

Town of Chebeague Island
Regular Selectmen Meeting
Wednesday, July 9th, 2008 @ 7:00PM
Island Hall & Community Center

Present: Mark Dyer, Herb Maine, Leon Hamilton, Chris Rich, Donna Damon and Town Administrator Scott Seaver.

1. Meeting called to order at 7:00PM.

2. Approval of prior minutes.

Minutes of June 11th, 2008.

Leon Hamilton moved to accept minutes as amended.

Chris Rich seconded.

Vote: Unanimous.

Minutes of June 18th, 2008

Leon Hamilton moved to accept minutes as amended.

Chris Rich seconded.

Vote: Unanimous.

3. Warrant Approval #24, #25 and 01-09.

Donna Damon moved to accept Warrant #24.

Leon Hamilton seconded.

Discussion: Donna Damon asked about the CTI phone charges. Scott advised that they had come in and finished some wiring and programming that needed to be done.

Donna Damon asked if the pay phone works at the Stone Pier. Scott advised that the cables have been fixed and phone is operational. Donna also asked about Chandlers Cove Wharf pay phone. Susan advised as far as we know it is working.

Donna Damon asked if the payment to PROP was the last one. Scott advised it is.

Leon Hamilton asked if during budget process the Fire Department decided not to buy the smoke machine. Doug Ross advised that he did not know the answer. Leon thought it was a lot of money. Donna Damon advised that last years budget was used to purchase machine.

Mark Dyer asked about the purchase from Monson. Scott advised that it was for calcium chloride for dirt roads.

Herb Maine asked about the payment to Consider it Done. Scott advised that the roofing contract was set up to make a payment of \$9,000 up front and final payment when roof was completed.

Leon Hamilton asked about the cash drawer change. Scott advised that we need more in the cash drawer this year for making change, mostly coin.

VOTE: Unanimous.

Warrant #25:

Leon Hamilton moved to accept Warrant #25.

Herb Maine seconded.

Donna Damon asked if the Brann & Isaccson bill was for one month. Scott advised it was for the month of May.

Leon Hamilton asked if we have someone come over to the island do we pay expenses. Doug Ross stated that if we invite someone over we should pay boat fare and parking. Herb Maine asked Scott to check with other islands and see what they do.

Donna Damon asked how many loads Plante was charging us for. Mark Dyer advised that we have a \$90 an hour charge for the trucks. Herb Maine asked for a cost annalists of barging. Scott said he would work one up.

VOTE: Unanimous.

Warrant 01-09:

Donna Damon moved to accept Warrant 01-09.

Leon Hamilton seconded.

Donna Damon asked if the Plante invoice was for barging and materials. Scott advised yes.

Donna Damon also asked if the property Casualty Insurance was once a year. Scott advised yes.

Leon Hamilton asked about the John Small Road project, it's now up to \$19,000. Scott advised that some of the ledge on the invoice was for Indian Point Road project.

Leon Hamilton asked why we are paying \$3300 for maintenance to Harris Computer. Scott advised that it is for the licensing for one year.

VOTE: Unanimous.

Public Comments:

Bev Johnson apologized for the delay in getting things on the web site. Susan Campbell asked Bev is Scott Seaver could have access to the site and help keep it updated. She advised yes.

Ken Hamilton asked the Selectmen do review their procedure of approval of the minutes as it is unnecessary to do it the way it was just done.

Vicki Todd asked if the reimbursement to the CPA had been processed. Scott advised yes.

Doug Ross stated a "Thank you" to everyone for getting us through the first year.

Donna Damon recognized Phil Johnson. Phil Johnson presented the Town with a clock that he hand crafted during the winter of 2007/2008. The clock that Phil presented has island history built into every part of it. It goes as follows: It's a School House Clock, it's all about the children. That's what started the movement. The bezel shape is for the nine transition team members.

The oak it is made from is from a tree that fell in his yard during the Patriot's Day storm, April 2007. The face of the clock has a copy of the Historical Society medal with the year the Town was formed. It has a tide clock built into the face. Around the face of the clock is a rope that symbolizes the tying together of the community. The glass in the bottom half of the clock is from a broken pane from the cottage that Chris Rich and his family stayed. The broken glass is to symbolize that independence is fragile. Inside the clock is the newsletter tying it all together and the five sided window is for the five Selectmen. It's a form of a time capsule (the beautiful clock hangs in the Town Office and watches over of our Town please come in and see it). Thank you, Mr. Johnson

Mark Dyer discussed the need of doing work on Wharf Road. He advised that a little girl had fallen of her bicycle and hurt her knees & elbows. Scott advised that he will discuss this with David Campbell and see what we can do for repairs.

Leon Hamilton asked to see what we can do about leash laws for the Island. He has had residents coming to him about this issue. Scott advised we have a leash law and will look into it. Leon asked if signs could be posted.

Town Administrator Report:

Scott Seaver discussed the estimates of the balances of the accounts for the Town.

He also advised that he is working with ICMA Retirement for accounts for employees. He will be using the personnel policy for guidelines.

Scott advised that the Vision quote was higher than what Bob Konczal had received. He discussed the need of the lap top from Cumberland in order to make transition easier.

He asked the Selectmen for approval of purchasing the payroll system for Trio so that we can do it in house. The cost will be \$1500 in house compared to \$2900 for the Paychex service and will have a \$300 yearly maintenance cost. Scott estimates that it will take about two (2) hours every two (2) weeks. Leon Hamilton asked if it will make any extra hours for the office staff. Scott advised, no.

Leon Hamilton moved to approve Scott \$1,000 out of contingency to purchase Trio payroll system.

Mark Dyer asked if this money will be from last year or this year. Scott advised this year.

Town Administrator Report continued:

Scott advised that we could charge against 08, but it should be 09.

VOTE: Unanimous.

Scott discussed the ICMA Section 125 plan. It will make ICMA & health pre-tax monies.

Donna Damon asked if we have a flex account. Scott advised no.

Leon Hamilton asked about the audit. Scott advised it is scheduled for August.

Donna Damon discussed the need to work on personnel policy, HR Report, tax rate, etc.

Mark Dyer asked Donna if she wanted to set up a meeting. Herb Maine asked if we need to set a meeting date tonight.

Herb Maine asked Scott about employees evaluations. Scott advised that they are not set up yet. Herb also asked about the matrix for the liquor licenses, etc. Scott advised he is working on it.

Herb Maine asked Scott what the status of the parking ordinance was. Scott advised that he and Claire worked on this and is ready release a draft of the new ordinance.

6. Old Business:

6.1 To see if the Selectmen will discuss how the Town Administrator will be reviewed.

Herb Maine asked how the form will be used. Scott advised that everyone will complete their own review and usually the Chair reviewed them.

Donna Damon stated that the job description should be finalize first.

Leon Hamilton stated that Scott was interim as of 4/1/08, do we review now? Leon feels it should be a general review. Herb Maine agreed.

Donna Damon agreed, but recommendations from HR Consultant talked about job description and what we want from employee.

Herb Maine, make general comments and have executive session.

Donna Damon asked to wait until we have a job description.

Herb Maine stated that we need to have discussion on how the Interim went. Donna Damon stated if you want to hold a discussion, but not without job description. Leon Hamilton stated this should be done on past not future. Do the evaluation and move forward. Then create job description. Donna Damon advised that a job description was given to Ron with edits. Mark Dyer suggested that the evaluation be done from April 1st to June 30th and then work on a job description.

Herb Maine moved to set an Executive Session on July 23rd, 2008 at 6:30PM to review the evaluations filled out by individuals Selectmen for the performance of the Interim Town Administrator from April 1st to June 30th, 2008.

Leon Hamilton seconded.

Discussion: Donna Damon asked that evaluations be circulated so everyone can read them before the meeting. Herb Maine asked that evaluations be done by July 15th and sent to him.

VOTE: Unanimous.

6.2 To see if the Selectmen will discuss and possibly act on finalizing the tax acquired property policy.

Scott Seaver and Susan Campbell asked for clarification of the policy if the original owner pays the amount due in full or requests a payment plan. The Selectmen advised that the committee only gets involved when a property owner does not want to retain ownership. If the original owner shows interest in retaining ownership of the said property they may pay in full or have an agreed on payment plan.

7. New Business:

7.1 To see if the Selectmen will discuss and possibly act on Town appointed positions and committee.

Scott Seaver discussed the Town annual appointments and positions(Clerk, COE, Fire Chief, Rescue Chief, Harbormaster, Committee members, etc). Leon Hamilton asked when the appointments expire. Scott advised August. Leon asked if we can make a motion to re-appoint employees. Mark Dyer stated he was not comfortable with that. Herb Maine asked if the committee's have terms of 365 days from appointment or Town annual meeting? Scott advised he was not sure. Donna Damon stated that the Selectmen should have the responsibility of filling vacant slots in the committees. Mark Dyer suggested that the Chair of the committee should make recommendations. Chris Rich suggested a letter of interest. Mark Dyer that the Chair of each committee do a letter of interest and come back to the Selectmen. Herb Maine moved to have Town Administrator issue memo to all current Chair's for recommendations of nominations of expiring terms. Leon Hamilton seconded. Donna Damon opposed.

Ken Hamilton stated that as a member of a committee he is opposed to this process. Mark Dyer stated it should be consensus of the group no Chair. Herb Maine asked if a memo should be sent to retiring individuals to find out if still interested. Donna Damon suggested advertising. Herb Maine withdrew motion. Herb Maine asked that Town Administrator to issue memo to individual whose terms are about to expire to ascertain interest in continuing.

Donna Damon asked about knowledge of two resignations. She has been told that Donna Colbeth and Maryanne Brenton had both resigned from different committees. Leon Hamilton stated that if a letter of resignation is received by a Chair of a committee it should be forwarded to the Selectmen.

Herb Maine asked that no action should be taken on employees status, asked Scott to get information together. Donna Damon asked about the flow chart that was designed during transition and if could be located. Doug Ross stated that a paper trail exists of appointments by ordinance. Herb Maine asked to have Scott research MMA on appointments.

7.2 To see if the Selectmen will discuss and/or consider adopting a policy to deal with BYOB (bring your own bottle) requests within the Town.

Due to time Scott Seaver leaving to make ferry. Mark Dyer asked if he would like to be present when this is discussed. Scott stated yes. Mark asked if the Board was willing to table this item and put in on the agenda at the next regular meeting.

Herb Maine asked what happens right now? Mark Dyer explained that if someone comes into the Town Office for a permit it will be handled the same way as the others that have been issued. Donna Damon is opposed to this.

Leon Hamilton moved to table item 7.2 until the next regular selectmen meeting.

Herb Maine seconded. VOTE: Unanimous.

8. Adjourn:

Leon Hamilton moved to adjourn meeting.

Herb Maine seconded.

VOTE: Unanimous.

Meeting adjourned at 9:50PM

Respectfully submitted by Susan Campbell, Town Clerk.

