(Draft) Board of Selectmen Meeting & Public Hearing Minutes, September 9, 2014

The Board of Selectmen held a meeting Tuesday, September 9, 2014 at the Island Hall beginning at 6:00 p.m.

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

Selectmen present: Susan Campbell, Bill Calthorpe and Donna Damon

Others attending included: Town Administrator Eric Dyer; from Radio Communications Management (RCM): Scott Rivard; from Fire & Rescue: Ralph Munroe, Lisa Israel, Mark Minckler, Martha Hamilton-Doughty, David Stevens; and other members of the public

Second Order of Business: Public Hearing

To Have the Board of Selectmen hold a Public Hearing to hear presentations from the Chebeague Island Fire and Rescue Department and their partners, including Radio Communications Management (RCM), regarding a proposed communications tower and accessory equipment to improve the quality and consistency of radio communications on the island.

Scott Rivard from RCM and Ralph Munroe made a presentation (see packet)
• Service interruption and coverage issues; power issues
• Current network configuration

Discussion with the Board and the public
• Fixing these issues is a top priority for the Fire and Rescue (and for the Town)
• Options for correcting these issues were also reviewed
• Also reviewed less viable options
• Fire and Rescue strongly recommend tower option
• Geo Survey
• Can some of the work be done by local contractors?
• Financing for the project
  o Maine Municipal Bond Bank
  o Borrowing from our Capital Funds
  o Private funding through fund raising
  o Consensus: borrow from our Capital Funds and replenish with fund raising
Proposed Schedule
September 18  Planning Board pre-application meeting
September 25  Planning Board public hearing and meeting
September 27  Town Meeting with this item on the Warrant

Third Order of Business:  Regular Business

To Have the Board of Selectmen:
  15-024:  Consider any action related to the preceding Public Hearing

Motion:  Moved by Donna Damon and seconded by Bill Calthorpe to appoint Lisa
Israel to represent the Town at the Planning Board September 18 pre-application
meeting regarding the proposed communications antenna.

  Unanimous, Motion Carried

Fourth Order of Business:  Adjourn Meeting

Motion:  Moved by Donna Damon and seconded by Bill Calthorpe, to adjourn the
meeting at 7:30 p.m.

  Unanimous, Motion Carried

Respectfully submitted,

Eric Dyer
Town Administrator
The Board of Selectmen held a meeting on Sunday, September 14, 2014 at the Island Hall beginning at 1:00 p.m.

First Order of Business: Chairperson Susan Campbell called the meeting to order at 1:05 p.m.

Selectmen present: David Hill, Donna Damon, Susan Campbell and Bill Calthorpe
Also present: Eric Dyer 1:54 to 2:34 p.m. via telephone

Second Order of Business: Executive Session
To Have the Selectmen hold an Executive Session to discuss a personnel matter pursuant to 1 MRSA, § 405(6)(A)

Motion: Moved by David Hill and seconded by Donna Damon to enter executive session as referenced above at 1:05 p.m.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Bill Calthorpe to exit executive session and adjourn at 4:00 p.m.

Unanimous, Motion Carried

Susan D. Campbell
Chair, Board of Selectmen
(Draft) Board of Selectmen Meeting Minutes
September 24, 2014

The Board of Selectmen held a meeting on Wednesday, September 24, 2014 at the Ross Room at the Public Safety Building beginning at 5:30 p.m.

First Order of Business: Chair Susan Campbell called the meeting to order at 5:28 p.m.

Selectmen present: Donna Damon, Susan Campbell, Bill Calthorpe
Absent: David Hill
Also present: Attorney Peter Lowe

Second Order of Business: Executive Sessions

To Have the Selectmen hold an Executive Session to confer with the town’s attorney on legal matters pursuant to 1 MRSA, Section 405, subsection 6(E)

Motion: Moved by Bill Calthorpe and seconded by Donna Damon to enter executive session regarding legal matters as referenced above at 5:28 p.m.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to exit executive session at 6:32 p.m.

Unanimous, Motion Carried

To Have the Selectmen hold an Executive Session to discuss a personnel matter pursuant to 1 MRSA, Section 405, subsection 6(A)

Motion: Moved by Bill Calthorpe and seconded by Donna Damon to enter executive session to discuss a personnel matter as referenced above at 6:35 p.m.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to exit executive session at 7:52 p.m.

Unanimous, Motion Carried

Third Order of Business: Regular Business
To Have the Board of Selectmen:
15-038: Consider any action required as a result of the executive session: none

Fourth Order of Business: Other Business

Board of Selectmen Meeting
September 24, 2014 Minutes
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148  townofchebeague@chebeague.net    Fax: 207-846-6413

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to accept the warrant as presented for Special Election on October 7; polls to open at 8:00 a.m. and close at 8:00 p.m.

Unanimous, Motion Carried

Fifth Order of Business: Adjourn Meeting

Motion: Moved by Bill Calthorpe and seconded by Donna Damon to adjourn the meeting at 8:35 p.m.

Unanimous, Motion Carried

Minutes submitted by
Susan Campbell, Chair
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148 townofchebeague@chebeague.net Fax: 207-846-6413

(Draft) Board of Selectmen Meeting Minutes
October 8, 2014

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 Tubbersing 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?
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148 townofchebeague@chebeague.net Fax: 207-846-6413

- 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:
  - committee members to be from CTC, Planning Board, Golf Club and other interested entities
  - permitted parking on Wharf Road
  - 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
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148  towpofchebeague@chebeague.net  Fax: 207-846-6413

- 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.)
  - 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.”
  - 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.
  - The Board of Selectmen may appoint committees to explore issues and provide public input to the Planning Board.
  - 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
The Board of Selectmen held workshops and a business meeting on Wednesday, October 22, 2014 at the Island Hall beginning at 5:30 p.m.

Call to Order: Chair Susan Campbell called the meeting to order at 5:39 p.m.

Selectmen present: David Hill, Donna Damon, Susan Campbell, Bill Calthorpe, Chris Loder

Executive Session

Motion: Moved by Donna Damon and seconded by David Hill to enter executive session to discuss a personnel matter pursuant to 1 MRSA, Section 405, subsection 6(A) at 5:40 p.m.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Donna Damon to exit executive session at 6:03 p.m.

Unanimous, Motion Carried

Also present: Gloria Brown, Genaro Balzano, Bob Earnest, Cecil Doughty, Jessie Russo, Gary Ross, Donna Colbeth, Jane Frizzell, Pat St. Cyr, Paul Belesca, Eldon Mayer, Herb Maine

Chair Susan Campbell called the public meeting to order at 6:05 p.m.

Workshop with the Shellfish Conservation Committee:

Discussion of Conservation Closures

- Current conservation closure to continue for two more years at Indian Island
- Survey showed lots of seed
- Cricks: not necessary to close
- Bob Earnest reported on the green crab forecast
- Suggestion for a couple more signs to be posted

Discussion on Allocation numbers for 2015 Shellfish Licenses

- Discussion regarding allocation categories, especially elderly year-rounders
- Board asked for numbers of license sold in various categories
Discussion on Fee Structure

- Fees will probably remain flat

**Workshop with the Planning Board**: Workshop was tabled.

**Business Meeting:**

1. Set a date to consider recommendations from the Shellfish Conservation Committee.

**Motion**: Moved by Donna Damon seconded by Bill Calthorpe to hear recommendations for calendar year 2015 from the Shellfish Committee at the November 12 meeting.

**Unanimous, Motion Carried**

2. Set a date to consider recommendations from the Planning Board.

**Motion**: Moved by Donna Damon seconded by Bill Calthorpe to meet with the Planning Board in a workshop as part of the November 12 meeting to discuss the Planning Board’s role in Capital Improvement Planning and annual capital budget for FY2016.

**Unanimous, Motion Carried**

3. Discuss the possibility of increasing the street lighting on the Stone Wharf

- Susan and Tom Calder have been researching possibilities for adding lighting in the gravel parking areas on both sides of Wharf Road, in the area near where the CTC crew park and at the end of the wharf where the punts are. Lights are to be non-intrusive for neighbors but improve safety for travelers.
- Possibilities: Mongoose lighting, straight-up street lights, timers or motion sensors, LED bulbs
- There will be a monthly rate increase, but so far no upfront costs to the town
- Suggestion that a map showing light placement would be helpful

**Motion**: Moved by Bill Calthorpe and seconded by David Hill for Susan and Tom Calder to continue lighting research and negotiations with CMP, to keep CTC informed of discussions, and to update the Board at its November 12 meeting.

**Unanimous, Motion Carried**

4. Discuss draft of a charge for a possible Stone Wharf Committee
Donna distributed copies of a proposed charge drafted by Donna and Bill (see attached).

To research interim solutions pending development of a long term plan to alleviate parking congestion at the Stone Wharf and prepare a written advisory report to be presented to the Board of Selectmen.

Sunset Committee’s charge needs to be updated to show the expectation that if the Sunset Committee reports on a long-range ferry/parking plan for Sunset, the committee also reports on a long-range plan for the Stone Wharf so the public will have comparable solutions to consider.

The term of the committee is to be December 1, 2014 to March 1, 2015 so that any recommendations requiring funding may be considered within the context of the FY 2016 budget process.

Discussions re: coordination between this new committee and the Sunset Committee and definition of “short-term solution.” and moving committee formation on the fast track so it can start its work December 1st.

- Advertise that there is a possibility of a committee being formed to study short-term solutions for parking at the Stone Wharf.
- Anyone interested in serving on the committee should file a letter of interest and application at the Town Office by November 17th.
- By Tuesday, October 28, Donna will draft an email invitation to the relevant organizations to solicit representative members for the Committee. Committee members to be announced at the Board’s November 19th meeting.

**Motion:** Moved by Bill Calthorpe and seconded by Donna Damon to have a finalized draft proposal for the charge for a Stone Wharf Parking Advisory Committee ready for discussion and possible action at the Board’s November 12 meeting.

*Unanimous, Motion Carried*

**Motion:** Moved by Chris Loder and seconded by Bill Calthorpe to advertise the intent to form a Stone Wharf Parking Advisory Committee and request appropriate parties to file a letter of interest and application at the Town Office by November 17th. By Tuesday, October 28, Donna will draft an email invitation to the relevant organizations to solicit representative members for the Committee. Committee members to be announced at the Board’s November 19th meeting.

*Unanimous, Motion Carried*
5. Discuss the possibility of postponing the Town Revaluation until FY2017

Motion: Moved by David Hill and seconded by Chris Loder to direct our Town Administrator to request from the Assessor an updated, definitive schedule for the revaluation that has been under discussion, and that the schedule be presented at the November 12 meeting.

Unanimous, Motion Carried

6. Set a date to meet with Audit Team.

Susan reported that:
- Eric says the checkbook has been reconciled through the end of September
- Marge Hall from Berry Talbot Royer, CPAs was in the office four days last week
- The final product is expected by December 31st
- Marge is keeping Bump Hadley informed of progress

Motion: Moved by Bill Calthorpe and seconded by David Hill to set a date of January 28th to meet with the audit team depending on the availability of Donald Talbot and Marge Hall.

Unanimous, Motion Carried

7. Discuss possible agenda items for Board Retreat

Following discussion, the consensus of the Board was to spend the first half hour of the retreat developing the agenda for the day.

8. Other Business to be presented by the Selectmen

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to authorize David Hill to convey the sense of the executive session held earlier in this meeting to Town Administrator Eric Dyer via email and authorize Eric to convey that sense of the executive session to the interested parties.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to appoint Gary Ross as Alternate Shellfish Warden.

Unanimous, Motion Carried

9. Approval of Expense Warrants

Motion: Moved by David Hill and seconded by Bill Calthorpe to approve the expense warrant dated October 22, 2014 in the amount of $526,922.31.
Unanimous, Motion Carried

10. Approval of prior meeting minutes: none available

11. Adjourn meeting

Motion: Moved by Donna Damon seconded by Bill Calthorpe to adjourn the meeting at 8:28 p.m.

Unanimous, Motion Carried

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk
To: The Board of Selectmen  
From: Donna Damon and Bill Calthorpe  
Re: Proposed Stone Wharf Parking CCommittee Draft  
Date: October 22, 2014

We met and discussed the request for a Stone Wharf Committee. The biggest issue seemed to be parking on the Wharf and adjacent road. Since 1970 many committees have been appointed and deliberated over issues related to the Stone Wharf’s maintenance, deterioration, adequacy, parking, and safety issues. Some steps have been made with each of these endeavors, but significant progress has not been made due to lack of money, space, or a viable idea.

The the majority of the members of the public who initiated the idea for a committee are members of the Great Chebeague Island Golf Club that abuts the Wharf. Since the 1960s and 1970s when the Stone Wharf became the primary transportation, sufficient parking has been an issue. Over the decades parking has gone from long-term parking (weeks at a time) to 24 hour parking. The road has become an integral part of the parking solution since the 1980s.

We are proposing the following charge, duration, and committee make-up if the majority of the of the BOS support the idea of the Town creating an additional advisory committee. We felt that any committee that focused on the Stone Wharf area needed representation by all user groups. We also felt that any proposal for short-term relief needed to presented to the BOS by March 2015 if funds were expected to be included in the FY16 budget. The Committee is advisory only with no decision making powers.

With these considerations we present the following recommendations:

1. Name: Stone Wharf Parking Advisory Committee
2. Duration: December 1, 2014-March 1, 2015
3. Charge: To research short-term solutions to parking congestion at the Stone Wharf and prepare a written advisory report to be presented to the BOS by March 1, 2015
4. Committee: 2 selectmen
   1 planning board member
   1 member of Coastal Waters Committee
   1 representative of the GCGC
   1 representative of CTC
   1 representative of the Holbohm Family
   1 member at large
   1 fisherman
The Board of Selectmen held an Emergency Meeting on Tuesday, October 28, 2014 at the Island Hall at 6:00 p.m.

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

Selectmen present: David Hill, Donna Damon, Susan Campbell, Chris Loder and Bill Calthorpe

Second Order of Business: Executive Session
To Have the Selectmen hold an Executive Session to discuss a personnel matter pursuant to 1 MRSA, § 405(6)(A)

Third Order of Business: Executive Session
To Have the Selectmen hold an Executive Session to discuss real estate matters pursuant to 1 MRSA, § 405(6)(C)

Motion: Moved by David Hill and seconded by Chris Loder to enter executive session as referenced above at 6:00 p.m.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Bill Calthorpe to exit executive session and adjourn at 7:55 p.m.

Unanimous, Motion Carried

Susan D. Campbell
Chair, Board of Selectmen
(Draft) Board of Selectmen Emergency Meeting Minutes, October 29, 2014

The Board of Selectmen held an emergency meeting on Wednesday, October 29th, 2014 at the Town Office beginning at 5:30pm.

Present: Donna Damon, Susan Campbell, Chris Loder, Eric Dyer

Meeting called to order at 5:30pm.

First Order of Business: Call meeting to order

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).

Moved by Donna Damon and seconded by Chris Loder to go into executive session at 5:30pm pursuant to 1 MRSA, Section 405, subsection 6(A). Unanimous.

Moved by Donna Damon and seconded by Chris Loder to exit executive session at 6:00pm

Third Order of Business: Regular Business Regular meeting begins after the executive session

To Have the Board of Selectmen:

15-050: Accept the resignation of Michelle Jackson as Town Clerk & Tax Collector (and various other positions), effective December 1, 2014.

Moved by Donna Damon and seconded by Susan Campbell to accept the resignation of Michelle Jackson as Town Clerk and Tax Collector, with regret and appreciation for her contributions to the Town of Chebeague Island, effective December 1, 2014. Unanimous.

15-051: Discuss a hiring process for the vacant positions.

In order to aid in the transition the Board would like to see a listing of tasks to be completed by Michelle prior to her departure, and a summary of key items to be addressed in the coming months. The Board tasked Eric with advertising for the open positions. The Board wanted to clarify that Michelle’s remaining time is inclusive of December 1.

Fourth Order of Business:

Adjourn Meeting

Moved by Susan Campbell and seconded by Donna Damon to adjourn at 6:10pm. Unanimous.