The Board of Selectmen held a meeting on Wednesday, October 8, 2014 at the Island Hall beginning at 6:00 p.m.

First Order of Business: Chair Susan Campbell called the meeting to order at 6:00 p.m.

Selectmen present: Donna Damon, Susan Campbell, Bill Calthorpe, Chris Loder
Also present: Eric Dyer
Absent: David Hill

Second Order of Business: Executive Session
To Have the Selectmen hold an Executive Session to discuss a matter related to acquisition of public property pursuant to 1 MRSA, Section 405, subsection 6(C)

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to enter executive session as referenced above at 6:00 p.m.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to exit executive session at 6:30 p.m.

Unanimous, Motion Carried

Public Meeting: Called to order at 6:35 p.m.
Chair Susan Campbell called the public meeting to order at 6:33 p.m.
Also present: Gloria Brown, Genaro Balzano, Betts and Eldon Mayer, Carl Tubessing, John Rent, Deb Hall, Carol and Herb Maine, Ruth, Slagle, Mabel Doughty, Jane Frizzell, John Ash, Tom Calder, Sandra Birkett, Claire Ross, Ken Pelton, Binky Boxer, Donna Colbeth

Third Order of Business: Town Administrator & Treasurer’s Reports (see attached)

- Eric announced the resignation of bookkeeper Laurie Quomo after only four months.
- Concerns were raised re: roll plates/transfer plates at the bottom of the ramps at Chebeague and Cousins; they’re very slippery when wet
- Status of the old backhoe: a new engine for the old backhoe would cost about $7000; therefore, looking for an excavator new or lightly used. Also looking at all financing options
**Motion:** Moved by Chris Loder and seconded by Donna Damon to accept the Town Administrator’s Report.

**Unanimous, Motion Carried**

- Bank statement reconciliation still being done by Margaret; FY2014 year-end adjustments necessary
- Question re: tree growth penalty revenue line; Eric will ask Assessor

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to accept the Treasurer’s Report.

**Unanimous, Motion Carried**

**Fourth Order of Business:** Public Comment

- Herb Maine spoke of his disappointment that the bank reconciliation is three months behind. Herb also strongly recommended that the Board conduct an exit interview with outgoing bookkeeper Laurie Quomo.
- Carol White expressed concerns from the School Board’s point of view regarding the necessity of having a bookkeeper in place very quickly.
- Eric estimated that the bank reconciliations would be up-to-date in about two weeks.

**Motion:** Moved by Donna Damon and seconded by Chris Loder to authorize the Town Administrator to contact the prior hiring committee for the bookkeeper and get see if they have consensus recommendation from the pool of prior applicants; Town Administrator to verify that it is not necessary to advertise for new applicants.

**Unanimous, Motion Carried**

**Committee Reports:**

Eric reported:
- Committees are re-forming and getting up and running
- Support needed such as training and staff time; perhaps Board liaisons
- Coastal Waters Commission was asked to respond to the legal questions raised regarding the new Coastal Waters Ordinance. The Committee has tried to meet but has not yet selected a Chair.
- Road Plan Committee is meeting actively and making progress. Chair Herb Maine expects to be able to make a committee presentation of the road plan as a workshop at the Board’s November 12 meeting.
- Shellfish Committee met October 5 and plans to meet again in November.
• Cemetery Committee: Chair Beth Howe has resigned but the committee is meeting regularly.
• Zoning and Comprehensive Plan Review Committee has scheduled an organizational meeting.
• The Planning Board has re-grouped and is meeting regularly and have reviewed a few projects over the last couple months.
• Carol White suggested that an instructor be brought to the Island for the Planning Board, Board of Adjustments and Appeals and others. She will check into some possibilities and report back at the Board’s November 12 meeting.
• Also discussed was providing basic guidance for committee members to include an MMA manual, governing ordinance, procedure for obtaining legal advice and access to the MMA website. Carol will make a list of helpful resources.
• Chris suggested that committee guidelines be added to the tasks for the Board retreat and that committee member vacancies be advertised as soon as possible.

**Fifth Order of Business:** Regular Business

To Have the Board of Selectmen:

15-039: Hear an update and consider action on drainage at the Hall and Capps Road

• Eric reported that he contacted three local surveyors.
• Jim Nadeau has submitted a proposal of $3700, not including transportation.
• The Board has already approved $2500 out of the drainage and easements reserve account.
• The Historical Society has a description of the right of way in question which might be helpful.
• Question whether one of the goals of this project is to obtain a town drainage easement over properties.

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to authorize the Town Administrator to enter into a detailed contract with Jim Nadeau Surveyors to survey the right of way and adjacent properties at the end of Capps Road, contract amount not to exceed $3700, $1200 of which is to be paid from the Selectmen’s contingency line, contract contingent on email approval by the individual Selectmen upon receipt of the itemized details of the contract.

**Unanimous, Motion Carried**

15-040: Appoint members to the Solid Waste Recycling Committee

**Motion:** Moved by Donna Damon and seconded by Chris Loder to table this item pending receipt of additional applications.
Unanimous, Motion Carried

15-041: Consider regularly holding two Board meetings per month (2nd and 4th Wednesdays)

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to set the second and fourth Wednesdays of the month for Selectmen’s meetings with the understanding that if there is not any business for the fourth Wednesday meeting, that a meeting not be held.

Unanimous, Motion Carried

Motion: Moved by Bill Calthorpe and seconded by Chris Loder to take item 15-045 out of order.

Unanimous, Motion Carried

15-045: Consider the process for shellfish licenses and shellfish conservation closures for 2015

- Shellfish Warden Genaro Balzano reported that he had met with the Shellfish Conservation Committee on October 5; the Committee plans to meet again on November 2.
- He and the Shellfish Committee will conduct a survey over the next couple days and report their findings to Peter Thayer of the Maine Department of Marine Resources. They may recommend more closed areas for next year.
- The Board asked Genaro to check on fees for commercial licenses and for senior citizen licenses and report back at the Board’s November 12 meeting.

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to take item 15-046 out of order.

Unanimous, Motion Carried

15-046: Consider issues at the Stone Wharf and the possibility of forming a Stone Wharf Committee

- Presentation by Carl Tubbessing regarding the Golf Club’s willingness to work with the Town to resolve parking issues on Wharf Road. The Golf Club suggested that the Board create a study group to study Stone Wharf issues and to include Golf Club members in the study group.
- The Board needs to develop guidelines for such a committee and to define the scope or focus of the committee—just parking or all issues.
- Carol White: There is a Parking Ordinance; why not just amend the parking ordinance?
• Eldon Mayer: Study committee’s focus should be on Wharf Road, to look at all issues and all possible solutions and then make any recommendations for changes to the parking ordinance.

• Suggestions:
  o committee members to be from CTC, Planning Board, Golf Club and other interested entities
  o permitted parking on Wharf Road
  o look into lighting in the area

• Committee will be advisory to the Board of Selectmen.

**Motion:** Moved by Chris Loder to create a Stone Wharf Committee with a broad scope to identify issues and make recommendations to the Board.

**Motion Failed for Lack of a Second**

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to create a Wharf Road Parking Committee by developing committee; to appoint two Selectmen, Donna Damon and Bill Calthorpe to draft the committee guidelines bring them back to the Board’s next meeting for discussion.

**Unanimous, Motion Carried**

15-042: Consider a Cell Phone Reimbursement Policy

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to adopt the proposed Cell Phone Reimbursement Policy with the addition that the cell phone numbers of the phones being subsidized will be available to the public.

**Unanimous, Motion Carried**

15-043: Consider adoption of a local mileage reimbursement rate

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to accept Eric’s recommendation for reimbursement for on-Island mileage to 15% over the IRS standard mileage reimbursement rate in consideration of the high cost of gas on Chebeague as compared to the mainland.

