

Town of Chebeague Island
Minutes of Regular Meeting & Public Hearing
of the Board of Selectmen
Wednesday, October 8, 2008 @ 7:00PM
Chebeague Island Hall & Community Center

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

1. Meeting called to order at 7:05PM.

2. Approval of prior minutes:

*Minutes of August 13th, 2008: Herb Maine motion to approve minutes as written. Donna Damon seconded.
Vote – Unanimous.*

*Minutes of August 20th, 2008: Herb Maine motion to approve minutes as written. Donna Damon seconded.
Vote – Unanimous.*

*Minutes of September 3rd, 2008: Herb Maine motion to approve minutes as written. Donna Damon
seconded. Vote – Unanimous.*

*Minutes of September 10th, 2008: Donna Damon motion to approve minutes with amendments. Herb
Maine seconded. Vote – Unanimous.*

3. Approval of Warrant #4-2009:

Donna Damon asked if the Childs Engineering payment was for final design?

Scott Seaver advised it is for the work being done on the final design.

*Donna Damon asked if we had received the money from the Town of Cumberland that was left when they
started the project. Scott Seaver advised that he was not aware of a payment, but will call Bill Shane.*

Donna Damon asked who is Don Talbot? Scott Seaver advised he is one of the auditors.

*Donna Damon also stated they we need to consolidate publication costs. We need the committees and
Town to work together in order save on expense.*

*Donna Damon asked what the rag account was for Public Works. Scott Seaver explained that the crew has
sanitized rags come for the shop. This is done by sending rags back to the mainland and they are swapped
with clean ones.*

*Herb Maine asked when the Library and Recreation Center received there payments. Scott Seaver advised
that the Recreation Center is done on a quarterly basis and the Library is twice a year.*

*Herb Maine asked about the contingency account being used for the payment of the roof repairs. Scott
Seaver advised that when we get the opening balance we will move it.*

*Donna Damon asked if we would be changing payroll around soon. Scott Seaver advised that TD
Banknorth had a problem, and they will resolve it as soon as possible. He also advised that he may start
November 1st or as late as January 1st due to reports and W-2's. Within the next two or three days we will
be ready.*

Warrant approval continued:

Donna Damon asked about the Public Works radio. Scott Seaver advised that we did not have one in the back-hoe, installed for better communication.

Donna Damon asked about the Fire Department ladders. Did they all pass inspection?

Doug Ross advised no, we had to replace some.

***Herb Maine – moved to approve Warrant #4-2009 dated 10/02/2008 in the amount of \$84,376.54.
Donna Damon seconded. Vote – Unanimous.***

Public Comment:

Mary Holt commented on how well the Town is running.

Doug Ross asked about the trash on the wharfs. Scott Seaver advised that he will see what we can do as the small dump truck is off island being repaired.

Mark Dyer asked if the crew was able to cold patch? Scott Seaver advised that Tom had been out with the back-hoe.

Town Administrator Report:

Scott Seaver explained the revenue and expense summary sheet. Donna Damon asked about the taxes.

Scott advised that we stand about 94/95% .

Mark Dyer asked about putting summary sheet be put on the web. Scott advised that we could, but it's not easy to read.

Scott Seaver advised that employee evaluations are done. He stated he will meet with employees within the next week. Donna Damon asked about job descriptions. Scott advised he will review these in meetings with employees.

Scott Seaver advised that during the week of October 13th we will be doing the culvert work on the John Small Road and the work on the Stone Pier will be the week of October 20th. He discussed that he had several calls about problems with the roads and will try to get some of it accomplished. Scott advised of the road work that needs to be done on the Waldo Point Road in regard to the Murphy & Champagne properties. Herb Maine asked if Scott had spoken with Ursula King in regard to the Capps Road issue. Scott advised that he had met with the Murphy's and Champagne's, but not with Ursula King as of yet.

Mary Holt asked if the Town had any plans to resurface any of the roads. Scott advised that as of this time there is no plan to do any resurfacing. He advised that we have a listing of all the roads and condition of them. May Holt asked if any kind of plan will be made. Donna Damon advised that we are putting money away every year, but we need to decide what road gets done first. Mark Dyer discussed the need for a long range plan for the community.

Scott Seaver advised that the audit is still being worked on. We have posting problems, but we should be done by the end of the week. At that point he will write a management letter to the auditors. Herb Maine asked what a management letter is. Scott advised that it is a letter of numbers given to the auditors by the Town Administrator. This letter is required by law.

Town Administrator Report continued:

Scott Seaver advised that in the Selectmen packet there is a draft of the parking attendant job description. He will advertise job opening in the next couple of days. Scott stated that work should be done in a safe and unbiased manner. Donna Damon asked if there would be a productivity report. Scott stated that a report will be filed with him on the number of hours worked and any issues that arise.

Scott Seaver stated that he and David are evaluating all Town vehicles. He advised that he will present this information at a future meeting. He has spoken to the Sheriff and Marshalls Office on availability and cost of used vehicles.

Scott Seaver advised that there will be a meeting at the Log Cabin in Yarmouth on Wednesday the 15th at 5:30PM. This is in regard to filing the Federal Permit. This is not a hearing on the project, just a general meeting.

Scott Seaver discussed that due to a clerical error the Assessor will be issuing an Abatement of approximately \$16,000. He also advised that a tax bill was not sent to Central Maine Power Company. It should total around \$35,000. Bob Konczal is working on this. Donna Damon asked if this was in our equations? Scott advised that nothing was done or relayed to Bob Konczal by Bill Healey. Paul Belesca asked how this was discovered. Scott advised that it was discovered when the property owner received tax bill.

***6 - Public Hearing:**

6.1 Public Hearing on renewal of Victualers License for the Orchard Inn Bed & Breakfast.

Fire Chief Ralph Munroe advised on his inspection the need of updating expired fire extinguishers and exit signs. He will so a second inspection. Health Officer and Code Enforcement Officer approved renewal.

Donna Damon asked if establishment is sub-leased do the licenses transfer automatically to new owner? Is there a difference between managing or sub-letting? Scott Seaver advised he will look into this.

Donna Damon – moved to grant renewal of Victualers License to the Orchard Inn Bed & Breakfast with Neil Taliento as authorized person in effect until June 30th, 2009. This is contingent on a second visit by the Fire Chief in regard to the fire extinguishers and exit signs. Herb Maine seconded. Vote Unanimous.

7. New Business:

7.1 To amend State minimum guidelines for General Assistance.

Scott Seaver advised that we need to amend adopted guidelines for General Assistance. Scott explained how the guidelines work and how much an individual would receive for food, heating assistance, etc.. Donna Damon asked if the island are looked at differently as we are not in a metropolitan area. Scott advised that we are under Cumberland County. He also advised that this is a State Statute amended every year. Mark Dyer asked about applications and guidelines. He also asked if people are aware that we have t his program. Scott advised that it is posted at the Town Office. We have the applications and guidelines to work with. Mark asked if people contacted PROP on their own would it make it more successful or unsuccessful.

7.1 General Assistance continued:

Scott advised that PROP would send an individual to us, but PROP has many other avenues to help them. Mark asked about confidentiality. Scott advised that he will be the only one doing general assistance and it will have complete confidentiality. Donna Damon asked about putting a note in the calendar. Scott advised that there are hand-outs from the State. Mark Dyer asked if any action or a vote is necessary. Scott advised that he had a sheet that needed to be signed.

Herb Maine – moved to accept HMFA Values for General Assistance Housing and Food Maximums in the attached appendix A, B & C, effective 10/01/08 to 10/01/09.

Donna Damon seconded. Vote: Unanimous.

7.2 First Quarter financial report from Town Administrator.

Selectmen and Town Administrator agreed that all questions were answered in Administrators Report. All in agreement to move onto Old Business.

8. Old Business:

8.1 To have Selectmen to discuss and possibly act on update of information from the Harbormaster in regard to Weather Station from DMR.

Claire Ross advised that she had checked into this will be publicly accessible. She advised that it will be via the internet. She will be doing the installation. Claire discussed the need of a computer being available twenty-four (24) – seven (7) and the unit should run in the background and not interfere with anything. She stated at the end of the units life it will be retired. This is being done with Estuaries money to DMR. This will give them information on the closures of shellfish. John Wilson has contacted Claire and advised that CICA is also looking to us the information collected. Claire advised that the cost to the Town will be installation, batteries and the protection of the unit. Mark Dyer asked if there was any software that needed to be purchased? Claire advised it is provided. He also asked if damage who will fix it? Claire stated the Town will. We need to keep it out of reach. Donna Damon asked about the elevation. Scott stated that most just need open spaces and distance from the trees. Mark asked if there were guidelines to go by. Claire stated, yes. Herb Maine stated that John Wilson was pleased and thinks it will work.

Donna Damon moved to have Town Administrator and Harbor Master enter into MOU with the understanding that if something is different it will be brought back to the Selectmen. Also, to have Town Administrator authorize MOU. Herb Maine seconded.

Ken Hamilton stated that we can always take it down if it doesn't work.

Doug Ross asked if it had specific time frames. Scott advised we can terminate it within three (3) months.

Doug also stated that at some point the Town should install a tower on the Station.

VOTE: Unanimous.

9. New non-agenda items to be presented by Selectmen:

Donna Damon discussed the need of starting on our version of the Boston Cane. She would like to have Doug design something to bring back to the Board. Mark Dyer and Herb Maine in agreement.

Herb Maine discussed the need of the following reviews, but to not take them up tonight.

1. A review of the budget process by the Board independently by the Town Administrator.
2. Set goals and a general schedules.

9. *New non-agenda items continued:*

Mark Dyer asked that old items be put on agenda for the Public to read.

Donna Damon asked that the Board meet more than once a month and get things finished.

Donna Damon moved to set a date for the next meeting on October 22nd, 2008, 7PM at the Island Hall. This meeting is to complete discussions on the Personnel Policy. If possible may completing another item.

Herb Maine seconded.

Vote: Unanimous.

Herb Maine moved to adjourn meeting at 8:40PM.

Donna Damon seconded.

Vote: Unanimous.

Respectfully submitted by Susan Campbell, Town Clerk.