Present: Selectmen Mark Dyer (Chair), Herb Maine (Vice-Chair), Donna Damon, Chris Rich and Leon Hamilton.

1. Meeting called to order at 7:05 p.m.

2. Approval of minutes for November 14, 2007 meeting

   Hamilton moved to accept minutes from November 14, 2007 with Donna Damon’s changes added. Maine seconded.
   Discussion: Maine asked if there were any other changes with the exception of Damon’s Grenier said no. Damon said her changes added people to the Comprehensive Planning Board list. No further discussion.
   Vote: Unanimous to accept the minutes with the amendment.

3. Approval of Municipal Warrant #10

   Maine moved to accept Warrant 10. Hamilton seconded.
   Discussion: Maine asked why the IKON copier payment on page #2 is under the 1300-3335 account. Grenier stated that coding is incorrect that it will be put under start-up account 1300-3410. Account will be changed before the checks are run on November 29th. Damon asked why the Sheriff’s parking was under wages account. Grenier stated that transportation is built into the wages under the budget for the sheriff. Damon also asked if the Town Administrator would contact Chebeague Transportation Company (CTC) to see if the parking sticker from Sheriff Secord could be transferred to the sheriff that is coming down weekly. This could be a $20 a week savings to the town. Grenier agreed to contact John Wilson (CTC) about this matter.
   Hamilton asked that a brief description of the warrant be listed on the agenda for the public to view so that they will know what money is being spent and where. Grenier said he would put a brief description of the warrant on the next agenda. Damon asked why copier paper is under account 1300-3190 instead of office supply account 1300-3330. Grenier stated that this is the correct account for copier paper as per the warrant book of July 1, 2007.
   Dyer asked about the Sea Coast Security bills. He asked were we doing business with them. Grenier said yes. There were two bills, one for the public Safety Building and one for the Public Works building. The bill is for alarm monitoring services. The bill for $54 is monitoring services for the Public Works building for 11/07 and the $74 is a bill that was sent to Cumberland and it was for Jul 1 – Sep 30 alarm monitoring services for the public Safety Building.
   No further discussion.
   Vote: Unanimous to accept Warrant 10.
Public Comment
Dyer asked the public for any comments or concerns. Grenier stated he had received a wonderful email from Steve Harris, a resident of Chebeague, commending Claire Ross, Chebeague Island Harbor Master, on how grateful he was for her service in getting him to safety the day he went sailing and his boat broke down. Damon asked if that the email would become part of Claire Ross’ personnel file. Grenier stated that it will and that he had given Claire a copy of the email, and he read the email to the town staff at the monthly staff meeting.

Doug Ross stated that the Fire Department bought a computer from the State Surplus for $35. The computer is in the Public Safety building.

4. Old Business:

5.1 - To see if the selectmen will endorse the Shellfish Commission recommendations for the number of licenses to be issued and the proposed fee structure.

Hamilton moved to accept the Shellfish Commission recommendation for the number of licenses to be issued and fee structure. Rich seconded.

Discussion: Dave Miller (chair of Shellfish Commission) asked that the proposed fee schedule be approved so they can submit it to the state. Damon asked why the recreational licenses went up in price when the commercial license stayed the same. Dave Miller said the commission did not see any reason to change the commercial license fee this year because there are only ten licenses that are designated commercial. Damon gave some background on the Shellfish ordinance and stated that over the years the cost of a recreational license had increased from $5 to the proposed $35 while the commercial rate had remained about the same. Damon stated that the Shellfish Commission should review the commercial fee to see if it should be increased next year. Cecil Dougherty said another reason for the commission to keep the commercial license at $50 is because the commercial diggers have to pay for the town license ($50) and then pay another $115 for a state license to dig and sell clams. It also cost commercial diggers about $25 to transport the clams to town. Hamilton said that Chebeague Island is a fishing community and keeping the commercial license fee down helps to keep jobs on the island. Cecil Dougherty stated that the town can raise a little more revenue through recreational fees for clamming. Maine asked if Hamilton wanted to make a friendly amendment to his motion to include the fee scale as written in the November 8, 2007 Shellfish Commission minutes. Hamilton agreed. Rich who seconded the motion agreed to second again. Dyer thanked members of the Shellfish Commission for their work.

Hamilton’s moved to accept the Shellfish Commission recommendation for the number of licenses to be issued and fee structure to include the fee scale as written in the November 8, 2007 Shellfish Commission minutes.

Vote: Unanimous
5.2 - To see if the selectmen will receive and endorse the Harbormaster’s recommendations for setting the Stone Pier winter float removal schedule.

