

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 Meeting Minutes, September 11, 2013

First Order of Business: Donna Damon called the meeting to order at 6:00 p.m.

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

Second 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 Herb Maine and seconded by Selectmen Susan Campbell that the Selectmen accept the Town Administrators report.

Unanimous, Motion Carried

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen accept the Treasurer's report.

Unanimous, Motion Carried

Third Order of Business: Public Comment

Public Comments / Concerns:

- *Deb Bowman introduced a proposal that she would like support to submit to D.O.T. to lower the speed limit in front of the Library from 30 mph to 15 mph. She is interested in the Selectmen initiating the process to submit this application to the proper authority.*
- *Ginny Ballard – Safety concerns regarding the number of cars on the Island increasing.*
- *Claire Ross is concerned with the Harbor Master Boat, and the repairs that were done on the plastic portion that required boat repairs. She has concerns with the maintenance of the Town Equipment.*

Fourth Order of Business: Regular Business Items

To Have the Board of Selectmen:

14-045: Consider changes to the Traffic & Parking Ordinance:

- i. Locate all handicapped parking on the northeast side of the Stone Wharf

Board of Selectmen Comments / Concerns:

- The need for handicap spaces increased last year due to public demand.
- Discussion regarding moving the handicap spaces to one side.
- Establish a maintenance plan be established prior to the changing the parking areas.

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- ii. Designate parking only on the right side of the road going to going toward the West End on North, South and Cottage Roads

Comments / Concerns:

- The added cars that attend events is impacting the progress of traffic. Making a change to what side of the road the parking occurs.
- Parking on the side of the road is a habitual problem.

- iii. Designate only 5 parking spaces on the Indian Island Road with preference to clam diggers

Comments / Concerns:

- Is the Town able to attach an Ordinance to private property Easements?
- Legal opinion is an important aspect of this discussion.

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen Direct the Town Administrator to acquire the easement language and review with the Town Attorney and assess as to whether or not the Town can enforce parking ordinances at Indian Island..

Unanimous, Motion Carried

- iv. Designate reserved parking at Chandler's Cove Landing for the Island Commons

Motion: Moved by Selectmen Mark Dyer and to amend the parking and traffic ordinance to designate a reserved parking space at the upper Chandler's Cove parking area for Island Commons.

Motion died for lack of second

- v. Add State regulations regarding winter parking on Town roads to the Town Parking Ordinance

Comments / Concerns:

- Remove winter parking and snow removal from the changes, make it more universal parking.

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Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen after legal review change the language of 104c to Parking on Public Roads:

c.) Parking on Public Roads: It shall be unlawful to park a motor vehicle within the right-of-way of any town road so as to impede travel or create unsafe conditions.

Unanimous, Motion Carried

14-046: Consider the formation of an ad hoc Sunset Landing Committee

- i. Form an ad hoc Sunset Landing committee through adoption of a guiding document

Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen Herb Maine that the Selectmen form a Sunset Committee in accordance with the attached document. (**attached to these minutes**)

Unanimous, Motion Carried

- ii. Determine the process and timeline for appointment to the Sunset Landing Committee

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Susan Campbell that the Selectmen Move to advertise for applicants for a Sunset Landing Committee consistent with the outline of membership in the previously adopted Committee description, which is attached. Notices will be placed in the October Calendar, weekly on Bev Johnson's WEB site (if she is willing), the Town WEB site and at all bulletin boards where Town notices are usually posted. Letters of interest must be submitted by October 15. The Board of Selectmen will consider the applications in an executive session, Wed. October 23 at 6 PM at the Hall. Appointments will be made at a meeting of the Board immediately following the Executive session.

Unanimous, Motion Carried

14-047: Review proposals from Custom Float for a 16x30 float and consider other options

Eric Dyer presented the options offered from Custom Float. He suggests a three step approach:

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1. Pulling the Island side float in the fall and replace it until it is inspected and repaired developing a lifespan measurement.
2. Using the repaired float on the CTC side performing the same function

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen direct the Town Administrator to construct a float according to the specifications of Custom Float services in the amount of \$37,000 from account 9000-9020.

Unanimous, Motion Carried

14-048: Consider an engagement letter with Berry, Talbot, Royer for audit services

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Susan Campbell that the Selectmen authorize the Town Administrator to sign the contract with Berry, Talbot, and Royer for audit services for FY2013 audit.

Unanimous, Motion Carried

14-049: Consider the appointment of an alternate Bookkeeper

- Defined by Eric Dyer's memo that is attached to these minutes; defines the need for an additional bookkeeper assistant.
- Review the Job Description, calculate the hours worked as opposed to job function.
- Job share as opposed to changing the position.

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Mark Dyer that the Selectmen approve the concept of job sharing for Chebeague Island Town Employees.

Unanimous, Motion Carried

14-050: Hear a presentation regarding the purchase of a multi-use Town vehicle and determine next steps.

- New vs. used vehicle purchase
- Look for donations of vehicle / hearse.

14-051: Appoint a member to the Planning Board

Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Susan Campbell that the Selectmen appoint Sam Birkett to the Planning board for a three year term to expire in 2016.

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Unanimous, Motion Carried

- 14-052: Non-Agenda Items as presented by individual Selectmen
14-053: Review of potential agenda Items for October:
- i. Review Policy Statements (as needed and required)
 - Solid Waste
 - Fee Structure
 - ii. Review Board goals and objectives & scheduling of a Board Retreat
 - iii. Island Institute Fellow Process
 - iv. Setting of dates for the Budget Process (FY15)
 - v. Additional items as suggested by the Board

Fifth Order of Business: Communications

Board Members Communications:

- A number of people (6-10) are concerned regarding their satisfaction / dis-satisfaction in regards to the Police performance.
- Minutes on the website.
- Noise level at outside events.
- Float at Bennett's Cove.
- Ditching in preparation for paving concerns.

Sixth Order of Business: Approval of Expense Warrant(s)

Motion: Moved by Selectmen Susan Campbell and seconded by Selectmen Herb Maine that the Selectmen approve the expense warrant.

Unanimous, Motion Carried

Seventh Order of Business: Approval of prior minutes

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

Unanimous, Motion Carried

Eighth Order of Business: Adjourn Meeting

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Motion: Moved by Selectmen Herb Maine and seconded by Selectmen Susan Campbell that the Selectmen adjourn the meeting at 8:55 p.m.

Unanimous, Motion Carried

Upcoming Meetings with Board of Selectmen in Attendance		
Meeting	Date & Time	Location
Fire and Rescue Services - (also the Golf Course Parking Plan)	September 25 th - 6:00pm (5:30pm Executive Session)	Island Hall
Joint BOS meeting between Chebeague and Long	Late Sept. / Early Oct.	TBD
Regular Board of Selectmen Meeting	October 9 th - 6:00pm	Island Hall

*These Minutes respectfully Submitted by:
Michelle J. Jackson, Town Clerk*