

Selectmen's Meeting Minutes
December 31, 2020
Harpswell Town Office
Approved January 7, 2021

Call to Order and Pledge of Allegiance: The meeting was called to order at 1:00 p.m.

Selectmen Present: Chairman Kevin E. Johnson, David I. Chipman and Selectperson Jane G. Covey

Staff Present: Kristi Eiane, Town Administrator and Terri Sawyer, Deputy Town Administrator/Treasurer

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television and live streamed. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

1. Adoption of the Agenda: The agenda was accepted as printed.

2. Public Comment: None.

3. Authorization of the Warrants and Use of Contingency: Administrator Eiane stated in the warrant there are two areas of the budget that have been over-expended its budget – the Recycling Center/Transfer Station at \$22,991.96 and the Town Clerk at \$4,380.69. Since the 2020 budget was voted by secret ballot in a lump sum, staff is not certain that the use of contingency is needed and the Town's auditors are being consulted. If contingency is needed, the Board should be aware of the amounts. Selectman Chipman moved, seconded by Selectman Covey to approve the warrants [warrant #53 in the amount of \$66,125.53, 5warrant 3a in the amount of \$29,645.92, warrant 53b in the amount of \$909.31; and payroll warrant #52 in the amount of \$22,577.16] and use of contingency as stated if needed; motion passed 3-0.

4. Draft Leave and Amended Sick Leave Policies: Administrator Eiane reviewed the proposed new leave policy and amended sick leave policy. The State is requiring that all employers allow 1 hour paid leave for every 40 hours worked. The Town will add this to its policy and offset the new category by reducing sick leave to .585 per month for a full-time employee, which would essentially maintain what an employee was previously eligible for. The paid leave can be used for emergencies at any time or for other purposes after providing a 4-week notice to the employer. Selectman Covey moved, seconded by Selectman Chipman to implement the new State law and reduce the Town's sick policy for a full-time employee from 1 day/month to .585 day/month; motion passed 3-0.

Administrator Eiane stated the Board previously approved hiring Donnette Goodenow for the part-time position at the Recycling Center to the full-time position beginning January 2021. Her starting pay is recommended at \$15/hour beginning January 1, 2021. Selectman Chipman so moved, seconded by Selectman Covey; motion passed 3-0. Administrator Eiane noted a workshop is needed to consider 2021 salary/wage adjustments including the Recycling Center/Transfer Station employees as the employees no longer wish to be represented by a collective bargaining agreement.

5. Accept Donations: Chairman Johnson read the following donations: Islands Community Church \$1500, Joanne Caulfield \$500, Jean Arcangeli \$100, Kennebec Savings Bank \$500 all for the heating assistance program; Harpswell Business Assoc \$25 for the bandstand and \$50 for recreation; Anonymous \$3 for the Cliff Trail. Selectman Chipman moved, seconded by Selectman Covey to accept the donations; motion passed 3-0.

6. Adjournment: At 1:18 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator/ Treasurer