetery personnel to include standards for cemetery maintenance.
15-093: Consider an employment agreement with the current Town Clerk

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to table this item 15-093.

*Unanimous, Motion Carried*

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to take item 15-096 out of order.

*Unanimous, Motion Carried*

15-096: Consider the payment of unbudgeted expenses to the Rescue Department “kitty” for their Island Institute Fellow

**Motion:** Moved by David Hill and seconded by Donna Damon to reject the request for $4,000 to replenish the Rescue Department's “kitty” because it wasn't in the budget.

*Unanimous, Motion Carried*

15-095: Consider a second draft of the Fiscal Year 2015-2016 (FY16) Budget

Eric reported that the budget hasn't changed since the budget workshop last week. Clarifications: Planning Board: $12,000 for the Planning Board's ordinance review project, plus $2000 for road maintenance work.

15-098: Hear an update on the use of Accela Legislative Management Software

Gloria referred to e-mail answers to our questions from Accela (see packet). The Board would like an estimate for equipment needed to implement video streaming.

15-099: Conduct a Public Hearing and approve updated Appendices A, B, and C to the General Assistance Ordinance

Chair Susan Campbell opened a public hearing on the updated Appendices A, B and C to the General Assistance Ordinance.
Motion: Moved by David Hill and seconded by Bill Calthorpe to approve the new appendices to the General Assistance Ordinance, parts A, B, C and D.

Unanimous, Motion Carried

Sixth Order of Business: Communications

A letter from Kim Boehm was tabled until an executive session.

Seventh Order of Business: Review and approve prior meeting minutes

Motion: Moved by Bill Calthorpe and seconded by David Hill to approve the minutes of the Board's meetings dated January 14, January 28, and February 7.

Unanimous, Motion Carried

Eighth Order of Business: Approval of Expense Warrants

Motion: Moved by David Hill and seconded by Donna Damon to approve the expense warrants dated February 5, 2015 in the amount of $33,372.56

Unanimous, Motion Carried

Ninth Order of Business: Other Business

Motion: Moved by David Hill and seconded by Bill Calthorpe to approve the contract with the Animal Refuge League and to authorize the Town Administrator to sign it.

Unanimous, Motion Carried

Susan noted receipt of reports from the Code Officer, Harbormaster/Shellfish Warden and Public Works.

Motion: Moved by David Hill and seconded by Donna Damon to accept the letter of understanding with Orlando Delogue as presented by the Planning Board.
Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to hold a Public Discussion for input into desired qualities and attributes its next Town Administrator on Wednesday, February 25th 6:00 to 6:15 PM.

Unanimous, Motion Carried

Tenth Order of Business: Adjourn Meeting

Motion: Moved by Bill Calthorpe and seconded by David Hill to adjourn the meeting at 9:15 PM.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Bill Calthorpe to enter Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405, subsection 6(A) at 9:15 PM.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Donna Damon to exit Executive Session at 9:35 PM.

Unanimous, Motion Carried

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk