

Town of Chebeague Island
Minutes for Special Meeting of the Board of Selectmen
Wednesday, May 28th, 2008 @ 7:00PM

Board of Selectmen – Executive Session:
Wednesday, May 28th, 2008.
Time 6:00PM to 7:00PM

To convene into Executive Session Pursuant to MRSA 405.6.A.1. To see if the Selectmen will discuss candidates for the Town Administrator position for the Town of Chebeague Island.

6:10PM – Herb Maine – Motion to enter into Executive Session Pursuant to MRSA 405.6.A.1 to discuss candidates for the Town Administrator position. Donna Damon seconded. No discussion. Vote, Unanimous.

7:00PM – Herb Maine - Motion – To exit Executive Session. Donna Damon seconded. No Discussion. Vote, Unanimous.

Special Town Meeting of the Board of Selectmen.
May 28th, 2008 @ 7:00PM.

1. *Meeting called to order at 7:10PM*
Present: Mark Dyer, Herb Maine, Leon Hamilton, Chris Rich and Donna Damon and Scott Seaver Interim Town Administrator.
2. *Public Comments :*
Mark Dyer open floor to Public Comments.
Seeing and hearing none closed comment period.
3. *Approval of Warrant #21:*
Leon Hamilton – Motion – Approve Warrant #21 as presented.
Herb Maine seconded.
Discussion: Donna Damon asked about the transfer of monies for the Cemetery. Scott Seaver explained that it was entered into Trio and then a check was written to the Cemetery account. This is a good way of tracking monies. Leon Hamilton asked about a reimbursement to Jason Hamilton. Scott Seaver advised that this a reimbursement for setting up a checking account for grant monies for the Fire Department. Mark Dyer asked about the MMA payment. Scott Seaver advised it was for May & June. Leon Hamilton asked about the Rescue Class payment. Scott Seaver advised that this will be refunded as the class was not what we need.
Vote: Unanimous.
4. *To see if the Selectmen will set a date for a public hearing for Victualer’s License and Special Amusement Permit for the Slow Belle Cafe’.*
Leon Hamilton – Motion – to set a date for the public hearing at the next regular Selectmen’s meeting.
Herb Maine seconded. Discussion: Donna Damon wanted to know what the State needs. Ed Jarrett advised that all paper work must be complete before any licenses are issued. Vote: Unanimous.

Special Notice:

****NOTE: At this point Mark Dyer noticed Ed Jarrett of the Chebeague Inn.**

Mr. Jarrett is in need of a catering permit due to State Liquor Inspector did not come. He will be inspecting the Inn and Boat Yard on the same day next week. This weekend will be a private opening by invitation and have a licensed catering by the name of Dog Fish Café. If the Café is not available he will find one and advise the Town of any changes. Donna Damon voiced concerns on rumors heard about weekend. Mr. Jarrett advised what had happened and guaranteed that it will not happen again. Mark Dyer asked for any further discussion. Seeing and hearing none asked for motion.

Leon Hamilton – Motion – To approve request from Chebeague Inn for a three (3) day catering event, May 30th , 31st and June 1st. Herb Maine seconded. Vote; Unanimous.

5.

To see if the Selectmen will act to fill the vacancy (as of 7/1/08) in the Town Administrator position.
Donna Damon – Motion – The Board of Selectmen invite current Interim Town Administrator to offer position and discuss terms. Leon Hamilton seconded. Discussion: Herb Maine advised that he feels that any vacancies should be advertised. Leon Hamilton stated that legal had advised that a posting is not needed for this position. Donna Colbeth discussed that an opportunity to observe change has been wonderful, everything is calmer. Stated she would hate to see us loose on what we have. Vote: Four in favor, One opposed (Herb Maine)
6.

To see if the Selectmen will discuss and act on awarding roofing contracts.
Donna Damon asked if we required insurance. Scott Seaver advised we required workers compensation and one (1) million in liability insurance. Leon Hamilton advised that we had received only one application that provided copies of insurance. Scott Seaver advised that it was requested on application. Leon Hamilton stated that we should disqualify applications that did not have proof of insurance attached.
Leon Hamilton – Motion – To award roofing contract for the Public Safety/Town Office Building to Considerate it Done owned by Eric Weagle.
Leon Hamilton stated that this is due to the attachment of proof of insurance.
Donna Damon asked for amendment to motion. Motion to include: Not to exceed \$26,150.
Leon Hamilton agreed to amendment. Donna Damon seconded.
Discussion: Herb Maine stated that consideration was taken by the attachment of proof of insurance. Mark Dyer, Thank you to Doug Ross for all the help he had provided laying out spec's for job. Donna Damon asked if the original price was \$23,000. Mark Dyer advised yes, but trim and coil stock was more that anticipated. Scott Seaver advised work was to be completed by June 30th, but may need some flexibility. Cheryl Stevens asked why only two bids received. Scott Seaver advised that fifteen (15) were mailed out, may be location of job. Doug Ross asked about disposal of shingles. Scott Seaver advised that a dumpster will be delivered to the building for disposal.
Vote: Unanimous.
7.

To see if the Selectmen will discuss and approve budget for 2009.
Mark Dyer asked Scott Seaver if the budget is the same as at the last meeting. Scott Seaver advised yes. Scott Seaver did state that some of the projected revenues changed and can be seen on warrant. Scott Seaver discussed State revenues sharing budgeted for flat funding of \$20,000, Maine DOT ERIP payment will be approximately \$16,000.
Scott Seaver also advised that Blanchard Lot revenue should not have been in an escrow account. It does not have anything to do with setting the tax commitment. Scott will discuss this with Bill Shane or Dave Hill. Donna Damon asked for more information.
Leon Hamilton asked why the ERIP payment will only be \$16,000 not \$18,000. Scott Seaver advised that he stayed on the conservative side. Scott Seaver advised that tax rate could remain where it is now. Scott also advised that Shellfish licenses, mooring & tie ups fees are all above projection.

Approval of budget continued:

Donna Damon stated that start up spending will be less this year than last. Scott Seaver advised that using start up fund this year as undesignated fund balance is a hedge for tax increase. Leon Hamilton stated that Transition Committee set up start up budget for one year and should be eliminated. Donna Damon agreed with Leon. Mark Dyer asked about revenue sharing. Scott Seaver advised that Revenue Services has not made estimate yet.

Cheryl Stevens asked for YTD figures be put on budget pages. It's hard to believe that budget is running right on. Donna Damon advised that some things were way off and some are running pretty close. We have analyzed budget numerous times. Mark Dyer asked about increase in Public Works Department. Scott Seaver advised an over expenditure of \$2,000 as of May 23rd, 08 due to salt and sand.

Herb Maine – Moved to approve draft budget for fiscal year 08/09 to final, as presented and proposed as of May 28th, 2008.

Leon Hamilton seconded.

Discussion – none.

Vote – Unanimous.

8. **To see if the Selectmen will discuss and possibly act on the removal of parking references in the Coastal Waters Ordinance and create a Parking Ordinance.**

Leon Hamilton asked that this not be a traffic ordinance just parking. Donna Damon spoke about concerns of speed limits. Cheryl Stevens asked the Town to make sure to know about speed limits and set backs for business. Donna Damon advised that information should go out to the public and that the Sheriff needs authority to handle speeders.

Mark Dyer asked Scott Seaver to make recommendation to taking our parking references from Coastal Waters Ordinance. Scott Seaver advised that he would do a mark up of Coastal Waters Ordinance and format into a parking ordinance. Mark Dyer asked that we keep Coastal Waters Committee advised of changes. Mark Dyer asked if the June & November parking issue will stay in the Coastal Waters Ordinance. Leon Hamilton stated he thinks it should go in the new parking ordinance. Scott Seaver stated it is tagged to come out of the ordinance and be put in the new one. Donna Damon asked that the use of the area be made clear. Herb Maine asked that maybe it should be referenced from one ordinance to the other. Donna Damon thought that was a good idea. Leon Hamilton stated that if the Harbormaster is gone all day the Sheriff should be able to enforce ordinance. Scott Seaver advised that example of wording would be: Harbormaster, Sheriff or designee can enforce. Herb Maine stated that "F" & "H" appendices can enforce, 13.3.12 & 13.3.4 attach "B" and "F" need to be edited. Claire Ross stated that Appendix "H" which contains the fines and leaving of personal property are grey areas and may be needed in both ordinances. Herb Maine thought it should stay in the parking. Claire Ross advised of two different structures of fines. Mark Dyer discussed Article #4 going to Town Meeting for approval. Scott Seaver discussed the creation of a Public Safety Ordinance. Leon Hamilton asked that parking be in a separate ordinance. Herb Maine asked Leon if he wanted the word traffic removed? Leon Hamilton, yes.

Leon Hamilton – Moved to remove "parking" from Article #4.

Herb Maine seconded.

Vote: four (4) in favor, one (1) opposed (Donna Damon).

Herb Maine asked Scott Seaver if the ordinance needs to be approved tonight. Scott Seaver advised, yes. Donna Damon asked to add a new article or add to existing one to separate the organizations so that people know they exist (Island Institute, Island Coalition, etc). Scott Seaver advised that a one page narrative for budget will be done and will notice organizations.

Leon Hamilton – Moved – To adopt amendments to Article #4. To remove all parking references from the Coastal Waters Ordinance and create a new parking ordinance.

Donna Damon seconded.

Vote: Unanimous.

9. *To see if the Selectmen will sign a warrant for Town Meeting June 7th, 2008.*

Mark Dyer asked for motion to approve warrant for Town Meeting.

Donna Damon – Moved – To sign and approve Town Meeting warrant, Warrant for School Budget Validation for June 7th, 2008.

Chris Rich seconded.

Discussion: Herb Maine discussed the written ballot for the School article #25 and Articles #34 & 35 that pertain to the interest of 11% set by the State.

Vote: Unanimous.

Claire Ross asked for removal of the fee schedule from the Shellfish Ordinance and this should be done in the fall as committee is ready for presentation. Asked to remove Article #5 from Warrant.

Donna Damon – Moved – To Strike Article #5 from Warrant.

Chris Rich seconded.

Discussion: None.

Vote: Unanimous.

10. *Adjourn meeting.*

Leon Hamilton – Moved to adjourn meeting (9:30)

Herb Maine – seconded.

Vote: Unanimous.

Respectfully submitted by Susan Campbell, Town Clerk