

Board of Selectmen Meeting Minutes March 12, 2014

The Board of Selectmen held an Executive Session on Wednesday, March 12th, 2014 at the Island Hall beginning at 5:30 pm.

Selectmen present: Herb Maine, David Hill, David Hill, Donna Damon, Mark Dyer, Herb Maine.
Absent: Susan Campbell

Motion: Moved by Herb Maine and seconded by David Hill to enter into Executive Session at 5:32 pm. on the following issues:

1. To Have the Selectmen hold an **Executive Session** to discuss a court matter regarding Code Enforcement Proceedings brought under MRSA 30-A § 4452(1)(c) pursuant to 1 MRSA, Section 405, subsection 6(H)
2. To Have the Selectmen hold an **Executive Session** to discuss a personnel matter pursuant to 1 MRSA, Section 405, subsection 6(A).

Unanimous, Motion Carried (Susan Campbell, Absent)

Motion: Moved by Mark Dyer and seconded by Herb Maine to exit Executive Session at 6:19 pm.
Unanimous, Motion Carried (Susan Campbell, Absent)

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

Selectmen present: Herb Maine, David Hill, David Hill, Donna Damon, Mark Dyer, Herb Maine.
Absent: Susan Campbell

Also present: Eric Dyer, Gloria Brown, Ginny Ballard, Ernie Burgess, Claire Ross, Ralph Munroe, Carol White, David and Cheryl Stevens, Deb Hall

First Order of Business: Call meeting to order at 6:20 pm

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

- Bank statement reconciliation stalled at November; bookkeeper and Eric will work on it.
- Transfer Station income: attendant recently turned in a couple months of income at one time; Eric has asked her to adopt a new method of accounting for receipts.
- Pot holes are to be filled with crushed rock instead of cold patch
- Claire asked if the delay in bank reconciliation affects the auditor's ability to finish the audit which is needed by the School Department to comply with a Maine Department of Education deadline.

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Motion: Moved by David Hill and seconded by Herb Maine that the Treasurer's Report be accepted.

Unanimous, Motion Carried (Susan Campbell, Absent)

Motion: Moved by David Hill and seconded by Herb Maine that the Town Administrator's Report be accepted.

Unanimous, Motion Carried (Susan Campbell, Absent)

Third Order of Business: Public Comment

Ginny Ballard for the Chebeague Island Council:

- Ginny submitted the Council's signed Memorandum of Understanding with the Town; the Selectmen signed it at the end of the meeting
- The Town's annual donation to the Council is used in three areas: Fuel Assistance, Samaritan Fund and Cynnie's Group
- Fuel assistance is paid by the Council directly to the fuel provider through a system that provides confidentiality for the recipient
- With Island Institute, arranged for weatherization for 6 households this winter
- Samaritan Fund provides food assistance in cooperation with the church's Food Pantry for 22 household this year as compared with 17 last year
- Samaritan fund also provides assistance for prescription medications
- Cynnie's Group provides end of life care for patients and their families including household tasks and travel expenses (boat tickets)
- Ginny asked the Town to increase its donation to the Council; the Council is spending more than it is receiving in donations. Current Council reserves are estimated to last only 2-3 years.

Carol White reported that the School Department has decided not to apply for an Island Fellow this year. Resources for oversight and staffing are needed in other areas. Island Institute will hold a slot open for about a week if another island organization would like to apply.

Deb Hall, commenting on Ginny's report, said that the approximately \$25,000 distributed by the Island Council is \$25,000 that the Town didn't have to pay out in General Assistance. She urged the Town to consider drastically increasing its current level of support to the Island Council.

Fourth Order of Business: Regular Business

To Have the Board of Selectmen:

14-131: Receive a 3rd draft of the fiscal year 2015 budget

This third draft reflects 98% of the changes approved and discussed at previous budget workshops

Motion: Moved by David Hill and seconded by Herb Maine to hold a budget workshop for further discussion of the budget to be held at 6 p.m. on March 19th at the Island Hall.

Unanimous, Motion Carried (Susan Campbell, Absent)

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14-132: Hear an update from the Sunset Landing Committee, and set the date to award the contract for the Sunset survey and preliminary study

- Is conducting interviews with applicants for the project to evaluate what we cannot do with the town property at Sunset Landing, locate paper streets and provide an estimate for next steps.
- Applicants will have until March 19th to submit a revised budget for the project.
- Mary Holt is to be commended for moving the committee along on the fast track.
- This initial project is being funded by \$10,000 from the Paper Street Capital Fund and \$5,000 from the Selectmen's Contingency Fund.

Motion: Moved by David Hill and seconded by Mark Dyer to award the Sunset project bid on March 26th at a short business session prior to the School Department Budget Workshop at 6 p.m. at the Island Hall.

Unanimous, Motion Carried (Susan Campbell, Absent)

14-133: Hear an update on the Bookkeeper position

- Proposed 6-week time frame for notice, review of applicants and selection
- Draft job description for expanded bookkeeper position
- 32 hour-per-week position; cost shared equally by Town and School

Motion: Moved by David Hill and seconded by Mark Dyer to accept the job description and hiring process for bookkeeper as presented.

Discussion:

- Hiring committee to consist of one member from the Board of Selectmen, one School Committee member, Eric, Bump and Mary Holt.
- Funding May and June at full 32 hours from FY2014 budget; we've not used the 16 hours per week allocated. FY2015 proposed budget includes funding for this position under Administration: Part Time Wages.
- Explanations were provided for why we need a bookkeeper and why we are not using a payroll service?

Unanimous, Motion Carried (Susan Campbell, Absent)

14-134: Consider spring road closings

Motion: Moved by David Hill and seconded by Herb Maine to post our roads with heavy weight limits between March 15th and April 30th.

Discussion:

- To be posted in all the Town's usual posting places and at Bennett's Cove, and the Town website and Beverly's website. Also call Colley.
- Essential services like heating fuel are exempt
- Exceptions are to be rarely granted
- Public to please report violations

Unanimous, Motion Carried (Susan Campbell, Absent)

14-135: Conduct a first reading of revisions to the Road Plan Committee Ordinance

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Discussion:

- Only changes are to change number of members from 3 to **up to 5** and to change term from 1 year to 3 years, **staggered**.
- Committee has requested additional members.
- Suggested focus of the committee going forward: surveying next sections of road, even the dirt roads

Motion: Moved by David Hill and seconded by Mark Dyer to move Road Plan Committee Ordinance forward to Town Meeting as amended.

Unanimous, Motion Carried (Susan Campbell, Absent)

14-136: Conduct a second reading of the Coastal Waters Ordinance

Motion: Moved by Mark Dyer and seconded by Herb Maine to move the Coastal Waters Ordinance forward to Town Meeting as presented.

- The Coastal Waters Committee was commended for its work on this ordinance. Hopefully it will be reasonably applied and enforced

Unanimous, Motion Carried (Susan Campbell, Absent)

14-137: Set the date for a Public Hearing to review ordinances and questions to be voted on at Town Meeting

- Eric's memo dated March 10 (see packet)
- Proposed schedule:
 - April 30—Public Hearing for warrant review and talk about ballot referendum
 - May 7—Final budget review
 - May 14—Regular Board of Selectmen meeting
 - May 21—Final warrant review for streamlining proofing language

Motion: Moved by David Hill and seconded by Herb Maine to adopt the proposed schedule for moving forward to Town Meeting.

Unanimous, Motion Carried (Susan Campbell, Absent)

Discussion re: secret ballot referendum comes after Town Meeting which is in accordance with State statute because of the way the petition was worded as a "secret ballot referendum" rather than a "secret written ballot" which could have been voted during Town Meeting.

14-138: Consider the establishment of an ad-hoc Municipal Fire and Rescue Service Ordinance Committee

- Herb Maine discovered that when we became a town the need to adopt a fire and rescue ordinance was overlooked.
- In accordance with 30-A M.R.S.A. § 3152, provides three ways a municipality can provide for fire protection. An ordinance seems the best way to proceed for our situation.
- Proposal is to form an ad hoc committee to draft a simple, general ordinance to be voted on at Town Meeting. The intent is to start a structure to build on in coming years.