**Unanimous, Motion Carried**

15-044: Set a date and agenda for the upcoming Board of Selectmen Retreat

**Motion:** Moved by Bill Calthorpe to advertise for a retreat facilitator with applications due on October 17, candidate to be chosen on October 22 for a retreat on October 25.
Motion Failed for Lack of a Second

Motion: Moved by Donna Damon to postpone the retreat until after the first of the year and to set a date at the next meeting.

Motion Failed for Lack of a Second

Motion: Moved by Chris Loder and seconded Donna Damon to set the date for the retreat as October 25, 2014 to be held at John Wilson’s guest house, facilitated by Carol Sabasteanski and that at the August 2015 meeting, the Board set a date for the 2015 retreat and advertise for a facilitator.

Unanimous, Motion Carried

15-047: Sign a Boundary Line and Indenture Agreement as approved at Town Meeting on 9/27/2014

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to authorize the Chair to sign a Boundary Line and Indenture Agreement as approved at Town Meeting on September 27, 2014 with Roger and Sueanna Haskell.

Unanimous, Motion Carried

15-048: Sign a grant agreement with the Dept. of Ag. Cons. & Forestry re: Sunset Landing work

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to authorize the Town Administrator to sign the grant agreement with the Department of Agriculture, Conservation and Forestry for the work at Sunset Landing.

Unanimous, Motion Carried

15-049: Review potential agenda items for future meetings

- Solid Waste Committee
- Reconciliation of bank statement
- Status of bookkeeper
- Status of the audit in relation to the School Department
- Stone Wharf Committee
- Workshop with Planning Board
- Workshop with Assessor
- Consider whether we should create impact fees on develop
- Workshop with Island Institute on coastal flooding and emergency preparedness

Sixth Order of Business: Communications
Email from KomLosy family re: parking possibilities; Board needs more information
Minutes from the Shellfish Conservation Committee’s October 5 meeting.
Quarterly report from the Fire and Rescue Department
Report from the Code Enforcement Officer
Report from the Shellfish Warden
Report from the Town Administrator
Report from the Public Works Department
Donna received a communication from the Planning Board concerning the Board’s charge to the new Zoning and Comprehensive Plan Review Committee; Donna consulted with the Town Attorney. (See attached for response by Attorney Peter Lowe to Donna’s questions.)
  o The task for the ZCPRC is to “Identify which elements of the Zoning Ordinance and Comprehensive Plan Recommendations are not aligned and make recommendations which zoning ordinances or current elements of the Comprehensive Plan Recommendations need to be considered for revision.”
  o The Planning Board Ordinance gives the responsibility for any land use decision-making to the Planning Board which sends recommendations for land use ordinance changes directly to Town Meeting, not to the Board of Selectmen.
  o The Board of Selectmen may appoint committees to explore issues and provide public input to the Planning Board.
  o The Planning Board Ordinance currently has within its responsibilities capital planning and finance. In practice we have a separate Capital Plan Finance Committee created by ordinance (probably illegal). The Planning Board could amend their ordinance to relinquish capital plan and finance responsibilities in whole or in part.

Seventh Order of Business: Review and approve prior meeting minutes

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to accept as presented the minutes of September 10 and 17, 2014 Selectmen’s meetings and September 27, 2014 Town Meeting.

Unanimous, Motion Carried

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

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to approve Warrant #26 dated 9/30/2014 in the amount of $37,378.88.

Unanimous, Motion Carried
Motion: Moved by Bill Calthorpe and seconded by Donna Damon to approve Warrant #74 dated 9/30/2014 in the amount of $418.34.

Unanimous, Motion Carried

Ninth Order of Business: Other Business: None

Tenth Order of Business: Adjourn Meeting

Motion: Moved by Bill Calthorpe seconded by Donna Damon to adjourn the meeting at 9:20 p.m.

Unanimous, Motion Carried

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk