

Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148

townofchebeague@chebeague.net

Fax-207-846-6413

Board of Selectmen July 10, 2013 Minutes

First Order of Business: Call meeting to order

Donna Damon called the meeting to order at 5:35 p.m.

Selectmen Present: Donna Damon, Herb Maine, David Hill, Mark Dyer, Susan Campbell

Second Order of Business: Executive Session

To have the Board of Selectmen hold an Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405, subsection 6(A)

Motion: Moved by Selectmen David Hill and seconded by Selectmen Mark Dyer that the Selectmen enter into Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405; subsection 6(A) at 5:37 p.m.

Unanimous, Motion Carried

Motion: Moved by Selectmen David Hill and seconded by Selectmen Mark Dyer that the Selectmen exit Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405; subsection 6(A) at 6:02 p.m.

Unanimous, Motion Carried

Third Order of Business: Approval of prior minutes

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen approve the minutes as amended.

Unanimous, Motion Carried

Fourth Order of Business: Town Administrator & Treasurer's Reports

Eric Dyer read his reports to the Board and the public. A copy of these documents will be attached to these minutes and are available in the Town Office as well as online.

Motion: Moved by Selectmen David Hill and seconded by Selectmen Herb Maine that the Selectmen accept the Treasurers report.

Unanimous, Motion Carried

Fifth Order of Business: Approval of Expense Warrant

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Town Administrator move \$800.00 FY13 legal fees to the FY13 Selectmen's contingency fund.

Unanimous, Motion Carried

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Motion: Moved by Selectmen David Hill and seconded by Selectmen Herb Maine that the Board of Selectmen accept and approve the Expense warrant from July 3, 2013 in the amount. \$52, 755.26.

- Concerns about the cost of the audit was expressed.

Unanimous, Motion Carried

Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen Mark Dyer that the Board of Selectmen accept and approve the Expense warrant from July 8, 2013 in the amount \$10, 433.02.

Unanimous, Motion Carried

Sixth Order of Business: Committee Reports

Michael Porter Costal Waters Commission (CWC): Made a presentation regarding the CTC floats that are at Stone Wharf and Cousins Island. The floats have not been removed or serviced since their conception. The CWC recommends that the Board of Selectmen contract the construction of a new floats.

Eric Dyer responded saying that the issues discussed in the presentation will be addressed by the Public Works Department.

Donna Damon asked what the back-up plan would be if the replacement float is not high enough. Mark Dyer recommends building a third float that is larger than the present floats, at this time.

Motion: Moved by Selectmen Herb Maine Campbell and seconded by Selectmen David Hill that the Board of Selectmen direct the Town Administrator to get at least three bids one from Public Services based on the Specifications for replacement floats.

Unanimous, Motion Carried

Seventh Order of Business: Public Comment

Mary Holt: Steve Moriarity called her to schedule a public forum, she is wondering if the board would like to have her schedule a meeting to correlate with the Selectmen's meeting.

David Stevens is requesting that some of the items be rearranged on the agenda due to its length.

Eighth Order of Business: Old Business

To Have the Board of Selectmen:

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Item 14-001: Consider a letter regarding changes to the Town's Zoning Ordinance

Public Comments / Concerns:

- Ariette Scott as a representative of the letter submitted to the selectmen; and accompanying these minutes; is requesting that the Board of Selectmen request that the Planning Board review the current Ordinances that we have regarding Excavation, and mining.
- Maricel Hahn, expressed that there are already sections in the Zoning Board, that discuss excavation and mining

Motion: Moved by Selectmen David Hill and seconded by Selectmen Susan Campbell that the Selectmen that the issues relating to an ordinance regulating excavation and mining in the Town of Chebeague be referred to the Planning Board review and possible ordinance revision and request that the Planning Board report back to the Board of Selectmen by September 2013 with a recommendation.

Unanimous, Motion Carried

Item 14-002: Consider whether to develop a future Warrant Article to address a boundary line issue adjacent to the Town's Curit Property.

Public Comments / Concerns:

- Concern as to whether the land trust board aware of the issue?

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen David Hill that the Selectmen move this item to Town Meeting.

Unanimous, Motion Carried

Item 14-003: Consider the formation of a Sunset Landing Committee

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen table the formation of the Sunset Committee until August meeting.

Unanimous, Motion Carried

Motion: Moved by Selectmen David Hill and seconded by Selectmen Herb Maine that the Selectmen take Item 14-013 & 14-014 out of order.

Unanimous, Motion Carried

Item 14-013 (Taken out of Order): Schedule a joint Capital Planning and Finance Committee, Coastal Waters Commission, and Board of Selectmen workshop (on-site) to discuss the Stone Wharf and proposed capital improvements

Motion: Moved by Selectmen Mark Dyer and seconded by Selectmen David Hill that the Selectmen schedule a joint onsite workshop to meet with the Capital Planning and Finance Committee and Coastal waters commission. August 22, 2013 at the wharf at low tide at 6:00 p.m.

Unanimous, Motion Carried

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Item 14-014 (Taken out of Order): Consider the use, and associated issues of using the town ambulance for funeral services

Comments / Concerns:

- Donna Damon read Ralph Munroe's letter to the Selectmen which is on file and will be attached to these minutes.
- David Hill, believes that the ultimate solution will be for the town to purchase a vehicle to utilize for the transporting purposes of a deceased.
- David Stevens, read an email from Doug Ross, and also agrees with the purchase of a multiuse vehicle for this purpose.
- Mary Holt offered the use of her van for the transport purposes.

Motion: Moved by Selectmen David Hill and seconded by Selectmen Susan Campbell that the Selectmen address this in four parts:

- Town procuring an appropriate vehicle for funerals and other town purposes, in the next 90 days.
- In the mean-time find an alternative appropriate vehicle for the transport of bodies.
- As a last resort, that ambulance is used in the absence of an appropriate vehicle.
- That the ambulance be used for the transport of injured persons returning from the hospital or deceased persons who pass away on the island.

Unanimous, Motion Carried

Item 14-004: Set the date for a community transportation workshop

Motion: Moved by Selectmen Mark Dyer and seconded by Selectmen Herb Maine that the Selectmen set a date of August 28, 2013, at 6:00 p.m. at the hall, for a community transportation forum.

Unanimous, Motion Carried

Item 14-005: Consider changes to the Town Office Hours

After being approached by several members of the public Donna is proposing that the following Office Hours be addressed:

Monday – 9:00 a.m. -5:00 p.m.

Tuesday 9:00 a.m. -5:00 p.m.

Wed Closed

Thursday 12:00 p.m. – 8:00 p.m

Friday 9:00 a.m. -4:00 p.m

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Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen Mark Dyer that the Selectmen modify the Town Office hours to be:

Monday – 9:00 a.m. -5:00 p.m.

Tuesday 9:00 a.m. -12:00 p.m.

Wed Closed

Thursday 12:00 p.m. – 8:00 p.m

Friday 9:00 a.m. -4:00 p.m

From May 15, 2013 – October 15, 2013 with a review on the October meeting to see how the hours have worked.

3-2 (David Hill, Herb Maine), Motion Carried

Ninth Order of Business: New Business

To Have the Board of Selectmen:

Item 14-006: Consider changes to the Selectmen’s Solid Waste Facility Policy relating to hours of operation

Motion: Moved by Selectmen David Hill and seconded by Selectmen Susan Campbell that the Solid Waste Policy be modified; to change the transfer station hours be modified to be open on Monday’s and Thursday’s from 9:00 a.m. – 10:00 a.m. for the Summer Schedule

Unanimous, Motion Carried

Item 14-007: Make the following Committee Appointments:

i. Board of Adjustment and Appeals: Two, three year terms expiring in 2016

Motion: Moved by Selectmen David Hill and seconded by Selectmen Herb Maine that the Selectmen appoint the following:

Name	Board or Committee	Term Expires
Jane Frizzell	Planning Board	2016
Tad Runge	Board of Adjustments & Appeals	2016
Peter Rice	Board of Adjustments & Appeals	2016
Ken Hamilton	Coastal Waters	2016
Michael Porter	Coastal Waters	2016
Gary Ross	Shellfish Conservation Committee	2016
Cathy McNeil	Cemetery Committee	2016

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Wayne Dyer	Road Plan Committee	2016
Anne Thaxter	Capital Plan Committee	2016

Unanimous, Motion Carried

Item 14-008: Make the following Municipal Appointments:

- i. Treasurer, Road Commissioner, General Assistance Administrator

Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen David Hill that the Selectmen appoint the following:

Eric Dyer as Treasurer, Road Commissioner and General Assistant Administrator as stated in his job description and to hold a workshop to evaluate and possibly revise the TA job description at the November Meeting.

- ii. Clerk, Tax Collector, Registrar of Voters

Michelle Jackson be appointed as the Town Clerk, Tax Collector and Registrar of voters.

- iii. Deputy Clerk, Deputy Tax Collector (approve appointments made by the Clerk and Tax Collector)

Confirm Michelle Jackson's appointment of Gloria Brown as the Deputy Clerk, Deputy Tax Collector and Deputy Registrar of Voters.

- iv. A selectman to represent the Town with the Maine Island Coalition, Two selectmen to represent the Town with the (Yarmouth) Joint Standing Committee, Selectmen to act as liaisons to Committees.

The Selectmen appoint Herb Maine as a representative of the Maine Island Coalition and Beverly Johnson as an alternate. The Selectmen appoint Donna Damon and Mark Dyer to the Yarmouth Joint Standing Committee.

Unanimous, Motion Carried

Item 14-009: Discuss possible amendments to Traffic and Parking Ordinance and set the date of a Workshop

Motion: Moved by Selectmen David Hill and seconded by Selectmen hold a site walk on the Stone Wharf on be included at the August 22, 2013 at 6:00 pm. to consider possible traffic and Parking Ordinance and to discuss the changes.

Unanimous, Motion Carried

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Item 14-010: Schedule a meeting with the Assessor to review the FY14 tax assessment

Motion: Moved by Selectmen David Hill and seconded by Selectmen Herb Maine; that the Selectmen meet with the Assessor and owners of the Map I03 -135 AND I 07-137; on July 24, 2013 at 6:00 p.m. at the Fire Station.

Unanimous, Motion Carried

Item 14-011: Approve Harris Software Purchase Agreements for additional parcel cards and assessing services

Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen David Hill that the Selectmen authorize the Assessor to sign a purchase agreement with Trio Division of Harris Computer for \$6700 for software and professional services and \$1225 for annual maintenance and support for a total of \$7,925.

Unanimous, Motion Carried

Item 14-012: Consider approving any carry over funds recommended by the Treasurer

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Susan Campbell that the Selectmen carry over \$1000 from account 1700-5090 (planning – engineer) for drainage on Capps Rd and \$7000 from acct 220 Fire & Rescue for the part of the cost of a new stretcher.

Unanimous, Motion Carried

Item 14-015: Non-Agenda Items as presented by individual Selectmen

NONE; Request from Mark Dyer that the next meeting be shorter.

Item 14-016: Review of August Agenda Items

- i. Review of Board Goals and Objectives & scheduling of a Board Retreat
- ii. Schedule meetings with the Long Island Board of Selectmen, the Yarmouth Town Council, and the Chebeague Island Fire and Rescue
- iii. Additional items as suggested by the Board

Tenth Order of Business: Adjourn Meeting

Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen David Hill that the Selectmen meeting be adjourned at 9:59 p.m.

Unanimous, Motion Carried

These Minutes respectfully Submitted by:

Michelle J. Jackson, Town Clerk