TOWN OF CHEBEAGUE ISLAND

BOARD OF SELECTMEN

RETREAT REPORT

OCTOBER 7, 2012
Summary

A half day meeting was held at the Yarmouth Town Hall Community Room on October 13, 2012. The purpose of the meeting was for the Board of Selectmen and Town Administrator to define town priorities for the next one to five years.

After a “ground rule” setting exercise, the Town Administrator gave a progress report on priorities set in October 2011.

The participants then completed the process of identifying and ranking Town priorities. As a result of this process, the top five priorities for the Town were selected.

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Detail

Agenda
1. Set Ground Rules
2. Update from the Town Administrator on the Town’s progress meeting priorities set in October 2011.
3. Set Objectives for priority setting exercise
4. Priority setting exercise
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Consultants to Management

Ground Rules
The group set the following ground rules in a group exercise. These rules apply to all meetings – they were not developed specifically for this retreat.

1. Have some breaks
2. Focus on new information – avoid being repetitive
3. Be goal oriented – get to a decision
4. Maintain mutual respect
5. Have a clear and manageable agenda with information to back it up
6. Separate business and exploration
7. Short statements/ no speeches
8. Go through moderator for discussion
9. Have comfort to share knowledge and reflection
10. Strong leadership from chairperson (moderator)
11. Good preparation
12. Summarize your point prior to discussion
13. Stay on track
14. Reach a consensus (decision) – then everyone support the decision
15. Honesty
16. Don’t create an atmosphere where people feel coerced to make a decision

Town Administrator’s Report: Progress on 2011 Priorities
The Town Administrator (TA) Eric gave the Board of Selectmen (BOS) his perspective on the progress made in meeting the priorities set at the October 2011 Board Retreat. Following are some of the major accomplishments Eric noted.

Financial
1. Hired bookkeeper
2. Operating account reconciliation: Currently balancing September
3. Converted to Trio to balance checkbook – instead of doing it in Excel
4. Warrants are being reviewed by two people before processed.

Maintain Culture of Town
1. Values that townspeople have (hard work, efficiency) are reflected in new employees
2. Improved maintenance of town website
3. Comment box and website survey seek input
4. TA makes more effort to respond to concerns of community

Implement process for managing operational activities (set priorities and establish effective follow-through to maximize efficiency)
1. Public Works is where the most progress has been made
   a. Regular meetings with public works
   b. Use of work orders (with description of tasks) for larger projects
   c. Crew keeps logs of daily activities

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1. Significant improvement in productivity of public works crew
2. Significant improvement in office productivity
3. Reduced Town Office hours allows staff to be more productive

Road infrastructure – address both immediate and long term needs
1. Developing a model for both long and short term needs, preparing to work on long term planning
2. Improvement in potholes
3. Repaving of North Road

Maintain and improve marine infrastructure
1. This is the area where the least progress has been made
2. Herb works effectively with the Coastal Waters Commission

Develop/Improve Culture of Public Service in Town Officials and Staff
1. TA holds quarterly staff meetings
2. TA conducted a goal setting workshop at a staff meeting
3. Staff is being given more opportunity for job-relevant training

Improve timeliness and content of public notices and website
1. When staffing turnover occurred, had difficulty keeping up with postings, etc.
2. With current staff in place, office is now moving forward
3. Using Island Calendar to communicate more information
4. Notices are more timely
5. TA needs to improve on timeliness and completeness of BOS meeting packages.

Employees should be expected to meet customer expectations
1. New Town Clerk has shown good customer skills and is proactive.

Selectmen’ Comments
- Damon: Comfortable with the report since TA says he is “making progress”. Feels there is much left to do.
- Dyer: Agree with most of what was said – still need improvement. Things are much better and there have been compliments from people in town.
- Maine: Assessment is fine. The goals of the selectmen may be different.
- Hill: In agreement with report.
- Holt: In agreement with report – praised Eric for dealing with the difficult personnel transition this year.
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Priority Setting Exercise Objectives
The group set the following objective.

At the end of the day we will have identified and prioritized a list of projects/issues for the town over the next one to five years.

The Process

- Priorities would be grouped in the following categories:
  - Strategic
  - Operational
  - Customer (public)
  - Employees
  - Financial

- Priorities will be developed using a group exercise with the following components:
  - **Round One**: Each individual would record what s/he felt should be the top three to five town priorities. The items would then be divided by category.
  - **Round Two**: Reviewing the item list, each individual would have three votes to vote on what s/he believed to be the top priorities in each category. The individual could vote multiple times for one item. The top priorities by category were identified through this process.
  - **Round Three**: Each selectman would receive three votes (to identify the top three priorities for the town). S/he could vote for three priorities in any category, but could only cast one vote per priority.
  - **Final Round**: Based upon the voting, the top priorities would be identified.
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Round One
List of all items identified by participants as a priority for the town.

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<td>Operational</td>
<td>• Improve process to ensure <strong>effective</strong> use of town resources. (e.g. time allocation and work plan, effective delegation of tasks, fix it or replace it)</td>
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<td>• Improve office technology (develop technology plan, ensure reliability)</td>
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<td>Employees</td>
<td>• Develop and implement staff training program that is focused, team oriented, and skill specific.</td>
</tr>
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<td>• Salary reviews and ranges. Develop a well-defined system for salary administration.</td>
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<tr>
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<td>• Improve 2 way communication with employees</td>
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<tr>
<td>Financial</td>
<td>• Assess progress made and continue to develop financial management policies/procedures/controls and make sure all policies and procedures are documented.</td>
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Round 2
Each participant received fifteen votes to cast three votes per category. Since two categories (Customer and Financial) had only two priorities listed, casting three votes in that category would give more weight than casting three votes in the category with three priorities. Therefore, the actual and weighted votes are shown for Financial and Customer priorities. A weighted vote for these categories = .67

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Round Three
Each participant was given three votes to cast for their top three priorities. Votes could only be cast for the top priorities identified in Round Two. Those top priorities are highlighted below. Only one vote per priority was allowed, but multiple votes per category were allowed.

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Round Four
The top priorities for the Town of Chebeague Island over the next one to five years.

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Hello Board,

Selectman John Norton from long Island called me today to invite me and the Board to their Town Meeting on Saturday. He warned that it might be a hot one but encouraged anyone interested to attend. I reciprocated and invited their Board to our Town Meeting on the 8th.

I’ve spoken with John in the past and we have discussed possible cost-savings and service improvements that might be arrived at through intergovernmental cooperation, and we both hope to set a time for our two Boards (in whole or in part) to meet after things settle down in June and explore some of those options further...

If anyone is interested in attending their Town Meeting, it’s at 8am at the community center next to the ferry landing, this Saturday the 11th.

Best,

Eric

Eric Dyer, Town Administrator
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(207) 846-6413 office fax
(207) 409-9960 cell
MEMO

To: Chebeague Island Board of Selectmen
From: Eric Dyer, Town Administrator
Date: April 25, 2013
Re: Fire and Rescue Department Assessment

Background:

Following the resignation of two volunteer Fire Department (FD) personnel, members of the Board of Selectmen and the Town Administrator (TA) were contacted by concerned residents and volunteers. The Fire Chief also contacted the TA independently to discuss the situation. The TA was asked to conduct exit interviews with the resigned volunteers in an effort to offer a neutral and organizationally appropriate response, and to further assess the situation through meetings with other relevant fire and rescue personnel.

Process:

Over an approximately two week period the TA communicated with the following individuals:

- Ralph Munroe (Chebeague Fire & Rescue Chief)
- Two resigned volunteers
- Three additional volunteer fire and rescue personnel
- Joe Maruca (Chebeague summer resident, West Barnstable, MA Fire Chief)

The focus of each communication generally had two parts: to identify any issues within the departments and to consider solutions to those issues. Where possible and appropriate interview questions were used to facilitate discussion, but an effort was made to foster open conversation. The interview sheets used are attached for reference. In most cases communication was intended to be “confidential” and an effort is made in this report to respect that intention through general discussion of responses. This is not a detriment to the assessment however, as many concerns and suggestions were shared by all.

Key Concepts:

During the assessment several key concepts came up repeatedly and are summarized below. Many address broad issues and those that are critical are more so of the organization than the individual.

- Volunteerism
  - People volunteer with different levels of commitment
  - People volunteer with different skill sets and abilities (and they should be utilized)
  - People volunteer for different reasons, but the “public good” is always present
  - The health and success of the fire and rescue department are a top priority for all volunteers
  - Volunteers need to be respected, rewarded, and appreciated
  - Fairness is important to volunteer personnel
  - Volunteers should receive modest $ compensation in line with their level of effort, if desired
  - Identity is important, but questions exist about what that is: “club” or “Department”
Resource Allocation
- The department is dealing with limited staff resources
- The department is dealing with limited financial resources
- The department is under stress from lack of resources, mostly time
- Decisions need to be and are made about how resources are applied - usually by the Chief
- Resource allocation decisions have made “rescue work” a priority over “fire work”
- Recruitment and training should be top priorities, but not at the expense of other work

Operational Structure
- The departments struggle with a hierarchal management system within a volunteer system
- Conflicts of personality are exacerbated in a “volunteer” system
- Chief Munro has his strengths in field operations
- Different approaches are needed for field and office operations, with more structure in both
- Strong administrative leadership is important
- “Personnel” management is non-existent in the department

Communication
- Communication is critically important
- Feedback and positive support are universally desired
- Communication from the Chief is sometimes overlooked in the department (not in the field)
- The vision for the department sometimes varies between the Chief, Officers, and personnel
- Poor communication played a key role in both resignations

Various reasons were given for the resignations that prompted the assessment, but it seems apparent that in most cases the reasons given were more symptoms of underlying “structural” issues than the cause of the resignations. That being said, the department seems to be struggling but not falling apart. Another positive aspect is that there is general agreement that something different needs to happen and the success of the department is the ultimate and shared goal. Convergence around the key concepts (issues and solutions) offers some direction.

Suggested Actions:

Although informed by the key concepts discussed, the following suggested actions are the recommendation of the TA.

- Chief Munro and the Officers of the department should focus on their strengths in field operations, training, and recruitment.
- The current office position should be supplemented with more resources (more staff time and additional support from the Town Office). The time could be volunteer or paid, but the need should be addressed to avoid long-term harm to the department.
- The Town should budget for both positions, approximately three days per week combined initially.
- For the near future the office work should be roughly split between fire and rescue activities. The rescue activities are currently being done as a priority, so someone is needed for fire activities.
- Both part-time office staff should report to the TA as employees, in coordination with the Chief who should advise their work activities.
- The Chief, office staff, and TA should meet monthly to discuss the relationship between field and administrative activities.
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192 North Road  
Chebeague Island, ME  04017

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townofchebeague@chebeague.net  
Fax-207-846-6413

- The TA should review the Chief annually, the Chief should review the Officers annually, and the Officers should review their crews annually. Formal or informal, these reviews should include feedback in both directions as well as supervision.
- The department should hold a workshop (with a consultant?) to identify organizational goals and set priorities. The workshop could be open to all members, but may be more efficient with just the Chief and Officers. The general membership, TA, and Board should be updated on outcomes.
- The Chief and Officers should use the agreed to goals and priorities to direct their efforts and to develop performance goals in the field.
- Expectations and guidelines for communication at all levels should be set in writing.
- The Town and department should continue to demonstrate meaningful recognition of volunteers through special events and individual appreciation.

Implementation:

The implementation of any of these suggested actions should be undertaken with the support of the Board of Selectmen, the agreement of the Chief and Officers, and the knowledge of the department membership. Following discussion and approval by the Board, a joint meeting should be held with the Board, TA, Chief and Officers to refine the action steps and come to agreement. The Chief and Officers would in turn discuss the changes with the membership.

The keystone action is revising the current office staffing and its management. If necessary, the FY14 budget should be adjusted to reflect this need. If the budget is approved at Town Meeting (which may be an opportunity to float the changes to the public) the position should be filled effective July 1, 2013. Cooperative management by the TA and Chief should start at the same time.

Improving communication and implementing personnel practices should happen regardless of a change in staffing and management. This should be undertaken no later than the fall of 2013 by the Chief and Officers with the support of the office staff and TA.

The proposed goal and priority setting workshop should be held whenever participation will be the highest.

A special recognition event for fire and rescue personnel should be held annually and financially supported by the Town.

Conclusion:

This assessment is by no means exhaustive but is believed to represent some of the more apparent issues faced by the Chebeague Fire and Rescue Department. The suggested actions and implementation seek to quickly address these issues with minimal disruption to an already taxed system, while fully acknowledging the needs of our volunteers. The support of the Board, Chief, Officers, department personnel, and community is greatly appreciated in working to improve our Fire and Rescue Department.

Respectfully submitted,

Eric Dyer, Town Administrator
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
**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.

- Concern 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 both sides of the 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 float, 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 if some of the items can be rearranged on the agenda.

**Eighth Order of Business:** Old Business
- To Have the Board of Selectmen:
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 2012 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 6:45 p.m.

Unanimous, Motion Carried
**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
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Board or Committee</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Frizzell</td>
<td>Planning Board</td>
<td>2016</td>
</tr>
<tr>
<td>Tad Runge</td>
<td>Board of Adjustments &amp; Appeals</td>
<td>2016</td>
</tr>
<tr>
<td>Peter Rice</td>
<td>Board of Adjustments &amp; Appeals</td>
<td>2016</td>
</tr>
<tr>
<td>Ken Hamilton</td>
<td>Coastal Waters</td>
<td>2016</td>
</tr>
<tr>
<td>Michael Porter</td>
<td>Coastal Waters</td>
<td>2016</td>
</tr>
<tr>
<td>Gary Ross</td>
<td>Shellfish Conservation Committee</td>
<td>2016</td>
</tr>
<tr>
<td>Cathy McNeil</td>
<td>Cemetery Committee</td>
<td>2016</td>
</tr>
</tbody>
</table>
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
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 I07-137; 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
Board of Selectmen Emergency Meeting
Tuesday, July 22, 2013 at the Fire House

Present:
Selectmen: David Hill, Mark Dyer, Susan Campbell, and Donna Damon;
Herb Maine on phone.
Staff: Ron Tozier, CEO; Anne Torregrossa, Town Attorney; Eric Dyer, TA on phone.

Call to Order:
Donna Damon, chair, called the meeting to order at 6:05 pm. David Hill moved and Mark
Dyer seconded to go into executive session to discuss legal matters pursuant to 1 MRSA, Section 405,
subsection 6(E). Unanimous

The Board discussed a proposed legal agreement between the Town of Chebeague Island and the
Scorpio Corporation re: various zoning and building violations on Hope Island in the Town of
Chebeague Island.

David Hill moved and Mark Dyer seconded to come out of executive session at 7:07 pm. Unanimous

David Hill moved and Susan Campbell seconded: to authorize Town Administrator, Eric Dyer, to
sign a court judgment Docket Number: POR-CV-13-170 as presented with the exception of correcting
a typo in paragraph 9 and the addition of the following sentence in paragraph 12: Access to the
property shall not be unreasonably delayed or denied.

4 yes: Damon, Dyer, Hill, Campbell; 1 absent (Maine had left the meeting when the vote occurred).

At 7:11 Susan Campbell moved and Mark Dyer seconded that the meeting be adjourned.
4 yes: Damon, Dyer, Campbell, Hill; Maine absent.