The Board of Selectmen Meeting, Wednesday, July 11, 2012 at the Island Hall

1. Call meeting to order Meeting called to order 6:00 p.m.

Roll Call: David Hill, Chairman, Mary Holt, Herb Maine, Donna Damon, Mark Dyer, Eric Dyer

2. Town Administrator & Treasurer’s Reports 10 minutes

Eric Dyer reported the new office hours: Monday 9:00 a.m.-5:00 p.m.; Thursday 12:00 p.m. – 8:00 p.m.; and Friday 9:00 a.m. – 4:00 p.m.

Administrators Report is available at the Town Office.

David Hill requests that the Treasurers report be made available online.

3. Public Comment 10 minutes

Maricel Hahn – 37 Proctor Drive would like to receive copies of financial documents prior to the next Selectman’s meeting.

Virginia Ballard 17 Ballard Road – Discussed her concern regarding the process of communication between the Cumberland County Sheriff Office and hospice deaths.

Mr. Richard Hubbell Would like to request a site visit to further investigate the issue of drainage. Additional culvert under the corner of Capps & Ben Webber Road, is damaging the trees and impacting them, subsoil is now clay and is damaging the steps that go to the shore. Water flow is doubled. A presentation was viewed by the Selectman. Copies of the Engineers proposal were distributed to the Selectmen; Mr. Hubbell would like to reroute the ditch along the edge of his property instead of the middle of his property. He would like the Town to hire the Engineer to come in and assess the situation and offer recommendations.

Donna Damon – met with the neighbors and the issue is valid however; the Town of Cumberland did this road work on Capps Road and the issue is a result of their involvement. Ben Webber Road is a private road.

Mr. Hubbell expressed the issue with the Tax Map. The original Subdivision plans of 1902 that are not on file at the Registry I04-15-000-000. No record of any easement from Owner to the Town.

Mark Dyer would like to come up with a plan of action for the Town and the homeowner.
Mr. Hubbell would like to work with the Town and resolve the issue; Engineer has laid out a scope of services. Would like the Town to work with an Engineer

Donna Damon would like to develop a process going forward to deal with the water flow issue that is a Town wide issue.

David Hill would like a suggestion from Donna. Several Engineers have submitted their interest in working with the Town. (Where do the boundaries lie?)

**Motion:** Donna Damon made a motion Mary Holt Seconded that Eric Dyer engage with an engineer and come back with a suggestion from the engineer regarding Capps Road. Also to review the information that was submitted to the Town by Mr. Hubbell.

Mary Holt would like to have further investigation in the process to determine the responsibility of the Town to address the project.

Herb Maine – would like to have a policy regarding how these problems will be addressed throughout the Island. Herb Maine would like the proposal to be folded into the Capital Plan. He would like the board to work on a proposal to determine what the Town will do in regards to the drainage issues.

**3-2 Opposed, MOTION CARRIES**

Maricel Hahn – Questioned the permits for all of the construction projects that are happening on Hope Island. Second she requested the most recent plans. Maricel Hahn would like to obtain a copy of the plans that have been submitted; and she is requesting that she be given the opportunity to have copies of the plans and permits that have been issued.

Eric Dyer reported that the Code officer has been on Hope Island and is currently working with the owners regarding the project that is taking place. All permits are public record and available at the Town Office.

David Hill recommends that the Town put together a NOISE ordinance. Ron has been more aggressive and would like to get this under control.

Maricel Hahn would like to involve the DEP to address the issues regarding the construction that is taking place on HOPE Island.

Donna Damon– has a concern regarding the creation of Noise Ordinance; the Town will enforce the Ordinances.
Herb Maine requested a written report regarding the construction that is being done on Hope Island. The report should include a history of the plans and permits that were issued.

4. Committee Reports 5 minutes

NONE

5. Appointments 10 minutes

a. To have the Board of Selectmen discuss and possibly act on a memo to committee chairs regarding the committee appointment process.

Motion: Donna Damon made a motion and Herb Maine seconded that the memo should be posted and the submissions for Boards & Committees should be submitted by August 1, 2012.

Unanimous, Motion Carries

b. To have the Board of Selectmen discuss and possibly act upon the following appointments:

Motion: Donna Damon made a motion and Mark Dyer Seconded that the following appointments be made: Code Enforcement Officer- Ron Tosier, Treasurer- Eric Dyer, Animal Control Officer- Pamela Pulsifer, Harbormaster- Ron Tosier, Road Commissioner- Eric Dyer, General Assistance Administrator – Eric Dyer, and Registrar of Voters – Michelle Jackson

Unanimous, Motion Carries

ii. A selectman to represent the Town with the Maine Island Coalition.

Motion: Mary Holt made a motion and Mark Dyer Seconded Motion that Donna Damon represents the Town and Beverly serve as an alternate.

Unanimous, Motion Carries

iii. A selectman to represent the Town with the (Yarmouth) Joint Standing Committee.

Motion: Herb Maine made a motion and Mary Holt Seconded that Donna Damon and Mark Dyer are appointed to serve on the Yarmouth Joint Standing Committee.

Unanimous, Motion Carries

6. Old Business 10 minutes to have the Selectmen discuss and possibly act on the following items:
Town of Chebeague Island  
192 North Road  
Chebeague Island, ME 04017  
Phone: 207-846-3148 townofchebeague@chebeague.net Fax-207-846-6413  
The public is welcome and encouraged to attend!  
Board of Selectmen Meeting Minutes 7-11-12  

a. An agreement with Berry, Talbot, & Royer for Fiscal Year 2012 audit services  

Eric Dyer is waiting for an amended agreement  

**Item Tabled**  

7. New Business 60 minutes to have the Selectmen discuss and possibly act on the following items:  

a. A memo from the Board to Committee Chairs and Town Officials and to review the Fee Schedule  
   
   **Motion:** Herb Maine made a motion and Mary Holt Seconded that the memo as presented be sent out.  
   
   **Unanimous, Motion Carries**  

b. Proposed changes to the Milestones Policy.  

Discussion regarding the various additions to the Milestone Policy further review and additions are possible.  

b. A meeting with the Assessor to review assessment and the Fiscal Year 2013 mil rate  

Mil rate of 20.25 should be able to come in close if not meet it. About a 3% increase  

Bob would be willing to meet with the BOS.  

There was discussion about the best possible time to meet with the assessor and auditor.  

**Motion:** David Hill made a motion and Mark Dyer seconded that to have a workshop on July 25, 2012 if the hall is available to meet with the assessor and the auditor  

**Unanimous, Motion Carried**  

d. The mapping of Town Roads, Ways, and Access Points  

There was discussion regarding establishing the rights and responsibility of the Town to establish roadway boundaries. David Hill would like Eric to work with Donna Damon and a surveyor to establish the proper boundaries and a priority list to establish a pavement plan.  

**Motion:** Mary Holt made a motion seconded Mark Dyer to develop a work plan of the work to be done a uniform process that is developed by Eric Dyer and Donna Damon to establish the roads.
8. Non-agenda items to be presented by Selectmen 5 minutes

Mary Holt would like to be removed from the process of hiring the Office Assistant / Deputy Clerk. Eric Dyer and Michelle will work together to develop a process.

Donna Damon would like to get on the signs that are right-of-way. Develop a plan for public access to the beaches. Eric Dyer will pass any and all information from the Mary Holt and Donna’s walk through that determine the location of the signs that are needed. The need for STOP signs for Chambers Cove Road, only one stop sign should be required. Deer Point road is necessary to establish proper public safety.

Eric Dyer will look at Deer point and determine the need for additional STOP signs.

**Motion:** Donna Damon made a motion seconded Mary Holt that the board look at a map of Chebeague Island and determine the need for Stop signs by July 25, 2012.

**Unanimous, Motion Carried**

An executive session regarding land acquisition is scheduled for July 25, 2012, at 6:00 p.m. with the workshop starting at 6:30 p.m.

Discussion about the transfer station possibly being open the day after July 4, 2012 from 9 – 5 p.m. occurred.

Herb Maine would like to have the ordinance / policy be reviewed and added as a future agenda regarding all holiday closures.

9. Approval of prior minutes 5 minutes **None to approve**

10. Approval of Expense Warrants 5 minutes Warrants were signed and approved by the BOS. Warrants were approved as presented.

11. Adjourn meeting 8:48 p.m.