Grenier asked the Selectmen to review the update from the Harbormaster in their books dated November 28, 2007. Grenier stated the Harbormaster is looking for the Selectmen to support her decision for hauling the floats. Dyer asked if there was a set date for hauling the floats. Grenier said that there is no set date but the Harbormaster will work to notify the public before she has the floats hauled out. Damon stated that

Maine moved to acknowledge the letters from the Harbormaster to the Board of Selectmen dated November 5 and November 28, 2007 and to leave the schedule for removal of floats at the Stone Wharf to the discretion of the harbormaster, Town Administrator and public works crew, provided they provide reasonable notice to users of the floats. Damon seconded but asked Maine to make a friendly amendment to read: provided they receive input from users and they provide reasonable notice to users of the floats. Maine agreed to the amendment so the motion now reads:

Maine moved to acknowledge the letters from the Harbormaster to the Board of Selectmen dated November 5 and November 28, 2007 and to leave the schedule for removal of floats at the Stone Wharf to the discretion of the harbormaster, Town Administrator and public works crew provided they receive input from users and they provide reasonable notice to users of the floats. Damon agreed to second.

Discussion: Hamilton asked why float D and C were not motioned in the Harbormaster’s letter. He stated the commercial float should be hauled out to dry and a temporary one placed there. Damon asked Hamilton if it was practical to take out commercial floats to dry out. Hamilton said that is could be but the fishermen are still using it to haul out their traps. Hamilton asked that the Harbormaster and public works take a look at the commercial floats. Grenier said that he would have the Harbormaster get back to the selectmen on this matter. No further discussion

Vote: Unanimous

5.3 – To see if the selectmen will appoint the members of the Cemetery Committee.

Maine moved the Board appoint and immediately notify Martha Hamilton, Dianne Calder, Richard Calder, Deborah Bowman, Lynn Priest, Kenneth Hamilton and Gail Miller to the Cemetery Committee; and that as part of this action to select, by a reasonably random method, staggered terms such that 3 members have 3 year terms, 2 members have 2 year terms, and 2 members will have a 1 year term. Hamilton seconded.

Discussion: Damon asked that if there are people who work in the cemetery and they are on the Cemetery Committee, that they will abstain from voting on wages. Dyer stated that he received an email from a summer resident asking why Chebeague Island took over the cemetery. Dyer sent a response that Chebeague Island appointed a group of people to oversee the cemetery. The resident accepted the response and thanked Dyer for the information. Grenier asked the Selectmen if the Town Clerk could
draw the names at random to select yearly terms for the individuals on the committee. The board agreed to this. No further discussion.

Vote: Unanimous

5.4 To see if the selectmen will receive and endorse the Town Administrator’s report on the status of town revenues.

Grenier said he prepared a 15 page analysis of the Town’s revenue received as of November 20, 2007. Grenier stated the town was in a good place. The anticipated tax revenue was over 100% because some people paid their full year of taxes in September. He said nine accounts could be at risk of a revenue short fall approximating $43,000. Several accounts were estimated too high such as the transfer station and interest from savings. For example, he said the Transition Committee budget said possible $22,000 revenue would come from the transfer station, but to date only $5,300 has been received. Grenier commended the Town Clerk, Susan Campbell, for her diligent work in tracking down unpaid taxes and getting the people to pay them and clear their liens.

Damon questioned the assumption that no funds would be coming in from Stone Wharf Float Tie up Permit and that the Transition Committee had counted moorings fees twice. Stone Wharf Permit fees will come in March. Based on previous years interest in the permits, lotteries had to be held. Therefore if the 40-50 spaces are available at between $50 and $125 a space, Stone Wharf tie-up fees should generate $5000 or more. Funds will also be generated from mooring fees during the current fiscal year when boat owners have to register their boats and buy new mooring permits. Stone Wharf tie-up fees should also be generated during those months.

Damon did ask Grenier about the $30,000 that the budget estimated for interest on savings. Grenier said that the estimate was possibly over estimated. So far the town has only received $4303 and anticipates only receiving $12,000 for the year, unless we take other that could be available. Grenier said he would be checking with our bank officials.

Maine moved to accept and endorse the revenue report of the Town Administrator as presented at this meeting. Hamilton seconded.

Discussion: Damon said the Board should receive the report but not endorse it. Grenier said the Board should receive this report as an informational item similar to the previous fiscal analysis he presented Maine made a friendly amendment to strike the words accept and endorse and put in receive. The motion now reads: Maine moved to receive the revenue report of the Town Administrator as presented at this meeting. Hamilton seconded. No further discussion. Vote: Unanimous

In addition, Maine moved to direct the Town Administrator to post the revenue and expense report on the web and give a copy to Dave Hill and John Wilson financial committee to review it. Rich seconded.

Discussion: Dyer wanted the public to know that the Finance Committee hasn’t really been established but Dave Hill and John Wilson will act as advisors. Damon said that
Damon suggested that the financial analysis should be amended to reflect that these funds are anticipated to come in rather than not anticipated to be received. Grenier said as the Treasurer of Chebeague Island, he has a fiduciary responsibility to show the risk to revenue in his report. At this time he needs to stand by his report and should not change the wording. Maine stated the Selectmen have already received the Administrator’s report. No further discussion.

Vote: Four save and one (Damon) oppose.

5.5 - To see if the selectmen will receive and endorse the Town Administrator’s report on financing of $4.8 million long term debt consistent with Article #76 adopted by the 7-1-07 Town Meeting.

Discussion: Grenier said that he would like to table this item for the time being. Chebeague Island owes Cumberland and SAD #51 $4.8 million by December 31, 2007. Grenier was notified today by the Maine Municipal Bank that a long term finance bond has been approved for either April 1st or June 1st, depending on the Town’s preference. As a result Grenier asked the Selectmen to wait until he can prepare a finance plan which illustrates the impact of long term financing under the 4-1 “Stand alone” or the June 1st “Pool” options.

Damon moved to table 5.5 until the Town Administrator feels it prudent to report it to the Selectmen. Maine seconded.

Vote: Unanimous

5.6 - To see if the selectmen will authorize by vote designating the Town’s bond anticipation note as qualified under Section 265(b) of the Internal Revenue Code in the amount of $4.850 million at 4.25% annually for a period of twelve months and for the Town’s Treasurer to finance on an interim basis the Town’s long term debt; and to establish certain other matters related to the bond, as recommended by the Town’s bond attorney Jim Saffian from Pierce Atwood.

Grenier asked that the $4.8 million be changed to $4.85 million. It will give us flexibility to pay Jim Saffian’s fee. Maine wanted to know what the cost to the town is. Grenier stated that he doesn’t expect to use this extra $50,000. Also, he said the Town will only pay interest on what is actually used. Grenier read the preamble of the Bond Anticipation Note resolution per Jim Saffian’s legal advice. Then Grenier asked the Board to waive the reading of the rest of the information that the selectmen have in front of them.

Maine moved to waive the reading of the last thirteen parts of the legal document. Hamilton seconded.

Discussion: Damon asked if we have the legal opinion that we can waive the reading of the full document. Grenier stated that Jim Saffian, our bond attorney, said we could waive the remainder of the reading. No further discussion.

Vote: Unanimous

Maine moved to authorize by this vote designating the Town’s bond anticipation note as qualified under section 265(b) of the Internal Revenue Code in the amount of $4.85 million.
million at 4.25% annually for a period of twelve months and for the Town’s Treasure to finance on an interim basis the Town’s long term debt; and to establish certain other matters related to the bond, as recommended by the Town’s bond attorney Jim Saffian of Pierce Atwood. Damon seconded.

Discussion: Maine asked if the money is bonded for a specific reason only. Grenier said it all has to be related to the bond. John Wilson asked where the $14,261 interest figure came from. Grenier said the figure came from Marge Barker at TD BankNorth. No further discussion.

Vote: Unanimous

Maine asked for a procedural Motion to take 5.8 out of order. Damon seconded.

Vote: Unanimous

5.8 To see if the selectmen will finalize the formation of a Comprehensive Plan Committee. Damon moved to establish the Comprehensive Planning Committee per the handout she drafted. Maine seconded.

Discussion: Hamilton stated that there were too many people on the committee list. He feels that the committee could be separated into a voting committee of 5-7 people and have the others on the list as sub-committees that report to the voting or steering committee. Maine stated that he looked at the structure of other towns and agrees with Hamilton on the number of voting members. He sees this as Comprehensive Land Use Committee. Maine wants to adopt this as the name. Maine said that Chebeague Island pointed out that by town ordinance the Planning Board already the ability to create the Comprehensive Plan. Hamilton was concern that every aspect of the town be represented on the Planning Committee.

Damon said that if you have only a few voting members how can you ensure that all aspects of the community is represented. Dyer said that the Planning Board has been charged with setting up the Comprehensive Planning Board. We would have to change the warrant. Damon stated that there was a specific warrant article included in the July 1, 2007 Warrant to authorize the selectmen to establish this committee. This was added to have the Selectmen set up the process; the Planning Board Ordinance makes sure that the Planning Board is in the process. If there was confusion, Damon said we should have an ordinance change. Beth Howe said if the Selectmen want a Land Use Plan, she agreed, it could be assigned to Planning Board. The State expects a land use plan. Beth asked how broad of a plan are the Selectmen asking for? Maine said the issue of having a structure and voting authority can be done by the Planning Board. He said the selectmen should give the names to the Planning Board and let them make the decision how to organize and proceed. Damon disagreed and said the Planning Board doesn’t have all the demographics covered with the seven members of the Planning Board. Dyer said he can see the Planning Board take the list of names and allow the people to work is their area they are passionate about. Dyer would like the Planning Board to report to the Selectmen at certain meetings. Damon said that handing this committee off to the Planning Board will not make the island be represented by all people. Beth Howe said the Planning Board members were interested in the Comprehensive Planning when they signed on for the Board. She sees all the people listed getting involved. Damon said the survey that went out during the transition period
generated a great amount of input. Dyer asked that the Selectmen make a decision on this matter or table it so they can move on through the other agenda items.

Vote: one save and four oppose (Rich, Hamilton, Maine and Dyer)

Maine moved that the Selectmen take the handout of Damon’s and forwarded it to the Planning Board and have them proceed with the Comprehensive Plan as per the Planning Board Ordinance and have the Planning Board come back to the Selectmen with reports. Hamilton seconded.

Discussion: Beth Howe said it is confusing if the Planning Board has to make recommendation to the Selectmen and they don’t approve of it. Hamilton said he just wants the Planning Board to come up with recommendations. Damon said that the Selectmen will not have a voice in the Comprehensive Planning process other than hear a report if this motion passes. No further discussion.

Vote: 4 save one oppose (Damon).

5.7 To see if the selectmen will approve the Town Warrant and the articles contained therein for the Special Town Meeting of December 9th.

Maine moved to remove article #2 from the warrant. Hamilton seconded.

Vote: Unanimous

Discussion: Damon asked that Article 3 page 3 be changed to either amended or revised ordinances. Grenier will check with legal to see which word to use. Maine asked if the Selectmen wanted to put recommendation on each article. Selectmen agreed that they should. Beth Howe asked if it was too late to include the Planning Board articles. Grenier said yes it was too late. Damon preferred that the warrant be mailed to all residents. The Selectmen agreed to mail out the warrant to each open box on Chebeague. Damon reminded the Board that we will have some people from Russia visiting and that we will be presenting the Town with a plaque on that day.

Maine moved to accept the warrant for the December 9, 2007 meeting with the amendments made tonight and have it reviewed by the Chair of the Selectmen before sending it out. Rich seconded.

Discussion: Hamilton asked that the Traffic Ordinance be taken out of the warrant because there is no Traffic Ordinance.

Hamilton moved to amend the motion to delete the Traffic Ordinance. Maine Seconded.

Vote on amendment: Unanimous

Vote on motion with the amendment: Unanimous.

5.9 To see if the selectmen will set a date to approve the Town personnel handbook as revised and reflecting the legal advice of Peter Lowe from Brann & Issacson.

Hamilton moved to set December 19, 2007 as the date to approve the handbook. Maine seconded.

Discussion: Damon asked that the Selectmen be in workshop to review the handbook. No further discussion.

Vote: Unanimous
5.10 To see if the selectmen will direct the Town Administrator to execute an Administrative Services Agreement with the International City Manager’s Association (ICMA) Corporation to allow eligible full time employees to participate in a Deferred Compensation Retirement Plan consistent with the recommended options of the Transition Committee. No action was taken on this matter. The Town Administrator will get more information on the cost to the town to administer this plan.

6. **New Business:**

6.1 - To see if the Selectmen will authorize the Town Administrator to obtain fuel bids. Grenier has proposed a fuel bid form for the school, Public Safety Building and the Town Garage.

Hamilton moved to accept the fuel bid form submitted by the Town Administrator. Maine seconded.

*Discussion:* Damon asked that a range of dates be put in so that it is fair to anyone who puts in a bid. Grenier said the person should choose dates that they will allow the discount price. Barry Riddle asked that gasoline be added to the form. Paul Belesca stated that there would be a sealed bid on December 4th for the school. The contract will be awarded on December 4th as per the School Board.

Hamilton made a friendly amendment to his motion to add gasoline to the bid form. Motion now reads Hamilton moved to accept the fuel bid form submitted by the Town Administrator with gasoline added to the form. Maine agreed to second again.

*Discussion:* Maine asked if we had to go with one dealer on all three aspects of the form. Grenier said no. We go with the lowest bidder in each category. Maine asked when the forms would go out for bid. Grenier said immediately. No further discussion.

*Vote: unanimous*

Hamilton moved to adjourn the meeting. Rich second.

*Vote: Unanimous*

Next meeting is set for December 19, 2007 at the Island Hall at 7 pm.

Meeting adjourned 9:45 pm.

*Respectfully submitted by Karen Hamilton, Deputy Clerk*