

Board of Selectmen's Meeting Minutes
February 14, 2008
Harpswell Town Office
Approved on February 28, 2008

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Selectmen Present: Amy N. Haible, James S. Henderson and Chairman Samuel W. Alexander

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator and Bill Wells, Code Enforcement Officer

Call to Order and Pledge of Allegiance: The meeting was called to order by Chairman Alexander at 6:30 p.m. with the Pledge of Allegiance. The meeting was videotaped and broadcast live on Harpswell Community Television.

1. **Adoption of the Agenda:** Selectman Haible moved, seconded by Chairman Alexander to amend the agenda by deleting the Treasurer's Report and adding a discussion regarding the proposed septic ordinance amendment under item 6; motion passed 3-0. Chairman Alexander moved, seconded by Selectman Haible to adopt the agenda as amended; motion passed 3-0.

2. **Town Administrator's Report:** Administrator Eiane announced that the Town Office is closed on Monday in observance of President's Day; the Recycling Center/Transfer Station will be open. Administrator Eiane invited anyone interested to attend the presentation of the Fire & Rescue Services Study by the consultant, Emergency Services Consulting, on Tuesday, February 19 at 7:00 p.m. Administrator Eiane reminded the public that Town Meeting is scheduled for Saturday, March 8.

3. **Selectmen's Announcements:** Selectman Haible announced a bag with the initials DKM was found in the Selectmen's meeting room. Selectman Henderson announced he may have a conflict with attending the Regional School Consolidation meetings starting March 5. If he does have a conflict he asked the other Selectmen to consider attending for the Town.

4. **Treasurer's Report:** Deleted.

5. **Consider 2008 Budget Items**

- **Generator Hook-up at Harpswell Islands School:** Bill Wells reported that he and Larry Favreau, electrician, inspected the existing generator at Harpswell Islands School and said that while the diesel engine appears to be in working order, the generator itself is not. Mr. Wells stated the generator could be fixed, or replaced or removed and install a generator hook-up for a cost ranging from \$5,000 to \$30,000. Administrator Eiane informed the Board that in a couple of weeks, the Kellogg Church will be certified as a Red Cross shelter and recommended waiting to take action on the generator issue at the School to allow more time to review the different options. Selectman Henderson stated he believed it was important to have a generator at Harpswell Islands School either by replacing the existing one or at least by installing a hook-up. However, Selectman Henderson expressed concern about the availability of a portable generator if a hook-up is installed. Selectman Haible noted that the School has never been used as a shelter in the past. Chairman Alexander stated that given its past lack of use and the availability of the Kellogg Church, he did not see a need to proceed at this time. The Board agreed to not act on this item at this time. Selectman Henderson requested information at some point in the future regarding the availability of portable generators. Administrator Eiane stated the Town's Emergency Plan will need to be amended to include the Kellogg Church site.
- **Additional Funding for Winter Road Maintenance:** Administrator Eiane reviewed that the Town's 2008 proposed winter road budget is \$406,500 and 96% of that budget has already either been paid or encumbered. Administrator Eiane recommended the Board add \$16,000 to the budget which is

primarily for 600 yards of sand and mixing. The 2007 budget was over expended by \$27,290 due to the multiple storms and the pattern has continued into 2008. The Board discussed combining capital roads with this budget or moving some funds from the capital account into the winter road maintenance. Chairman Alexander moved, seconded by Selectman Haible to move \$20,000 from the capital roads (now \$220,000) account into the winter road maintenance (now \$426,500) account; motion passed 3-0.

- **Salary Adjustments:** Administrator Eiane reviewed her proposed Salary Implementation Approach for salary adjustments and stated that there is no change to the bottom line of the budget. This proposal would bring each of the employees reviewed in the salary survey to the mid range resulting from the survey. This approach is for consideration by the Board and doesn't require action until after Town Meeting when employee reviews are completed.
- **ICMA Deferred Compensation Issue:** Administrator Eiane explained the Town has always paid medicare and social security taxes on the employee's retirement deduction and has not on the employer's contribution. The Town was informed by the Internal Revenue Services today that the Town must go back for 2004 – 2007 years and correct 2008. Administrator Eiane stated it would be a management decision to pay the employee share in addition to the Town's share instead of asking employees to pay the past amounts. This one time adjustment in 2008 is not for income taxes, only for social security purposes. Administrator Eiane stated the estimated employee taxes for the four years are \$4,150 and the Town's share is \$4,150, totaling \$8,300. Administrator Eiane recommended adding \$5,000 to the employee benefits line for the taxes. Selectman Haible moved, seconded by Chairman Alexander to table this item for more specific figures for budget review; motion passed 3-0.

6. **Review Draft of 2008 Town Meeting Warrant:** The Board reviewed each proposed warrant article in the February 14 draft warrant and made the following recommendations:

Article 5 – recommended by Selectman Henderson and Selectman Haible

Article 6 – recommended by the Board

Article 7 – on a former draft warrant, this article related to the proposed ordinance amendments regarding septic setbacks. Wording was inadvertently left out of the amendments and to add it now, would be a substantive change. The Board discussed removing this item or keeping it on the warrant and holding another public hearing. Chairman Alexander moved, seconded by Selectman Haible to remove this item from the warrant; motion passed 3-0.

Article 7 – the replacement article is regarding amendments to the Road Ordinance and was not recommended by the Board. Selectman Henderson moved, seconded by Selectman Haible to remove this item from the warrant; motion passed 3-0.

Article 8 – recommended by the Board

Article 9 – The Board will wait to make recommendations on the Harbor & Waterfront amendments until after the hearing on February 21.

Article 10 – recommended by the Board

Article 11 – recommended by the Board

Article 12 – recommended by the Board

Article 13 – The Board will wait to make recommendations on this item pending the deferred retirement tax issue.

Article 14 – Plus 20,000 in the snow removal, the Board recommended

Articles 15 – 19 recommended by the Board

Article 20 – The Board will wait to make recommendations on the multi-year agreement article with HCBC until the Town hears from them regarding the proposed contract

Article 21 – recommended by the Board

Article 22 – recommended by the Board for \$220,000 and \$240,000 by the Budget Advisory Committee. The Board asked for this item to be relocated to after the current article #28.

Articles 23 – 29 recommended by the Board

Article 30 – The Board will wait to make recommendations on the emergency vehicles bond article until after the presentation on February 19

Article 31 – recommended by the Board with additional language allowing the Town to borrow once there is a cell tower contract.

Articles 32 – 42 recommended by the Board

7. **Authorization of the Warrant:** Selectman Haible moved, seconded by Chairman Alexander to approve warrant 7 in the amount of \$4,163.13; motion passed 3-0. Chairman Alexander moved, seconded by Selectman Haible to approve warrant 8 in the amount of \$611,443.34; motion passed 3-0. Selectman Henderson moved, seconded by Chairman Alexander to approve payroll warrant PR7 in the amount of \$13,557.04; motion passed 3-0.

8. **Approval of the minutes:** Selectman Henderson noted that the Selectmen agreed on a fixed time period for the Dipper Cove Dry Hydrant. Selectman Haible moved, seconded by Chairman Alexander to approve the minutes of January 17 as amended; motion passed 3-0.

9. **Public Comment:** Kate Chipman spoke about the Call for Peace with Iran petition and encouraged anyone wanting to sign it to call Kate at 833-6774. Ms. Chipman stated there was a possibility that the required number of signatures may be gathered in time to bring to the Selectmen for a floor discussion at Town Meeting. Donna Frisoli thanked the Board for placing the \$5,000 for videotaping on the warrant as it is difficult for her to continue volunteering for that position.

10. **Adjournment:** The Board unanimously adjourned at 8:40 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer