The Board of Selectmen held a meeting Wednesday, December 10, 2014 at the Island Hall beginning at 5:30 p.m.

First Order of Business: Chair Susan Campbell called the meeting to order at 5:35 p.m.

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

Second Order of Business: Executive Session
To Have the Selectmen hold an Executive Session to discuss
Personnel matters pursuant to 1 MRSA, Section 405, subsection 6(A)
Real estate matters pursuant to 1 MRSA, Section 405, subsection 6(C)
Legal matters pursuant to 1 MRSA, Section 405, subsection 6(E)

Motion: Moved by David Hill and seconded by Donna Damon to enter executive session as referenced above at 5:38 p.m.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by David Hill to exit executive session at 6:28 p.m.

Unanimous, Motion Carried

Public Meeting:
Chair Susan Campbell called the public meeting to order at 6:31 p.m.
Also present: Gloria Brown, Leila and Suhail Bisharat, Marianne and Frank Durgin, Pat St. Cyr, Donna Colbeth, Mark Dyer, David Stevens, Pat Festino, Beth Howe, Jane Frizzell, Sandra McLean, Gail Miller, Cathy MacNeil, Deb Hall, Herb Maine, Laura and Geoff Summa, Jennifer Corson, Jay Corson, Claire Ross,

Third Order of Business: Town Administrator & Treasurer’s Reports (see packet)
Beth Howe of the Cemetery Committee asked that the surveyor’s bill be paid.

Motion: Moved by Donna Damon and seconded by David Hill to move this item up on the agenda to be heard now.

Unanimous, Motion Carried
Motion: Moved by Donna Damon and seconded by David Hill to pay the surveyor’s bill from the cemetery general fund.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Chris Loder to accept the Town Administrator’s report and the Treasurer’s report.

Unanimous, Motion Carried

Fourth Order of Business: Public Comment
- Dave Stevens asked about what happened to the harbormaster boat and about its current status.
  - Eric reported that the harbormaster boat sank during a storm in November. It was hauled up by Falls Point Marine and taken to Royal River Boat Yard for repairs which have cost around $4000 to date. The insurance company believes that it is salvageable. Our deductible is $1000. A list of possible repairs is forthcoming.
  - Dave said that in his experience a boat that sat under salt water as this boat did would be completely unreliable.
  - Coastal Waters Committee recommends the formation of a committee to research what is needed in a harbormaster boat and make a recommendation to the Board. Committee to include the Harbormaster/Shellfish Warden, and people from Shellfish Committee, Fire and Rescue Department and Board of Selectmen to report back at the Board of Selectmen’s February 11 meeting.
  - Eric took responsibility for not having the boat hauled out before the storm and apologized for his error in judgment.
- Mark Dyer asked that the road crew fix the holes in the John Small Road.
- Jane Frizzell asked about the budget process; when do committees have to submit their requests. Eric will send out emails to committees and department heads.

Fifth Order of Business: Committees
To have the Board of Selectmen

15-067: Set a workshop date with the Road Plan Committee

15-068: Set a date for a workshop for the fee structure at the transfer station and the Solid Waste and Recycling Committee.
**Motion**: Moved by Chris Loder and seconded by David Hill, to set the date of January 7, 2015 at the Island Hold to hold a workshop for the Solid Waste and Recycling Committee and the fee structure at the transfer station starting at 6PM, followed by a workshop with the Road Plan Committee at approximately 7PM.

**Unanimous, Motion Carried**

**Sixth Order of Business**: Regular Business
To have the Board of Selectmen

15-069: Determine a process by which the Board of Selectmen will consider an employment agreement with the Town Administrator.

Chris Loder stated: The Town Administrator and the Board of Selectmen are in the process of finalizing a mutually-agreed-upon six-month employment agreement. When the terms of that agreement have been finalized, they will be made public and they will be voted upon in a public meeting.

15-070: Consider the Town Clerk / Tax Collector hiring process.

**Motion**: Moved by David Hill and seconded by Donna Damon to re-open the hiring process for a short time period and during the interval, to interview the eligible candidates we already have.

**Unanimous, Motion Carried**

15-071: Have the Board explore the offer of the Island Institute to conduct a Leadership Seminar for Municipal Committees

**Motion**: Moved by Chris Loder and seconded by Bill Calthorpe that the Board explore details for engaging the Island Institute to conduct a leadership seminar for municipal committees on Chebeague, that the Board then consider the recommendation at an upcoming meeting.

**Unanimous, Motion Carried**

15-072: To have the Board explore the direction and execution plan for a 360° Peer Review Process for the Town Employees and Town Committees.

**Motion**: Moved by Chris Loder and seconded by Bill Calthorpe that the Board explore and formalize the peer review process, including use of third party facilitators.
Unanimous, Motion Carried

15-073: Consider the appointment of an Addressing Officer and Alternate

**Motion:** Moved by David Hill and seconded by Chris Loder to appoint Nick Adams as our Addressing Officer and Eric Dyer as the Alternate Addressing Officer and direct the Town Administrator to work with the CEO to draft an Addressing Ordinance for Board review.

Unanimous, Motion Carried

15-074: Consider Budget Goals and Prioritization of Work for Fiscal Year 2015-2016 (FY16)

Mark Dyer suggested that we revisit the ship grant process for the barge area as part of the budget goals and prioritization.

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to add a budget workshop to the agenda for January 7, 2015.

**Vote:** 4-0 (David Hill was momentarily out of the room.)

15-075: Consider a proposal for accounting system review, documentation, and improvement from John Birkett, CPA. (see packet)

**Motion:** Moved by David Hill and seconded by Chris Loder to proceed as described, to engage the services of John Birkett’s firm to assist us to review our accounting system for an initial maximum of $6000 to be paid from the Board’s contingency fund.

Unanimous, Motion Carried

15-076: Discuss the assessment process, field verification specifically.

Discussion: concerns that the Assessor will rely on old information and not visit houses. Eric will transmit these concerns to the Assessor.

15-077: Accept the donation of a rescue training mannequin.

**Motion:** Moved by Donna Damon and seconded by Chris Loder to accept the donation of the high-tech rescue training mannequin.

Unanimous, Motion Carried
Seventh Order of Business: Communications

- From Jane Frizzell re: possibility of a local Circuit Breaker Program

Motion: Moved by Donna Damon and seconded by David Hill to authorize the Town Administrator to research what this would entail, and bring it back to the Board.

Unanimous, Motion Carried

- Sandra MacLean asked if anyone had done a cost-benefit analysis of combining our non-profit organizations. Donna suggested that someone call together a community meeting to discuss the topic. Deb Hall said that is the intent of CICA to hold such a meeting in the spring.

Eighth Order of Business: Review and approve prior meeting minutes

Motion: Moved by Bill Calthorpe and seconded by Donna Damon to approve the November 12, 2014 and November 20, 2014 minutes as drafted.

Unanimous, Motion Carried

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

Motion: Moved by Bill Calthorpe and seconded by Donna Damon to approve the warrant #44 in the amount of $60,316.93.

Unanimous, Motion Carried

Motion: Moved by Bill Calthorpe and seconded by David Hill to approve the warrant #48 in the amount of $3,482.50.

Unanimous, Motion Carried

Motion: Moved by Bill Calthorpe and seconded by David Hill to approve the warrant #50 in the amount of $31,492.54.

Unanimous, Motion Carried

Tenth Order of Business: Other Business

Motion: Moved by Bill Calthorpe and seconded by Chris Loder to authorize the Town Administrator to draft a memo to the Harbormaster thanking him for his work
to date and explaining that the Board will be looking at that job position with the possibility of making modifications to the job description.

**Unanimous, Motion Carried**

**Eleventh Order of Business:** Adjourn Meeting

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to adjourn the meeting at 8:43 PM.

**Unanimous, Motion Carried**

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk