

Board of Selectmen Meeting Minutes, February 12, 2014

**The Board of Selectmen held a Meeting on Wednesday, February 12th, 2014
At the Island Hall at 6:00pm.**

Board of Selectmen present: Herb Maine, David Hill, Donna Damon, Mark Dyer

Board of Selectmen absent: Susan Campbell

Also present: Eric Dyer, Gloria Brown, Paul Belesca, Mary Holt, Carol Sabasteanski, Ken Pelton, Celia Whitehead, Carol White, Laura Summa, Ken Hamilton, Tor Peterson, Kenneth Pelton, Will Lund, Ernie Burgess, John Ash, Claire Ross, Sally Tubbesing, Lynne Priest, Deb Bowman, Virginia Tatakis-Calder.

First Order of Business: Donna Damon called the meeting to order at 6:02 PM.

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

Town Administrator's Report:

- Eric commended the Public Works Department for dealing with the tremendous amount of snow to keep the roads open.
- The Town Office is preparing to send a mailing next week for boat moorings and tie-ups next week.

Treasurer's Report: see attached

- Winter materials are being used conservatively in coordination with changing weather conditions.
- With regard to barging, we are being charged per vehicle not per trip, now the standard practice in the bay. We try to maximize load per vehicle coming to the island, not always possible going off.

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

Unanimous (Susan Campbell absent)

Third Order of Business: Public Comment

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Chebeague Island, ME 04017

Phone: 207-846-3148

townofchebeague@chebeague.net

Fax-207-846-6413

Ken Pelton presented a letter from the School Committee requesting permission to park the school van in the gravel area at the Stone Wharf over the weekends during the school year in excess of the 24-hour limit.

- During discussion, Herb suggested the Board might want to look at the Traffic Ordinance as a whole to deal with parking issues during the different seasons of the year.

Motion: Moved by David Hill and seconded by Mark Dyer to grant permission for the school van to park in the gravel area at the Stone Wharf over the weekends during the school year.

2-2 (Donna Damon and Herb Maine opposed; Susan Campbell absent) Motion Failed

Fourth Order of Business: Regular Business

14-117: Designate funds for paper street and other survey work at Sunset Landing

- Donna distributed photocopies of two Sunset Landing Plans: "Sunset Beach," proposed in 1907 and "Bayview," proposed in 1916. **See attached.** These proposed subdivisions are registered in the Cumberland County Registry of Deeds. On the "Sunset Beach" plan, lot 1A is approximately where the Town owns land.
- In 1987 the Maine Legislature passed a law giving municipalities ten years to clarify title of paper streets, streets on paper subdivision plans which were never developed or accepted. These streets could be developed into a regular town ways or designated as rights-of-way (i.e., walking path) or designated as a utility easements or any two of the above. In 1997, the time was extended twenty years, now ending in 2017.
- The Town of Chebeague Island has been putting away money in the capital funds accounts (now about \$10,000) for the research and survey work needed to determine if the Town wants to keep any rights in these roads for shore access and/or access to town-owned property.
- Recently the Sunset Landing Committee has been looking at this same area. The idea here is to combine forces and use the same survey crew conduct a survey the for both purposes, paper streets and Sunset Landing.
- Voting to fund this from the capital account would allow the committee to begin the work before the next budget cycle.
- The Sunset Landing Committee will eventually bring its recommendations to a Town Meeting to accept certain roads for this project. The process would begin with development of an RFP for the survey. The results of the RFP will come back to the Board of Selectmen for action.

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Motion: Moved by Mark Dyer and seconded by Herb Maine to authorize the Town Administrator to expend up to \$10,000 from the Paper Streets capital account 9000-9042 to be used to conduct a boundary survey of the Town's property at Sunset Landing and locate and delineate on the land and survey the designated paper streets in the Sunset and Bayview Subdivisions.

Unanimous (Susan Campbell absent)

14-118: Hear a report and budget request from the Sunset Landing Committee

- Mary Holt and the committee contacted several professionals for estimates to evaluate the town property at Sunset Landing, approximately 8 ½ acres. These surveys are multi-faceted; they address regulations, etc. What the committee found out from talking to these professionals is that their quest is actually to find out what is present on the property to then find out the limitations of the property—what is present so we know what we cannot use the property for. The professionals said that for them to come up with hard figures would take them a great deal of time, so they were giving very general, ballpark figures for which each professional group saw as necessary for the task. The figures vary. Sevee & Maher suggested \$18,000-23,000. Nadeau suggested originally said \$8,000-12,000 and later \$35,000, not including marine-related, off-shore studies. The initial marine-related shoreline study is estimated to be \$4,500-5,000, not including anything off-shore. That brings the total up to about \$40,000.
- Certain studies/surveys must be conducted in the spring, for example, vernal pools and wetlands. So the Committee is requesting \$5,000 from the Town's Contingency Fund that would be paid back after Town Meeting by the budget for the Sunset Landing Committee. That would allow the work to move forward rather than waiting for spring 2015. An RFP for these studies could be done at the same time as the one for paper streets and perhaps the work performed by one company of professionals.
- Mary asked if the RFP can be put together before the 2015 budget goes to Town Meeting. Eric suggested that the RFP can be done quite quickly. Also, once we've identified these larger survey efforts and some of the initial work done up front, information would be available to then apply for matching grants.
- David is going to check into a program through CEI, where he works.

Motion: Moved by David Hill and seconded by Mark Dyer to take \$5000 from the Selectmen's contingency to fund a wetlands and natural resource study of the Town's Sunset property.

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- Discussion re: whether this proposed \$40,000 project is to be considered as a capital fund item; to be discussed at the Capital Expenditures Budget Workshop on Feb. 26.

3-0 (Herb Maine abstained and Susan Campbell absent)

- Discussion re: presentation to Town Meeting of this major expenditure without hard figures. Can hard figures be obtained before Town Meeting? Contractors responding to RFPs know that municipalities just don't have money up front and that proposals may be voted down. Hire a professional to prepare the RFP.

14-119: Hear a report on possible job sharing for the Fire-Rescue administrative position

- Herb reported on a prior meeting regarding the job sharing position, the results of which had just become available. Herb suggested a separate meeting. Donna suggested an executive session meeting for Wednesday, Feb. 19.

Motion: Moved by Herb Maine and seconded by David Hill to hold a Special Meeting on February 19 for an Executive Session and Business Meeting at the Island Hall at 6 pm.

Unanimous (Susan Campbell absent)

14-120: Consider applying for use of a speed trailer through the Maine DOT

- It's a free program of the DOT. Because we have special circumstances, they will try to schedule us for a two-week period in the summer.

Motion: Moved by David Hill and seconded by Mark Dyer to apply to Maine DOT for the use of a speed trailer during the July or August of 2014, with a preference for early July.

Discussion: Suggestion that a radar gun would pay for itself. This speed trailer is free to us and is a good first step. The speed trailer would have to be set off the side of the road. It's a small trailer; it would have to be barged on and off.

Unanimous (Susan Campbell absent)

14-121: Hear a report on committee meeting schedules for 2014

- Schedule of committee meeting times (most monthly) that don't conflict with each other currently publicized on Town website
- Suggest that Capital Planning and Finance and Shellfish Committees meet at least four times a year.

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Motion: Moved by Herb Maine and seconded by Mark Dyer to send a memo to from the Board of Selectmen to the Capital Planning and Finance and Shellfish Committees requesting that they schedule a minimum of 4 meetings per year. (Donna will write the memo.)

Unanimous (Susan Campbell absent)

14-122: Conduct a Second Reading of the Coastal Waters Ordinance

Motion: Moved by David Hill and seconded by Herb Maine to table the second reading of the Coastal Waters Ordinance until February 26.

3-1 (Mark Dyer opposed. Susan Campbell absent)

14-123: Hear an update on the Flood Insurance Rate Map process

- Staff have attended a couple meetings about new maps, process for land owners to appeal
- Two mailings are planned: one to all shoreland property owners, followed by a special notification identified by staff and volunteers looking to identify any properties that are new to the floodplain
- Carol White suggested that the new maps, with the capability of zooming to enlarge, be available on the website with a disclaimer that they are for general information only. Property owners who are close to the line, should come in and look at the actual map in the Town Office.
- Carol also suggested a link to FEMA information re: What does a change of line mean?
- Town-owned properties need to be looked at for changes on maps

14-124: Consider Transfer Station Hours

- Discussion re: impact on budget current budget

Motion: Moved by David Hill and seconded by Herb Maine to increase the summer transfer station hours to include Monday and Thursday mornings 9:00-11:00 for the duration of Daylight Savings Time.

Unanimous (Susan Campbell absent)

14-125: Consider a draft job description for Transfer Station Attendants

- Discussion re: wording: "staff" as in "staffing equals finding employees" is not what is meant. Change to "attends to the transfer station."

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Motion: Moved by David Hill and seconded by Mark Dyer to accept the job description of the Transfer Station Attendant as amended.

Unanimous (Susan Campbell absent)

14-126: Consider a proposal from the School Department for an Island Institute Fellow

- Laura Summa: School is looking forward to working with an Island Fellow. Not asking for partnership or financial commitment from the Town, but would like the Town's commitment to share Town data with the Fellow in support of the school's waste reduction project.
- Carol White asked that the Town provide a letter of support to go with the school's application for an Island Fellow.

Motion: Moved by David Hill and seconded by Mark Dyer to authorize Donna Damon to write the letter of support to accompany the School Committee's application for an Island Institute Fellow.

Unanimous (Susan Campbell absent)

14-127: Hear an update on the Bookkeeper position

- Eric presented the proposed job description for a bookkeeper to work with finances of the School Department and the Town.
- David suggested a change in wording to indicate that the bookkeeper is to work up to 32 hours on Chebeague, at the Town Office and the School.
- David asked if the bookkeeper would be handling the Fire and Rescue enterprise accounts or would this be done by the Fire and Rescue Administrative Assistant?
Response: Eric's preference to have bookkeeper do that work.
- Discussion re: how job description conforms to recommendations by the auditors for built in checks and balances.
- Carol White reminded the Board that there is a March 15 deadline to file an audit report with the Maine Department of Education. This requires the cooperation of the Town financial staff and the auditor to push it through on time.
- Carol suggested having an accounting professional take part in the interview process for the bookkeeper.

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Motion: Moved by David Hill and seconded by Herb Maine to accept the bookkeeper job description as amended contingent upon review by the School Committee and that the process move as quickly as possible after approval to publicize and advertise that position.

Unanimous (Susan Campbell absent)

14-128: Schedule a workshop with the Long Island Board of Selectmen

Discussion: Suggested March 23 or 30, approximately 11:30-4:15 to coordinate with the Casco Bay Lines schedule. Eric will coordinate, including potential agenda.

14-129: Hear an update on MOUs with Island Organizations

Library

[Thank you to Sally Tubbesing for providing homemade Snickerdoodle cookies.]

- Change “staffing costs” or “salary costs” to “administrative costs” because the stipend does not pay costs. It “contributes” or is “applied toward.”
- Change the name of entity to CIHCC Complex/Library
- Cite the building lease in the MOU
- Typo in part 1, third line down: “are extraneous”
- Misspelling of Library Board Member Hegarty
- Take out the bold italics

Motion: Moved by Mark Dyer and seconded by Herb Maine to enter into the proposed Memorandum of Understanding as amended with the CIHCC Complex/Library.

3-0 (David Hill abstained and Susan Campbell absent)

Council

- Part 3 is not consistent with the definitions of the Samaritan Fund; change wording to “provides supplies and services for people in need.”
- Intent is that the organization will use the funds on the items listed and show that in the accounting records

Motion: Moved by Mark Dyer and seconded by David Hill to enter into the proposed Memorandum of Understanding as amended with the Chebeague Island Council.

Unanimous (Susan Campbell absent)

Rec Center MOU will be reviewed at the next meeting.

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14-130: Review potential agenda Items for March:

- i. Conduct a second reading of the Road Opening Policy and Application
- ii. Set the date for a Public Hearing to review ordinances to be voted on at Town Meeting
- iii. Consider license renewals and applications (victualers, special amusement, etc.)
 - Suggestion to send letter to those who applied last year and insist that applications must be complete before the Board can act on them. Include this in publicizing
- iv. Transfer Station Punch Card system & fee structure
 - Mark asked to address the status of the brush pile, including financial impact

Fifth Order of Business: Other Business

- Mark: last year there was an extra spare float (near the newly-repaired golf tee) that appeared to be used by citizens; will that float be in place again this year? Eric: yes.

Sixth Order of Business: Communications

- Donna: why barrels have remained on the float all winter.
- Donna: Public Works has been doing a great job with the roads, but need sand in the depression near the tennis courts.
- John Ash: difficulties with fire/rescue radio communications system. Fire and Rescue is working on a plan to remedy the problem. March 5th meeting of Fire/Rescue with Board of Selectmen; this is on the agenda.

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

Motion: Moved by Mark Dyer and seconded by David Hill to approve the expense warrant in the amount of \$73859.20.

Unanimous (Susan Campbell absent)

Eighth Order of Business: Approval of prior minutes

Motion: Moved by Mark Dyer and seconded by David Hill to approve the minutes of the outstanding minutes October 9, 2013, November 13, 2013, December 11, 2013 and January 8, 2014 with the amendments submitted by Donna Damon.

Unanimous (Susan Campbell absent)

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Discussion re: approving minutes in a more timely manner and scheduling approval of minutes earlier in the agenda. Need to review draft minutes and ask questions of staff before they are brought to a meeting for approval. Consensus: Selectmen will try to do a better job.

Ninth Order of Business: Adjourn Meeting

Motion: Moved by Mark Dyer and seconded by Herb Maine to adjourn the meeting at 9:05 pm.

Unanimous (Susan Campbell absent)

Respectfully submitted

Gloria J. Brown
Deputy Town Clerk