

Board of Selectmen Meeting Minutes, December 11, 2013

First Order of Business: Call meeting to order

Donna Damon called the meeting to order at 6:07 p.m.

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

Selectmen absent: David Hill

Also present: Ron Tozier, Eric Dyer, Gloria Brown, Bump Hadley, Beverly Johnson, Ken Pelton, Carol White, Jay Corson, Chip Corson John Wilson, Bob Earnest, Gary Ross, Jessie Russo, John Wilson

Second Order of Business: Town Administrator & Treasurer's Reports *5 minutes*

Eric presented his Town Administrator's Report:

Comments:

- Mark said he was pleased to see the effort put in by the town employees in getting the CTC float out of the water, repaired and back in the water so quickly.
- Donna also complimented the town crew for keeping up with treating the ice and snow.
- Re: FEMA maps, Carol asked about notification to shorefront property owners.
- Chip pointed out that notification for this meeting was not posted on the online calendar.
- Jay said committee meetings are often not on the online calendar.

Motion: Moved by Herb Maine and seconded by Mark Dyer to approve the Town Administrator's Report.

Unanimous (David Hill absent)

Eric presented his Treasurer's Report

Comments:

- Donna asked that the Town Administrator and Town Treasurer Reports be posted online.
- Susan asked for a detail report of account #18 misc.

Motion: Moved by Susan Campbell and seconded by Mark Dyer to approve the Town Treasurer's Report.

Unanimous (David Hill absent)

Third Order of Business: Public Comment

Jessie asked if the town is charged for each time the county sheriff's deputy responds to Chebeague's requests for assistance. Eric responded that we these calls are included in our county taxes.

Fourth Order of Business: Regular Business

14-097: Hold a joint meeting with the School Committee to discuss the 2014-2015 (FY15) budget

- Carol White suggested that the School Board meet with the Board of Selectmen in January or February to discuss the school budget. A suggested date is Jan. 28 at 6 p.m. with dinner provided.
- One question is whether there will be enough money put aside by the end of this fiscal year to pay off the school bond.
- The School Board is going to reconfigure the school budget and will need to have a public meeting to explain the changes.
- Donna would like to discuss a long-term transportation plan re: Greely students.
- Bump said the chart of accounts developed by Eric and Bump is working well.
- Eric said it is very helpful to have Althea trained in TRIO.
- Bump advocated for the town to hire a full-time bookkeeper for town data entry.

14-098: Discuss and revise the FY15 budget process

The following schedule was developed:

- January 28 School Board and Board of Selectmen joint meeting
- February 8 Board of Selectmen all day meeting with departments heads
- February 26 Board of Selectmen workshop with Capital Budget Committee
- March 12 budget draft at regular Board of Selectmen meeting
- March 26 Board of Selectmen meeting with School Board
- April 9 budget draft at regular Board of Selectmen meeting
- April 16 joint public hearing
- April 30 finalize budget

Motion: Moved by Herb Maine and seconded by Susan Campbell to accept this budget schedule.

Unanimous (David Hill absent)

14-099: Consider a quote from Cumberland Ironworks for repair to the gangway at Cousins Island

Motion: Moved by Mark Dyer and seconded by Susan Campbell to authorize the Town Administrator to employ Cumberland Iron Works to install the missing 2nd rail on the Cousins Island ramp for \$1,550, in accordance with their written estimate.

Unanimous (David Hill absent)

14-100: Consider the number and fees for Shellfish Licenses as recommended by the Shellfish Committee

- Bob Earnest presented the Committee's recommendations which would go into effect in January, 2014.
- Donna asked about how we will publicize these changes, that fewer licenses will be available.
- Bob suggested including information about the green crab threat and the need for conservation. Possibly include links to additional information online.
- Susan suggested that the income from shellfish licenses be sheltered to fund shellfish conservation activities.
- Need to educate seniors who never had to pay for a license.
- Beverly reported that the school children are writing books about the effects of the green crab threat.
- Can people apply for shellfish licenses by mail? Susan said it has been done in the past.
- How to obtain a license to be included in publicity.

