

Board of Selectmen Meeting November 20, 2013 (Draft)

First Order of Business: Chairman Donna Damon called the meeting to order at 6:07 p.m.

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

Also Present: Deputy Clerk Gloria Brown and one member of the public, John Wilson

Second Order of Business: Public Comment: none

Third Order of Business: Regular Business

14-086: Review and possibly approve a road opening license for Lunt

The Selectmen reviewed Jim Lunt's concerns with the draft license agreement. Donna asked that the town attorney review the license agreement before it is signed. With regard to item #4 of the draft, Selectmen agreed on the following wording: "The Licensees shall return the license area to its original condition."

With regard to item #6, the third sentence is to be amended to: "Licensees agree that, after proper public hearing, the Town's decision in regard to any such termination or relocation shall be final."

Motion: Moved by David Hill and seconded by Herb Maine that the James Lunt License Agreement be amended as discussed above and forwarded to the town attorney. If the town attorney approves the agreement, then it is approved by the Selectmen.

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

14-087: Identify and discuss the goals and process for the BOS Retreat and Joint Standing Committee Meeting

The two meetings are planned back to back on Saturday, January 11, in Yarmouth at a place to be determined.

Regarding the Selectmen's Retreat: Carol Sabasteanski does not want to facilitate the retreat again; however, David asked Donna to ask Carol again. After discussing the goals and process, the consensus was to review last year's goals and evaluate their success or failure. Then, redo the exercise from last year, to generate new goals for next year.

Regarding the meeting with the Yarmouth Town Council:

- First, it was established that the meeting was not a meeting of the "Joint Standing Committee," but with the Yarmouth Town Council.
- How are things going with the services on which we already cooperate?
 - Fire and Rescue
 - Schools
 - Transportation
 - Marine
- Some other ideas:
 - Ask CTC what we should bring up

- Portland METRO run to Falmouth and Yarmouth
- Flood Plain
- Clamming
- Dredging
- Sharing marine resources
- Recreation
- Libraries
- Set a date for another meeting in July to get Yarmouth Town Councilors to Chebeague.

14-088: Hear an update of the Flood Insurance Rate Map process

- The town has already received digital copies of the Preliminary Flood Insurance Rate Maps for the town. Eric has already uploaded them to the town's website along with links to additional information and criteria for appeals.
- We have not yet received hard copies of the maps or a date for a "community coordination meeting" with a FEMA representative. The appeals period is the 90 days following that meeting.
- Town's role as a conduit to publicize FEMA information, notify shorefront property owners in advance of meeting, make maps available. A postcard mailing to affected property owners was discussed.

Motion: Moved by David Hill and seconded by Herb Maine that the Town publicize the current status of FEMA's flood mapping project, to let the public know that this is happening, there will be a meeting, information is available, and property owners can challenge the maps

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

- Discussion: if there are a lot of challenges the town may need to decide if its role is to challenge FEMA. If so, hiring an expert and costs to do so will need to be decided.
- Discussion re: how the map review will happen for the town: Donna will ask the Planning Board to review the maps and make recommendations to the Board of Selectmen.

14-089: Discuss goals for the upcoming budget process

Goals and priorities in no particular order:

- Achieve a smooth and efficient process
- Improve bookkeeping and accounting and budget system; develop a flow chart
- Find efficiencies in operations
- Support the Sunset Landing Committee with appropriate funds. (Directive to SLC should be revised to be sure its title is Sunset Landing Committee, not just Sunset Committee.)
- Paving

- Stone pier maintenance; should be a high priority
- Make improvements at the transfer station; talk with Gail Jenkins about whether transfer station needs more containers or another compactor, etc.
- More public participation; get more info onto the website
- Improvement in some departments in accountability
- Deal with paper streets
- Make sure equipment is being maintained, especially fire trucks and plows
- Keep an eye on payroll benefit packages, especially for increases in insurance rates

Regarding budget process:

- Keep the process moving
- Instead of December March May, maybe December February March
- Integration of capital concerns during the entire process
- Finalize capital process early in overall process; compress into a couple weeks of presentations, but write everything in pencil to be tweaked as the overall process moves along
- John Wilson: compress and consolidate the process, not spread it out over six months.
- Donna will meet with Eric to develop a structure for the process which will be established at the December meeting.

14-090: Set the date for the organizational meeting of Sunset Landing Committee

Motion: Moved by Herb Maine and seconded by Susan Campbell, that the initial meeting of the Sunset Landing Committee be held on Thursday, December 12, at 7:00 p.m. at the Island Hall for the purposes of choosing a chair and secretary and deciding when to hold committee meetings.

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

Donna will moderate this organizational meeting and hand it off to the then newly-elected chair.

14-091: Review and approve prior meeting minutes

Motion: Moved by Herb Maine and seconded by David Hill, that the minutes of the October 9, 2013 and October 23, 2013 Board of Selectmen meetings be approved as amended by Donna Damon.

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

Motion: Moved by Susan Campbell and seconded by David Hill, that the minutes of the June 8, 2013 Town Meeting be approved as drafted.

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

Motion: Moved by David Hill and seconded by Herb Maine, that the minutes of the June 9, 2012 Town Meeting be approved as drafted.

Vote 3-0, Motion Carried (Selectman Mark Dyer, Absent; Selectman Susan Campbell, Abstained)

14-092: Hold a workshop to review and revise the job description of the Fire/Rescue Office Assistant

- Herb Maine distributed two documents: (1) a chart of fire/rescue tasks and (2) organizational chart of fire department tasks. Herb proposes to work with fire and rescue personnel using the chart as a tool to better understand the tasks and to pull from the tasks, and groupings of tasks, job descriptions. Herb asks if this is a reasonable way to proceed.
- Is the office assistant for Fire and Rescue or just the Fire Department?
- Is the office assistant to be paid hourly?
- A volunteer may not do tasks already assigned to a paid position job description.
- It's our prerogative to define the tasks to be included and how many hours funded in the paid position.
- Can we require people in stipend positions to keep time sheets?
- David Hill wants to fold in Rescue and add supervisor duties to the chief's position.
- The series of meetings with personnel to take place relatively quickly, such as four meetings in a month.
- Need to come to consensus of core responsibilities for that amount of funding.
- Donna suggests job responsibilities include
 - Payroll
 - Accounts payable
 - Purchasing
 - Record keeping re: compliance
 - Reports
 - Filing
- Need to find out how reporting should happen; if not every week, what regularity. Also, incident basis or weekly basis.
- Herb asked about defining a job share potential. Donna recommended specific hours in the town office, on a town computer.

14-093: Review and possibly approve a revised job description for the Fire/Rescue Office Assistant

Motion: Moved by David Hill and seconded by Susan Campbell, that this item be tabled.

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

14-094: Set the date and other details for an annual review of the Town Administrator

Motion: Moved by Herb Maine and seconded by David Hill, to set the date for the Town Administrator's review to January 15, 2014 at 6:00 p.m. at the Town Office and to use the process used in prior years.

Unanimous, Motion Carried (Selectman Mark Dyer, Absent)

14-095: Hear an update on the Shellfish License process

- Board to decide number of licenses and what fees to charge
- Need to review allocation letter from last December
- Susan will review the unlimited aspect.
- Maybe limit as a conservation measure.
- Should we also be looking at recreational?

14-096: Discuss committee communication, committee leadership, and the roles of Selectmen and staff

- Do we have a staff contact for each committee? Ron Tozier works with three committees.
- Suggestion: workshop to give committees resources to function at a higher level
- Suggestion: create a structure by setting a meeting schedule. Some committees may be required by ordinance to meet a certain number of times per year.
- Committees need to produce agendas and minutes
- Suggestion: Town Administrator to have a meeting with all committee chairs and a calendar to schedule for the entire year. Herb will write a policy for this.
- Office staff to send letter to committee members with contact list for each committee.

Fourth Order of Business: Adjourn Meeting

Motion: Moved by David Hill and seconded by Susan Campbell that the Selectmen's meeting be adjourned.

Unanimous, Motion Carried at 8:50

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