

SELECTMEN MEETING MINUTES

August 29, 2011

PRESENT: Ted Poirier, Scott Littlefield, Mike Polakewich, Angela Cushman, Jim Roberts

ABSENT:

OTHERS PRESENT: John Gay, Don Herson, Wendell Smith, Steve Marble, Leo Ruel, Carol Sanborn, Rodney Carpenter, Tom Hooper

Selectmen Ted Poirier declared the meeting open at 18:00.
Agenda approved by Selectmen.

EXECUTIVE SESSION:

No action required at this time.

ANNOUNCEMENTS:

APPOINTMENTS:

OLD BUSINEES:

- 1. Audit Services.** The Selectmen interviewed RHR Smith & Co and Purdy Powers for audit services for the Town. **Scott Littlefield made a motion to accept the bid proposal for RHR Smith; 2nd Mike Polakewich. Passed 3/0.**
- 2. Time Warner.** Mike Polakewich communicated that the next meeting is scheduled for Thursday, September 8th. Mike provided an update to the Selectmen.
- 3. Fire Commission.** Jim Roberts, Fire Commission Chair, provided an updated copy of the Public Safety Personnel Policy to the Selectmen. The Fire Department is having the draft of the Purchase & Sale Agreement reviewed by their attorney.
- 4. Road updates.** The improvements at the transfer station were started today. Jim Roberts communicated that the contractor for the Anderson Rd has saved about \$700 in loam to make up the extra cost of the ditching.

NEW BUSINESS:

- 1. Education updates – cost sharing, options.** Item moved to next Selectmen's meeting September 12th.
- 2. Review of Fire Department Personnel Policy and Purchase & Sales Agreement.**

Mike Polakewich stated that his understanding is the Fire Commission was formed as a supervisory to the transition of the Fire Department to the Town. Mike is getting frustrated that the attorneys and the fire department are leading the direction of the progress towards transition to a municipal department. The Selectmen and the Fire Commission need to review, to finalize and move on. There has been several instances where individuals are contacting the attorney directly with changes without first going through the Fire Commission and then the attorney making changes without authority from the Fire Commission. Don Hernon communicated that on the August 8th meeting an action item for Jennifer Peters was to review and provide feedback on personnel policy.

The Fire Commission and the Selectmen reviewed the Fire Department Personnel Policy dated 08/25/11 and noted the following:

Section 1.1 – no changes.

Section 1.2 – no changes.

Section 1.3 – no changes.

Section 1.4 – remove Board of Selectmen from the 2nd sentence.

Section 2.1 – change appointment of the Fire Chief to “a Fire Chief”.

Section 2.2 – no changes.

Section 2.3 – no changes.

Section 2.4 – no changes.

Section 2.5 – no changes.

Section 2.6 – no changes.

Section 2.7 – remove 2nd sentence...Fringe benefits.....

Section 2.8 – remove “transferred” in 1st sentence.

Section 2.9 – no changes.

Section 2.10 – no changes.

Section 3 – no changes.

Section 3.1 – no changes.

Section 3.2 – A person working less than twenty-eight (28) hours a week on a year round basis is not entitled to any benefits such as vacation, sick leave and etc.

Section 3.3 – no changes.

Section 4.1 – no changes.

Section 5.1 – remove 2nd sentence “Employees are not allowed.....”.

Section 5.2 – no changes.

Section 5.3 – no changes.

Section 5.4 – no changes.

Section 5.5 – attendance records. 2nd sentence add after Fire Chief or Duty Officer. In second paragraph add after Fire Chief or Duty Officer. In the third paragraph change to “The Fire Chief will submit all timesheets to Town Treasurer who will review the timesheets”. And follow with “The Treasurer will release appropriate compensation for the Selectmen’s warrant”.

Snow days – no changes.

Section 6.1 – no changes.

Section 6.2 – no changes.

Section 6.3 – 1st sentence change may to shall and change medical profession to medical professional. See Don.

Section 6.4 – Delete “supervisor or” in last two sentences.

Section 7.1 – no changes.

Section 7.2 - no changes.

Section 7.3 – 2nd paragraph sentence should state “Employees are expected to respect the confidential nature of such information and are charged with the responsibility of releasing only the information that is required under the “Right to Know” laws.

Section 7.4 – Zero tolerance for drugs & alcohol free. 4th paragraph change may to shall.

Section 7.5 – no changes.

Section 7.6 – no changes.

Section 7.7 – no changes.

Section 7.8 – no changes.

Section 7.9 - no changes.

Section 7.10 – no changes.

Section 7.11 - no changes.

Section 7.12 – no changes.

Section 7.13 – no changes.

Section 7.14 - no changes.

Section 8.1 – no changes.

Section 8.2 – no changes.

Section 8.3 – no changes.

Section 9.1 – 1st paragraph change 1st sentence to “Holiday pay is earned from the first day of employment for full-time employees.” Remove 4th paragraph entirely. Remove Thanksgiving Friday and also one-half day before Christmas and one-half day before New Year’s Day if the holiday falls on Tuesday through Friday from the Holiday list. Remove entire last paragraph.

Section 9.2 – change 1st sentence to “Vacation privileges are available to full-time employees”. Change 2nd sentence to “Vacation pay will be consistent with the average hours worked (i.e. an employee averaging fifty-two (52) hours per week would get vacation pay for fifty-two (52) hours for each week of vacation taken.

Section 9.3 - change 1st sentence to Sick pay privileges are available to full-time employees, as provided in Section 3.1.

A. Eliminate 2nd sentence “Eligible part-time employees shall receive sick time on a pro rata basis”.

B. 2nd paragraph eliminate last sentence “Upon cessation...”.

Section 9.4 – no changes

Section 10.1 – Change 3rd sentence to Eligible employees include full-time. Start last sentence with Full-time.

Section 10.2 – Change 2nd sentence to “The Town pays the cost of the single subscriber for full-time employees. Start last sentence with Full-time.

Section 10.3 – Change 1st sentence to “An income protection plan is available for full-time employees.

Section 10.4 – delete

Section 11.1 – no changes.

Section 11.2 – no changes.

Section 11.3 – no changes.

Section 11.4 - change 1st sentence to “Any full-time employee”.

Section 11.5 – change 1st sentence to “Any full-time employee, as provided in Section 3.1 above, will be granted....”.

Section 11.6 – no changes.

Section 11.7 – change 1st sentence to “Up to four (4) accumulated sick days per fiscal year can be used by any full-time employee, as provided in Section 3.1, for personal....”.

The group made a decision to re-convene on Thursday, Sept. 8th at 6:30 PM at the Dayton Municipal Building.

- 3. Contract for Road Repair & Maintenance. Scott Littlefield made a motion to accept the Road Repair & Maintenance contract with Souliere Services effective until 06/30/2012; 2nd Mike Polakewich. Passed 3/0.**

- 4. PSAP. The budget for PSAP is \$12,000 and the invoice received was \$12,772.50. Mike Polakewich made a motion to allocate \$772.50 from the contingency account to cover the PSAP invoice; 2nd Scott Littlefield. Passed 3/0.**

PUBLIC FORUM:

CORRESPONDENCE:

SIGNED:

1. 09/01/11 A/P Warrant
2. 09/01/11 P/Y Warrant
3. Selectmen minutes 08/15/11

4. Training request
5. Time off request
6. Road Repair & Maintenance contract

OUTSTANDING ITEMS:

ADJOURNMENT:

Scott Littlefield made a motion to enter into executive session pursuant to 1 M.R.S. A. subsection 405(6) (H) to consult with code enforcement officer on a pending enforcement matter.

Mike Polakewich made a motion to adjourn the meeting at 22:03 PM.

*Minutes may not be verbatim they may have been paraphrased for clarity.

_____ Ted Poirier, Chair

_____ Mike Polakewich

_____ Scott Littlefield

amc