

**Town of Damariscotta
Board of Selectmen Meeting
Minutes
Wednesday, August 1, 2007**

I. Pledge of Allegiance

II. Call to Order

The Board of Selectmen met at the Municipal Facility on Wednesday August 1, 2007 to conduct town affairs. Chairman Scott Gove called the meeting to order at 6:30p.m. Members present were, Scott Gove, Joshua Pinkham, Vicki Pinkham, Richard McLean, and Dave Wilbur. Staff present was Town Manager, Greg Zinser and Town Clerk, Cheryl Pinkham, Road Commissioner Terry Sutherburg.

The Newcastle Board of Selectmen met at the Damariscotta Municipal Facility on Wednesday August 1, 2007. The Chair for the Board also called the meeting to order at 6:30 p.m. Members present were, Ellen McFarland, Bob Plourde, Pat Hudson, Frank Juchnik, and Administrator Sandra Blake

Others present were Karen O'Bryan of LCTV, Kim Fletcher of LCN, Ann Pinkham, Budget Committee Chair & Resident, , Seth Hagar of Hagar Enterprises, Fire Chief of Damariscotta, Neil Genthner, Fire Chief of Newcastle, Clayton Huntley, Chief of Police, Steve Drake, Land Use member and Resident-Brent Hallowell.

III. Public Hearings-None

IV. Old Business-None

V. Communications-None

VI. Town Manager Discussion

1. Road Work Bid review with Newcastle

Sandra Blake of Newcastle announced that bids were received from Hanley's Construction, and Hagar Enterprises. The bid request stated a representative from the bidding company attends this Selectmen's meeting, Seth Hagar from Hagar enterprises was in attendance, however there was not representative from Hanley's Construction. Hanley's bid was not announced, but stated his bid was hourly. Blake proceeded with bid opening by handing Damariscotta's portion of Hagar's bid to Zinser.

Seth Hagar stated that due to the complexity of the Newcastle's portion of the bid scope, they bid out as per unit cost basis, allowing the Town to decide what wants and needs are and set priority to do cross culverts and ditching based on what their budget allows.

McLean asked Zinser if Damariscotta's portion was bid the same way.

Zinser replied the bid was not per unit, but a specific amount. Any criteria however can be adjusted.

Blake thanked Hagar for a professional bid and noted that Newcastle put a bid request out not knowing what they needed or would be able to do, and with Hagar's bid the Board and Town will be able to accurately see what they can do and when.

Zinser announced Hagar's bid for Damariscotta was at \$206,898.00. This covers 1 mile on Belvedere and 2.5 miles on Back Meadow.

Seth summarized what the bid specs were and stated the Town (Damariscotta) would supply the culverts and it would take 2.5-3 weeks to complete the project. He also noted that an extensive cost in the bid was traffic control, which was all regulated by the State now.

McLean asked Zinser how the bid fit with the budget.

Zinser replied that there was approximately @ \$85,000 budget; question will be to do both roads or just one.

McLean asked Road Commissioner, Sutherburg if he had any questions.

Sutherburg did not; he has not had a chance to review the information/bid.

Seth made note that the bid did not include a bond, if the Town required a bond; there would be an additional cost of approximately \$3,200.

McLean wondered if the police department had the capacity and man power availability to do the flagging.

Chief Drake replied no to both capacity and man power.

Gove questioned the Newcastle Selectmen on their feelings with the bid.

Blake informed the Damariscotta Board that Newcastle was required to open bid at one meeting and award at the next.

Gove asked how Hanley's Construction did their bid.

Blake stated the bid was done hourly; not as bid request required. She went on to thank Hagar for a very well put together, and professional bid package, this will allow Newcastle to thoroughly assess which roads need and can be done.

Kim Fletcher of LCN asked Blake what the unit price was for Newcastle, as submitted by Hagar.

Blake informed Fletcher it was too difficult to give that figure and she would not do it.

Fletcher asked for an example pertaining to a road that needs all work done.

Blake replied \$30-\$40 thousand per mile.

Hagar urged both Town Select Boards to not put off a decision too long, as the deadline is October 1, 2007, which was fast approaching, or he would request a little leniency with completion date.

2. Discuss regionalization efforts between Damariscotta & Newcastle

Gove felt this was a good idea to have the 2 communities working together. Have Newcastle's Administrator and Damariscotta's Town Manager get together, converse and get working together to save both towns money.

Ellen McFarland agreed with Gove and felt the idea was great. She went on to suggest both Boards brainstorm and come back to the table with these ideas; come up with a priority list.

J. Pinkham echoed McFarland's idea on the Boards working together. It's not just up to the Administrator and the Town Manager, but it needs to include the Boards of Selectmen, that would be better down the line in the future.

Blake felt first of all, purchasing office supplies together would benefit both towns and save money by buying in bulk, secondly combining public works would also be beneficial.

Zinser thought personnel related issues such as a maintenance person to share a full time position between both towns.

Blake agreed with Zinser and felt if you could offer benefits, we could get a qualified person to stick around.

J. Pinkham suggested working strongly on this together need be a priority.

After working out calendar of both Boards of Selectmen's meeting schedules, it was decided the Boards would meet on the 24th of September at the Taniscot Meeting Room in Newcastle.

3. Update on Day Block Oil spill

Zinser informed the Board that on the 13th & 14th of August, the DEP would be at the Day Block to begin assessing what happened and removing soil with a vacuum truck. He will send out an e-mail to the business owners' downtown to inform them all of these dates.

J. Pinkham questioned if any other soil in sidewalks etc have been affected, and just how far did the oil seep into the ground.

Gove was sure DEP was going to be thorough! Then questioned how the reimbursement to the Town for cost incurred would be handled.

Zinser stated it would be handled through the county.

Gove asked if a bill had been generated.

J. Pinkham believed it had been.

Zinser will find out for next Board meeting.

VII. Official Action

1. Personnel Policy

Gove stated he was still not satisfied with the insurance portion of the policy, and wanted to know if everyone else was comfortable.

McLean said he was comfortable.

Gove read from the policy "The Town will provide medical benefits in cases where an employee doesn't have access to coverage under another medical plan through their spouse."

McLean suggested changing the wording to "The Town will provide spousal medical insurance only in cases employees spouse does not have access under another medical plan."

Wilbur asked if this was for all new employees. What is the effective date of the policy?

V. Pinkham asked the family paid portion/average.

Zinser informed her that 65% is what the new policy states, before it was 72%, and insurance is prorated for part time employees. He would like to see it kept at 65%.

Wilbur agreed that seemed fair.

V. Pinkham asked why segregate Group I & II, when Group III was the same.

Zinser replied consistency.

V. Pinkham asked how many hours are required to work to be eligible for benefits. Zinser pointed out in the Personnel Policy the Board has it states less than 32 hours but at least 25 in Group III.

McLean moved to approve new employee personnel policy as amended to be effective August 1, 2007.

V. Pinkham asked if Zinser had researched this? Did other towns pay for benefits for Group III employees?

Zinser replied that other towns did not classify employees as much.

Wilbur seconded McLean's motion.

V. Pinkham asked how many hours the new office assistant would be working.

Zinser replied 25 hours.

Gove pointed out there was a motion and a second on the floor and called for a vote.

On motion McLean/Wilbur moved to approve new employee personnel policy as amended to be effective August 1, 2007. (Vote 5, 1, 0) V. Pinkham opposed

2. Select School consolidation committee rep.

Gove stated the Board needed to appoint a representative from the Board.

On motion McLean/Gove nominated Dave Wilbur, and McLean to be the alternate. (Vote 5, 0, 0)

VIII. Consent Calendar

1. Regular Meeting Minutes of July 18, 2007

On motion McLean/Wilbur moved to accept minutes from July 18, 2007. (Vote 5, 0, 0)

J. Pinkham would like to see minutes more accurately reflect meeting.

C. Pinkham reminded Board minutes were to summarize the meeting, not quote or record verbatim.

J. Pinkham agreed but reminded Board of when Bill Post did minutes they were much longer.

Zinser stated the meetings were recorded to cover any questions that may arise.

Wilbur asked if minutes were archived.

Zinser stated they were archived and they were in his office.

On motion J. Pinkham /McLean moved to accept General Fund Warrant #'s10 & 11 (Vote 5, 0, 0)

On motion J. Pinkham/McLean moved to accept payroll warrant #9 (Vote 5, 0, 0)

J. Pinkham noted the payroll overtime was down, and that was good.

McLean questioned if we are currently using speed grant funding.

Zinser confirmed we were.

IX. Other Business

Wilbur asked what the status was for the waterfront park benches.

Zinser said there had been no further action taken. The time has not been there, but will work on this.

J. Pinkham questioned how the wind mill and land use committee was going.

McLean, who is also a land use committee member, informed the board that they were 'plugging away'. Wiscasset ordinance is a good starting point. In an unofficial statement, 1 set of procedures could be placed on the village and residential locations; and commercially zoned areas would have different, less stringent, regulations. If an applicant wanted to use a rooftop wind generator, he would need to provide proof from an engineer that his roof could stand the 300 lb. unit.

Zinser informed the Board that the windmill project was heading to Board of Appeals process and meeting with CEO.

J. Pinkham asked if there was any news and or restrictions on the Main St. benches.

Zinser answered yes, and they can not impede on foot traffic.

On motion V. Pinkham/Wilbur moved to adjourn Board of Selectmen meeting at 7:26 p.m. (Vote 5, 0, 0)

Respectfully submitted,

Cheryl M. Pinkham, Town Clerk