



*Town of Boothbay*  
*Office of the Town Manager*  
**James D Chaousis II**

To: Board of Selectmen  
From: James D Chaousis II  
Date: 1/28/2015  
Sub: Agenda for 1/28/2015

\*\*\*This memo has been revised to include more information\*\*\*

Obviously, I am trying to rush some of these issues before I leave. I would like the Selectmen, staff, and residents of Boothbay to have the framework of all this work prior to my departure, even if some debate/review needs to be accomplished after I leave.

This memo will prepare you for the agenda at the next meeting:

## REPORTS

- Human Resources Audit
  - I will brief the BOS on the HR Audit performed by Laurie Bouchard. There are some additional HR type projects that the Selectmen will have to decide whether to proceed on in my absence
    - Laurie and I created an HR Toolkit. This updates all forms and HR related paperwork to current standards. I have loaded them all to the website and the server for reference. Some (i.e. Personnel Policy) will need to be adopted by the Selectmen. Others (i.e. forms and applications) will just need to be regularly used by management and employees.
      - [FMLA Eligibility and Rights](#)
      - [Background Check](#)
      - [Sample Interview Questions](#)
      - [Break Waiver Form](#)
      - [Personnel Policy Draft](#)
      - [Notice of Corrective Action](#)
      - [Non-Management Performance Evaluation](#)
      - [Maine FMLA Request Form](#)
      - [HR Audit 2015](#)
      - [FMLA Request Form](#)
      - [Model Job Description](#)
      - [Employment Application](#)
      - [FMLA Designation Notice](#)
      - [Certificate of Health Condition FMLA](#)
    - Time Clock implementation
    - Digital password security
    - Continued Staff HR Training
- Lincoln County Budget
  - I will brief the Selectmen on the recently received Lincoln County Budget and how it relates to Boothbay and previous years.
    - [Lincoln County Budget 2015](#)
    - [Lincoln County Assessment 2014](#)
    -
- MCEDD Funding



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- I will brief the Selectmen on the curious and troubling stance that Lincoln County has decided to entertain on the topic of MCEDD and how it jeopardizes Boothbay projects
  - Lincoln County Planning Commission is funded through the Lincoln County budget.
    - It provides services like:
      - Sea Level Rise Study
      - Bike- Pedestrian Study
      - Ordinance continuity in the County
      - Etc.
    - As you can see in the Lincoln County budget it is the largest tax levy funded planning department in a Maine county (\$182,193) and they have many pass through contracts (i.e. Maine DOT studies)
    - They have two staffers (Mary Ellen Barnes and Bob Faunce) although Bob is contracted.
  - Midcoast Council of Governments is funded through County requests in several counties. MCEDD requested \$20,000 from Lincoln County the last two years.
    - Last year Lincoln County did not fund MCEDD but paid for services.
    - This year they are planning on doing the same.
- By being a paid member of MCEDD, through Lincoln County taxes, Boothbay falls into the MCEDD coverage area.
- MCEDD is being audited for performance by Federal EDA right now. The performance evaluation will likely state that areas that do not pay to be a member are excluded from EDA funding.
- EDA funds a 1:1 matching grant of \$70,000 but more importantly allows the district to receive EDA funding for projects through the CEDS (Comprehensive Economic Development Strategy) document prepared by MCEDD
- EDA funds depressed economic situations. Obviously, Lincoln County is a difficult case for economic depression but they can be funded as long as they are in MCEDD.
- **Loss of Lincoln County funding may jeopardize the EDA projects that Boothbay would like to do.**
  - We advocated desperately to get the Route 27 utility expansion on the CEDS list.
    - It was listed as a “Regionally Significant Project” in the 2013 CEDS  
<http://mceddme.org/wp-content/uploads/2012/10/CEDS-Final-6.26.13.pdf>
  - I advise the Selectmen to inquire about the rationale that Lincoln County used in making this decision, especially with one Commissioner sitting on the MCEDD Board.
  - I also advise the Selectmen to consider funding membership in MCEDD or MCOG to maintain the possibility of EDA funding of the Boothbay project.

**OLD BUSINESS**

- Clifford Park Planning Committee Appointments
  - There are additional people that requested to be appointed to the committee but got lost in a technical glitch. I will put the paper copies of the requests in your mailboxes.
    - [Additional Clifford Park Applicants](#)
- Joint Economic Development Committee Appointments
  - Based on Tuesday’s meeting with Boothbay Harbor Selectmen, you may decide to appoint people to this committee
  - I reserved this point on the agenda for this action.



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- Budget deliberation
  - I am suggesting that we review the outside organization funding requests based on the spreadsheet sent earlier in the week and request forms.

**NEW BUSINESS**

- Personnel Policy
  - Laurie Bouchard and I have developed a new Personnel Policy that has better provisions and more solid ground for the Selectmen/Town Manager to enforce personnel issues.
  - I will email the draft for consideration
  - Laurie will also have a revised draft after the weekend
- Annual Town Meeting Warrant
  - I should have a draft Annual Town Meeting Warrant for the Selectmen to consider after the weekend.
  - Due to my schedule to leave, we are far ahead of schedule and I haven't prepared the document, at this time.

JDC