

## Board of Selectmen Meeting & Workshop Minutes September 25, 2013

**First Order of Business:** Chairman Donna Damon called the meeting to order at 5:34 p.m.

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

**Also present:** about 40 members of the public, Town Administrator Eric Dyer and Deputy Clerk Gloria Brown.

**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 David Hill and seconded by Herb Maine that the Selectmen enter into Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405; subsection 6(A) at 5:35 p.m.

**Unanimous, Motion Carried**

**Motion:** Moved by David Hill and seconded by Herb Maine that the Selectmen exit the Executive Session to discuss personnel matters pursuant to 1 MRSA, Section 405; subsection 6(A) at 6:20 p.m.

**Unanimous, Motion Carried**

**Third Order of Business:**

To Have the Board of Selectmen hold a workshop to discuss the operation and organization of the Chebeague Island Fire and Rescue Department.

- Eric Dyer presented a brief background statement regarding the Fire and Rescue Department as a department of the town since Chebeague became a town in 2007. He also presented a management model showing two charts: Operational Flow and Supervisory Flow. (See Eric's memo dated September 25, 2013)
- Donna Damon suggested this could be an opportunity for the department to set some short-term and long-term goals, perhaps with the help of a facilitator at an all-day retreat.
- Herb Maine asked about the difference between the two flow charts. Eric said the charts are to facilitate more structure and communication within the department and between the department and the town.

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- Mark Dyer asked if, under the Supervisory Flow, the Town Administrator would annually review the Chief and Administrative Assistant. Eric said yes. Ralph said he agreed.
- Donna commented that conflicts would work up the chain of command.
- Mark Dyer asked about Fire and Rescue Funds. Eric said that for donations, there are two escrow accounts at TD Bank; one for fire and one for rescue. Further discussion:
  - Fire and Rescue members can vote at a monthly meeting how they wish to spend those funds.
  - The Town votes to accept any donations the town has received as part of the annual meeting warrant.
  - The Fire and Rescue Department will continue to have access to petty cash funds which have to be reconciled and receipts provided like any other town account.
- Herb Maine asked if there are any other management models for volunteer fire and rescue departments. Eric said there are, such as, Friends of the Fire Department, Fire Boosters, Fire Clubs.
- Mark Dyer asked about the Administrative Assistant position. Lisa said she is willing to continue as time for her paramedic study allows; she is also willing to job share. The position will be advertised as part-time, 12 hours per week. Donna Damon said she would prefer it if the administrative assistant worked regular stated office hours.
- Ginny Ballard spoke about rumors circulating on the island which question Ralph's integrity. She spoke for the citizens present saying, "We all appreciate Ralph."
- Doug Ross asked about the length of time to process payments. Eric responded that the warrant process usually takes two to three weeks.
- Claire Ross extended "thank yous" to Ralph and Lisa for their service.
- Martha J. Hamilton especially thanked Lisa.
- Pete Pellerin asked about the process to be used to review the chief. Eric said it was the same process he uses to review other employees; including a self-evaluation to be done before the actual review.
- Next steps:
  - Donna Damon said next steps including developing job descriptions for captains and lieutenants;
  - Eric Dyer said the first priority is the Administrative Assistant job description
  - Claire Ross raised a concern about the phrase "and other duties as assigned." Donna and Eric agreed there will be no "muddying" and the number of hours for the position will be reviewed.
- Donna Damon thanked the public for turning out for this portion of the meeting. There are many volunteer opportunities available.

**Fourth Order of Business:** Regular Business Items

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To Have the Board of Selectmen:

14-054: Determine the Town's position relative to the proposal from the Great Chebeague Golf Club to use Golf Club land for Town parking developed and financed by the Town of Chebeague in exchange for eliminating parking on Wharf Road.

- John Rent from the Great Chebeague Golf Club submitted a letter today summarizing the golf club's position. The Holmboms' representative had not seen the letter ahead of this meeting.
- Selectmen asked questions, members of the public and representatives offered comments and asked questions.

**Motion:** Moved by David Hill and seconded by Mark Dyer to table the Wharf Road parking issue until the regular Board of Selectmen's meeting on October 9<sup>th</sup>. Following further discussion, the Board voted:

**Unanimous, Motion Carried**

- Concerns were raised during discussion:
  - Shoreland zoning permitting
  - Spending public money on private property
  - What if 55 spaces are not enough?
  - Enforcing no parking on Wharf Road
  - Cost of the project
  - Feasibility/engineering study
  - Would the project actually lead to improved citizen safety?
  - Planning Board review
  - Whether this solution for the parking problem is the best long-term solution.

**Additional Order of Business re: Roads**

- Eric Dyer reported on changes for the paving project planned for this month. All-State Paving Company previously purchased Rampart Bituminous and following some issues, the project manager we had been working with was terminated from employment today. It is recommended that we put our paving project until spring. Mark Dyer and Eric Dyer will try to get the company to honor the same contract price in the spring.
- Chandler's Cove Road: the road as originally laid out, has moved over time to encroach on private property. Options to remedy the situation were discussed. It would be helpful if Central Maine Power were to move the telephone poles; however, the cost of doing so was said to be prohibitive. Property owner Rod MacCormack said he would be satisfied with an "80%" solution which is to move the road to within two feet of the poles, which would be mostly in the right of way as originally laid out.

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**Fifth Order of Business:** Adjourn Meeting

**Motion:** Moved by David Hill, seconded by Susan Campbell that the Selectmen's meeting be adjourned at 8:32 p.m.

**Unanimous, Motion Carried**

These minutes respectfully submitted by:  
Gloria J. Brown, Deputy Town Clerk