Motion: Moved by David Hill and seconded by Herb Maine to form a Municipal Fire and Rescue Ordinance Committee.

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Unanimous, Motion Carried (Susan Campbell, Absent)

Motion: Moved by Herb Maine and seconded by David Hill to nominate Herb Maine and Susan Campbell from the Board and Dave Stevens and Ralph Munroe from the Fire Department to the Municipal Fire and Rescue Ordinance Committee.

Unanimous, Motion Carried (Susan Campbell, Absent)

14-139: Discuss Board openings and the nomination process

- Two openings: one on the Board of Selectmen and one on the School Committee, each for a three year term ending in 2017. The terms of Herb Maine and Beverly Johnson expire this year.
- The election will be held on Tuesday, June 10, 2014. The notice to the Chebeague Island residents is being issued in the paper as required by law.
- Nomination papers will be available at the Town Office beginning Monday, March 17
- Signed nomination papers must be received by the Town Clerk no later than Monday, April 28, 2014, at 5 p.m.

14-140: Hear an update on the Flood Insurance Rate Map process

- Only federal action has been to delay in implementation of fee increases
- Map overlay of our parcels should be received shortly
- Letters will go out in couple weeks
- Discussion re: Town to take more of an active role
 - Barney Baker, representing a few islanders, re: issues with FEMA data, suggested a general assessment of FEMA data for \$2000
 - Consensus of the Board: need a proposal in writing
- Need to set dates for mailing and public meeting next month based on a deadline that is 90 days from an event which hasn't happened yet.

14-141: Consider drainage issues by the Chebeague Island Hall Community Center and Capps Road

Motion: Moved by Mark Dyer and seconded by David Hill to authorize Town Administration to expend up to \$1000 from account Dept. 1700-5090 Engineering Administration to invite an engineer to come look at drainage situation at Capps Road and look at front of CIHCC to get some suggestions for solutions with the expectation that the Town will receive a letter report with estimated cost.

Unanimous, Motion Carried (Susan Campbell, Absent)

14-142: Consider a request to oppose tar sands oil

- Donna received a letter from Mary-Jane Ferrier of Protect South Portland asking for a letter of support from Chebeague opposing the handling and transport of tar sands oil through South Portland to the port.
- Consensus of the Board: not enough information. Donna will write a letter asking for information concerning potential impact on lobstermen and asking what actions the South Portland City Council has taken so far.

14-143: Consider a liquor license renewal for CTC (the Pied Piper)

Motion: Moved by Mark Dyer and seconded by David Hill to authorize the Chair to sign the liquor license renewal for CTC (Pied Piper).

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Unanimous, Motion Carried (Susan Campbell, Absent)

14-144: Review potential agenda Items for April:

- Consider license renewals and applications (victualers, special amusement, etc.)
 - Paperwork must be complete.
 - Ralph needs to have inspections done Wednesday before next meeting.
 - Communication with prior applicants
- Transfer Station Punch Card system & fee structure
 - Need designated time for a workshop at a regular business meeting before summer
 - Need a proposal with draft policy and proposed fees accompanied by backup information

Fifth Order of Business: Communications

Letter from Gloria Brown opposing granting exceptions to Traffic Ordinance regarding parking time limits at the Stone Wharf

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

Motion: Moved by Mark Dyer and seconded by David Hill to authorize the expense warrant in the amount of \$59,234.06.

Unanimous, Motion Carried (Susan Campbell, Absent)

Seventh Order of Business: Approval of prior minutes

Motion: Moved by Herb Maine and seconded by Mark Dyer to approve the minutes of the February 12, 2014 meeting.

Unanimous, Motion Carried (Susan Campbell, Absent)

Eighth Order of Business: Executive Sessions –were held before business meeting

Ninth Order of Business: Other Business

Tenth Order of Business: Adjourn Meeting

Adjourned at 8:42

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk