MINUTES

BOOTHBAY HARBOR

SELECTMEN’S MEETING

 FEBRUARY 22 2016

ATTENDING: Denise Griffin, Chairman

William Hamblen, Vice Chairman

 Tricia Warren

 Wendy Wolf

 Thomas Woodin, Town Manager

**Chairman Griffin called the Board of Selectmen’s meeting to order at 7:00 pm.**

Pledge of Allegiance: The Board of Selectmen and members of the audience.

TOWN MANAGER’S ANNOUNCEMENTS:

* Congratulations to the girl’s basketball team who won the state 2016 Class C South basketball championship on Saturday, Feb. 20th at 7:00 pm.
* The paperwork and proclamation for the candidate receiving the Spirit of America award is ready to be signed. [The Board authorized Manager Woodin to invite the individual to their next meeting for recognition.]
* Applications for selectmen and other available positions are due by March 22nd.
* Bob Faunce will be at the March 14th meeting to talk about the sea level study.

FINANCIALS:

Finance Officer Latter reviewed the financial totals with the Board, stating that taxes were due on March 10th.

CONSENT AGENDA:

1. Chairman Griffin asked for a motion to approve the minutes of the February 2nd meeting. Selectman Wolf **motioned** to approve. Vice Chairman Hamblen **seconded**. **Unanimous approval**.
2. Selectman Wolf **motioned** to approve a request for a liquor license renewal from R.N. Fish & Son, Inc., DBA Cap’n Fish’s Cruises. Selectman Wolf **motioned** to approve. Selectman Warren **seconded**. **Unanimous approval**.

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ONGOING BUSINESS:

(None)

NEW BUSINESS:

1. Laurie Bouchard reviewed the updated HR personnel manual with the Board. [Her suggestions indicated in blue and those of Attorney Terasevich in red.]
2. Vice Chairman had several questions.
	* On page 7 - Deletion of Department Head and Board of Selectmen authority. L: This is a document for the employees of the town and not information they need to know.
	* On page 11 - Definition of Immediate Family - 1. First cousins inserted. L: By Attorney Terasevich. 2. Sentence ending with “of a Town employee, Town Selectmen, Board Member or Committee Member confusing.” L: (no clear explanation)
	* On page 19 - Deletion of hiring procedures. L: Were removed for the same reason as on page seven…not necessary for employees.
	* On page 25 - Why not include the Selectmen as a group an individual can go to under Complaint Process (for comfort level)? L: If the town manager was involved in the harassment or did not correct it, the individual should be able to go to the Selectmen.
	* On page 24 - Deletion of the definition of a fire arm in the Firearms and Weapon Policy. L: Does not believe they have to quote the state statutes.
	* On page 30 - Comment on Appointment of Relatives…to capitalize *immediate family* it would revert back to the definition given earlier.

Manager Woodin questioned why the finance department was singled out here.

Laurie responded that organizations typically try to avoid employment of relatives that could result in collusion.

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* + On page 35 - Laurie confirmed the last sentence in the number two paragraph under Grievance Procedure has been corrected to read: “If the employee was **not** appointed by the Select Board, the Town Manger’s decision will be final and is not appealable to the Select Board.
	+ On page 43- Family and Medical Leave Absence section seems to have a lot of words. L: Yes…this is the most complicated law on the books today. You need to comply with both Federal and state laws as well as tell employees their rights.
1. Selectman Wolf also had a couple of questions.
	* On page 22 - Deleting “bullying” from the Definition of Harassment and Retaliation. L: Lawyer’s opinions do not always agree. One source states “bullying” by itself is not illegal. Another states that it creates a hostile work environment.
	* Next clause - “…or workplace violence *based on sex*.” Why not just say, “work place violence”? L: It goes on to include other modifiers.
	* On page 44- It was confirmed the Introductory Period (non-bargaining employees) had always been six (6) months.

Manager Woodin will contact Attorney Terasevich on a few things before they can vote to accept the updated HR personnel manual.

1. The Board discussed chapter two (on water) of the comprehensive plan.
2. Selectman Wolf expressed a concern about invasive species in West Harbor Pond and the West Harbor Pond Association who cannot get funding to address it. Selectman Wolf suggested having the West Harbor Pond Association come in to talk with them. Vice Chairman Hamblen stated they’d really like to get the siphon back in operation, which would be very expensive but also carries the threat of a breach in the dam.

PUBLIC FORUM:

(None)

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WARRANTS:

Vice Chairman Hamblen **motioned** that the warrants be approved upon careful review. Selectman Wolf **seconded**. **Unanimous approval.**

EXECUTIVE SESSION:

The Board voted to go into Executive Session under MRSA Section 405 (6) (A), discussion of assignment, at 7:35 pm.

The Board came out of Executive Session at 8:14 pm.

No decisions were made.

MOVE TO ADJOURN:

The meeting was **adjourned** at 8:15 p.m.

KB

