Present: Selectman Achille Belanger, Selectman Raymond Laplante, Selectman Richard Sykes, Town Manager George Finch, Secretary Melissa St. John

Absent: Chairman Matthew Frank, Vice Chairman William Winslow

Public: LRTV, Elise Thomas, Robin Dayton

1. Pledge of Allegiance – Led by the Clerk

2. Meeting called to order at 7:09 p.m. by the Clerk

The clerk asked for a nomination to run the meeting because the chair and vice chair were not available. Selectmen Sykes nominated Selectman Laplante, 2nd by Selectman Belanger. Selectman Laplante abstained.

Selectman Laplante agreed to run the meeting.

3. Public Participation (Non-Agenda Items)

4. Approval of Warrants #29 - #33

Motion to accept the Fiscal Year 2017/18 Financial Warrants #29 & #33 made by Selectman Sykes, 2nd by Selectman Laplante. Approved 3-0.

5. Approval of minutes – January 16, 2018

Motion to accept the January 16, 2018 meeting minutes made by Selectman Belanger, 2nd by Selectman Sykes. Approved 3-0.

6. Old Business

   a. Personnel handbook

Motion to accept the personnel handbook as amended made by Selectman Sykes, 2nd by Selectman Belanger. Approved 3-0. Selectman Sykes amended his motion
to supersede all previous personnel policy versions, 2\textsuperscript{nd} by Selectman Belanger. Approved 3-0.

7. New Business

   a. Road posting March 1 through May 1 per MRSA Title 29A Section 2395

Per MRSA Title 29A Section 2395, motion to post the roads as needed between the dates of March 1 – May 1 made by Selectman Sykes, 2\textsuperscript{nd} by Selectman Belanger. Approved 3-0.

8. Other Business

   a. Caucus information

There has been some confusion whether Maine has a primary or a caucus. 2018 is a caucus year. 2020 Maine will change to a primary State. What I have for information is as follows:

The Republican Caucus will be held Saturday March 3\textsuperscript{rd}. The location and time is not known at this time. Further information can be found at their website [http://www.mainegop.com/caucus.html](http://www.mainegop.com/caucus.html)

The Democratic Caucus is being held Sunday March 4\textsuperscript{th} at the Harrison fire station community room at 4:00 p.m. [https://www.mainedems.org/caucus](https://www.mainedems.org/caucus)

If you are not registered to vote and would like to participate in a caucus either stop in to the town office to register or arrive within a half hour before the caucus starts.

   b. Nomination papers information

Nomination papers will be available Monday March 5\textsuperscript{th}. They need to be returned to the Clerk’s office by 4:30 p.m. on Friday April 13\textsuperscript{th}.

The following positions will be available:

   2 Selectman
   2 Planning Board
   1 Appeals Board
   1 School Board

Selectman Sykes would like to add to the next agenda a discussion about having a first read and second read of policies before being voted on.

9. Manager’s Report

   - **Fiscal Year 2018 Financial Update** – Through the first seven months of the fiscal year we are running pretty much on the bottom line target as compared with previous years same time. Public Works had been doing well going into January
but the weather conditions of the past few weeks have taken a toll due more to icing conditions than snow. Hopefully this trend will break soon giving a bit or relief to our crew, our equipment and our sand/salt reserves. Solid Waste continues to run ahead of budget due mostly to increased demolition debris which will be offset to some extent by increased revenues. All in all through January our municipal operations are below total budget. The total fiscal year budget which includes education and county tax stands is currently project to end the year $89K in the black.

- Fiscal Year 2019 Budget Update – We are headed into the home stretch for preparation of the Fiscal Year 2019 Town Budget. This is the time where schedule to meet the deadline for the June Town Meeting are critical to the countdown to print day. At this point I am very pleased to report that what will be my last budget presentation is on track to being flat with the only exception being final numbers from the school department. The current numbers for Municipal Operations, (the departments we have control over), show an increase of $91K or 4.8% over the current year. While this is an increase it remains only $66K or 3.5% above Fiscal Year 2011 or an average increase of $8K or .5% per year. As I often state this is significant and proves the value of productivity improvements and cost avoidance. This has been accomplished while improving services, supporting our employees and holding the line on taxes.

- 2015 Tax Acquired Properties – With the 45th day having passed in the tax acquired property process which allowed a property owner to pay only the 2015 principal, interest and lien fees we are now in the 60-day process we use allowing the property owner to reclaim their property by paying the full amount of all, (2015, 2016 & 2017), taxes, interest and lien fees.

- Capital Equipment Need – Public Works – The need to replace our two (2) 2004 Dump/Plow Trucks is growing more urgent as we go through this winter. The issue has become two-fold as the trucks have been worked harder than expected and replacement trucks are going to become more expensive. Because of this along with the number of communities that have been experiencing increased maintenance expenses our need for larger trucks not the smaller ones purchased in 2004 the time line to move forward on a plan is here now. Randy and Chaz have expedited our options and best choice of replacement to meet the town needs without adding extensive maintenance costs and to become more productive in both summer road work and winter plowing and sanding. The reserve account has sufficient funds to cover the cost as well as the FY19 having sufficient funds to cover the purchase. The question for now is do we pursue a plan to get final numbers on cost.

General Notes –

- Community Room Door at the Fire Station – Due to a quickly eroding issue with the doors I have ordered their replacement with a commercial grade and handicap accessible door system.
• **Engine 3** – The engine will be out of service at some point in the coming month for repair to the step entry on the passenger side. The steps were damaged during a structure fire a couple of months ago and we are awaiting the materials.

• **Tank 6** – The tank truck will be sent out for maintenance to repair the pump as soon as it can be schedule

• **Fire & Rescue Compensation** – For a number of years the members of Harrison's Fire & Rescue have been compensated for their participation in the department. Structural changes in training requirements over the years required personnel to be trained and certified to participate at various levels. The Compensation had been set at $15.00 per hour regardless of certification requirements for the various functions to be performed.

The following recommendation keeps the base pay for all current members with additional steps for various required levels of certification and participation.

- $15.00 – (14) Member @
- $15.25 – (1) Member @ Exterior w/SCBA Level
- $15.50 – (4) Member @ Basic Captain Level
- $15.75 – (12) Member @ Interior FF Level
- $16.00 – (2) Member @ Exterior w/SCBA plus EMS Level
- $16.25 – (4) Member @ Officer plus Interior FF Level
- $16.50 – (4) Member @ Officer, Interior FF plus EMS Level
- $17.00 – (1) Member @ Captain, Interior FF plus EMS Level

10. Executive Session (if necessary) - None

11. Adjourn

Motion to adjourn at 8:09 p.m. made by Selectman Sykes, 2nd by Selectman Belanger. Approved 3-0.

Respectfully submitted,

Raymond Laplante, Chairman pro-tem

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Melissa St. John, Secretary