Motion: Moved by Susan Campbell and seconded by Herb Maine to accept the Shellfish Committee Recommendations as amended 12/11/13.

Unanimous (David Hill absent)

14-101: Consider the allocation of revenues from the sale of plots in the Chebeague Island Cemetery

Beth Howe presented the Cemetery Committee's proposal that 70% of the money from sale of cemetery lots go, not to the Perpetual Care Fund, but to the Cemetery's Capital Fund that was established in the Cemetery Ordinance and the remaining 30% into the Perpetual Care Fund

Motion: Moved by Mark Dyer and seconded by Susan Campbell to accept recommendation of the Cemetery Committee regarding allocation of revenues from the sale of plots in the Chebeague Island Cemetery.

Motion carried (3-1, Herb Maine opposed and (David Hill absent)

14-102: Consider Rules and Regulations for the Chebeague Island Cemetery

- Beth Howe presented the Cemetery Committee's proposed Rules and Regulations.
- Donna suggested that section 2.d. might need to be changed.
- Herb volunteered to reformat the Rules and Regulations document to conform to other town policies by adding space for acceptance date and signature lines.

Motion: Moved by Mark Dyer and seconded by Herb Maine to accept proposed Rules and Recommendations as proposed as a work in process.

Unanimous (David Hill absent)

14-103: Review the process for closing roads to winter maintenance

- Declare we are not going to plow certain roads
- Compile a list of these roads
- Look at whether a proposal has to go to Town Meeting

Motion: Moved by Mark Dyer and seconded by Herb Maine to table this issue until the May agenda and to compile a list of roads in the meantime.

Unanimous (David Hill absent)

14-105: Discuss a zoning change proposed by the Chebeague Island Inn

- The request contained in the Inn's letter would amount to "spot zoning" which is not legal.
- The Inn could request a contract zone.
- "Hotel is a grandfathered use in the business zone.
- Perhaps codify a definition of "hotel"
- Ron, Beth and Eric to research and return to Board with report for a counter proposal
- Amend the Zoning Ordinance?
- Take the issue to Town Meeting?

Motion: Moved by Herb Maine and seconded by Susan Campbell to direct the Town Administrator to respond to the Inn's letter indicating that their request has been received and the Board of Selectmen is considering it. Board will take up the issue again at its January meeting.

Unanimous (David Hill absent)

14-104 (taken out of order): Discuss the scheduling and other details of the upcoming board of Selectmen Retreat

- Eric reported that the breakfast meeting with the Yarmouth Town Council is scheduled for January 11 at the Muddy Rudder function room. Eric and Yarmouth Town Manager Nat Tupper are working on agenda items.
- The Board's retreat originally schedule for the same day will be rescheduled.

Motion: Moved by Mark Dyer and seconded by Herb Maine to direct the Town Administrator to respond to the Inn's letter indicating that their request has been received and the Board of Selectmen is considering it. Board will take up the issue again at its January meeting.

Unanimous (David Hill absent)

14-106: Review potential agenda Items for January:

- i. Review a first draft of the FY15 line item budget
- ii. Conduct a second reading of the Road Opening Policy and Application
- iii. Additional items as suggested by the Board

Motion: Moved by Mark Dyer and seconded by Herb Maine to table item 14-106.

Unanimous (David Hill absent)

Fifth Order of Business: Executive Session

To have the Board of Selectmen hold an Executive Session to discuss a legal matter pursuant to 1 MRSA, Section 405, subsection 6(E)

Motion: Moved by Herb Maine and seconded by Mark Dyer to go into Executive Session at 9:00 p.m.

Unanimous (David Hill absent)

Sixth Order of Business: Other Business

Seventh Order of Business: Communications

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

Ninth Order of Business: Approval of prior minutes

Tenth Order of Business: Adjourn Meeting

These Minutes respectfully Submitted by:

Michelle J. Jackson, Town Clerk