

## Board of Selectmen Meeting Minutes May 14, 2014

**The Board of Selectmen held a Meeting Wednesday, May 14, 2014 at the Island Hall.**

**Selectmen present:** David Hill, Susan Campbell, Herb Maine, Donna Damon and Mark Dyer

**Also present:** Eric Dyer, Gloria Brown, Deb Hall, Mary Holt, Dave Stevens, Charlie Hall, Cathy MacNeill, Julie Doughty, Jonathan KomLosy, Susan Sabasteanski, Jessie Russo, Claire Ross, Ricky Taylor, Jay Corson, John Wilson, Pat St. Cyr, Geoff Summa, Specs Eaton, Rod MacCormack, Jane Frizzell, Melody Housie, Mabel Doughty and Jaqueline Trask, Pam Curran, Bob Mentzinger, 4 unnamed workers from the Inn

**First Order of Business:** The meeting was called to order at 6:04 p.m.

**Second Order of Business: Public Hearing**

To Have the Board of Selectmen hold a Public Hearing to discuss and consider the following:

14-174: A Special Amusement Permit application for the Slow Bell Cafe

- Closing time issue
- Music ending time is 11 p.m.
- Sound absorption
- Parking: concern that fire and rescue vehicles can get through the roadway
- Request that complaints receive prompt responses
- Request for uniform restrictions for all similar businesses
- Suggestion that Jon go to the Chebeague Planning Board to amend the Slow Bell Café's Planning Board approval

**Motion:** Moved by David Hill and seconded by Susan Campbell, based on mutual trust, to grant the Slow Bell Café's special amusement application, permitting music, dancing and/or entertainment.

**4-1 (Donna Damon opposed), Motion Carried**

14-175: A Liquor License application for the Slow Bell Cafe

**Motion:** Moved by David Hill and seconded by Mark Dyer, to approve the Slow Bell Café's liquor license application.

**Unanimous, Motion Carried**

**Third Order of Business:** Town Administrator & Treasurer's Reports

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**Motion:** Moved by Mark Dyer and seconded by Herb Maine, to accept the Town Administrator's report.

**Unanimous, Motion Carried**

**Motion:** Moved by Mark Dyer and seconded by David Hill, to accept the Town Treasurer's report.

**Unanimous, Motion Carried**

Discussion regarding the abatement revenue line 1300-308:

- The negative line in this revenue account shows abatements granted by the Town Assessor to taxpayers who requested abatements because of errors or inconsistencies they found in their tax assessments.
- These abatements are not currently routinely reported to the Selectmen

**Motion:** Moved by David Hill and seconded by Herb Maine, that any abatements be reported to the Board of Selectmen monthly with appropriate journal entries to be authorized by the Board at that time.

**Unanimous, Motion Carried**

Discussion regarding progress in improving deficiencies noted in 2012 audit report rectifying audit findings:

- New bookkeeper will provide more hours for implementing systems to rectify deficiencies
- Consensus that the monthly Treasurer's report show a list of outstanding audit findings

**Taken out of order:**

14-185: Consider a draft letter of support for CTC's application to become a non-profit organization (see packet)

- Carol Sabasteanski from CTC was present and answered questions.

**Motion:** Moved by David Hill and seconded by Mark Dyer to adopt the CTC's letter and authorize the chairman to sign it on behalf of the Board of Selectmen.

**Unanimous, Motion Carried**

**Fourth Order of Business:** Public Comment

- Bob Mentzinger, representing State senate candidate Steve Woods, introduced Mr. Woods' candidacy.
- Mary Holt reported for the Sunset Committee regarding the wetlands studies now underway:

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- There are no vernal pools, so no need to count salamanders
- There are wetlands, the property but can support a septic system
- Research for the boundaries and paper streets study has been completed
- Site visit started today

**Fifth Order of Business:** Regular Business To Have the Board of Selectmen:

14-176: Accept the resignation of the Code Enforcement Officer

**Motion:** Moved by David Hill and seconded by Herb Maine to accept the resignation of the Code Enforcement Officer.

**Unanimous, Motion Carried**

14-177: Review a draft of the Town Meeting Warrant

Fire and Rescue Ordinance second reading:

Herb explained recent changes

- Discussion re: checks and balances for accepting monetary donations
- Discussion re: employees can be dismissed with or without cause

**Motion:** Moved by Herb Maine and seconded by Mark Dyer to accept the Fire and Rescue Ordinance and move it to the warrant as amended.

**4-1 (Donna Damon Opposed), Motion Carried**

Discussion re: warrant articles

- There are still some blanks still to be filled in
- A possible Zoning Ordinance amendment for the warrant may come out of the Planning Board's meeting on Tuesday, May 20<sup>th</sup>
- The entire proposed warrant needs at least a cursory legal review
- Explanation on Article 24, "increase due to additional wages": change to "additional hours and wages" or "additional bookkeeper position"
- Explanation on Article 27, "to contract for the work at Sunset Landing": Donna's suggestion: "to evaluate the Town's property and adjacent waters to determine potential uses of the property. The study will include but not be limited to wind, wave, water depth, eel grass and archaeological studies."
- Discussion re: ability to change the money amount at Town Meeting, as more information may be available then. Can lower amount, not increase amount. Split dollar amounts in the explanation and tell how any unspent dollars will be spent for matching grants or rolled over to next budget. Reference contract document.
- On Article 35, "increase due to rising costs and additional wages": be more specific about rising costs for bargaining, etc.
- On Article 48 giving amount of spending for the fiscal year with a chart that may be confusing; capital reserve numbers may need to be updated; explanation of deferred

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amounts; wharf reserve not funded this year; paving amount from last year spent this year

- Question if the proposed zoning change for the Inn is "spot zoning": ask attorney
- Revisions are requested before the weekend for next week's meeting
- Consensus of the Board to mail the entire 70+-page warrant to constituents

14-178: Consider financial support for an Island Institute Fellow for the Fire and Rescue Department

**Motion:** Moved by Mark Dyer and seconded by David Hill to table the request for financial support for the Island Institute Fellow for the Fire and Rescue Department.

**Unanimous, Motion Carried**

14-179: Consider survey work for Chandler's Cove Road and Nubble View Subdivision

**Motion:** Moved by Mark Dyer and seconded by David Hill to authorize the Town Administrator to contact Bruce Bowman to obtain an estimate to flag the boundaries of Chandler's Cove Landing Road (AKA) Nubble Road, Bennett Lane, Cove Road as shown on the 1922 Nubble View Subdivision Plan.

**Unanimous, Motion Carried**

14-180: Consider a Summer Service Contract with the Cumberland County Sheriff's Office

**Motion:** Moved by Herb Maine and seconded by David Hill to enter into a summer service contract with the Cumberland County Sheriff's Department from May 13-September 1 for the amount of \$21,733.92.

**Unanimous, Motion Carried**

14-181: Consider a contract with the Animal Refuge League of Greater Portland

**Motion:** Moved by Mark Dyer and seconded by Herb Maine to enter into a contract with the Animal Refuge League of Greater Portland.

**Unanimous, Motion Carried**

14-182: Appoint a subcommittee of the Board to review and revise the Employee Handbook

**Motion:** Moved by Mark Dyer and seconded by David Hill to appoint Donna Damon and Susan Campbell to review the employee handbook and report back to the Board with suggestions for changes at a future public meeting.

**Unanimous, Motion Carried**

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14-183: Consider a recommendation from the Bookkeeper Search Committee to appoint a Municipal Bookkeeper

Eric explained the committee's process.

- Some candidates stepped away when they understood the level of remuneration and the travel time commitment required for the position.
- There were 9 applicants, 3 were interviewed. None of the applicants had municipal bookkeeping experience.
- Although not unanimous in their first choice, the committee did agree on a preferred candidate.

**Motion:** Moved by David Hill and seconded by Mark Dyer to authorize the Town Administrator to proceed with hiring the candidate recommended by the Search Committee.

**Unanimous, Motion Carried**

14-184: Consider additional office hours for the Town Office

Eric presented his recommendation for Town Office permanent (not seasonal) open hours:

Monday	9 a.m. – 5 p.m.
Tuesday	9 a.m. – 5 p.m.
Wednesday	Closed
Thursday	Noon – 8 p.m.
Friday	9 a.m. – 4 p.m.

**Motion:** Moved by Susan Campbell and seconded by Herb Maine to accept the Town Administrator's recommendation for new, permanent office hours to begin on May 19<sup>th</sup>.

**Unanimous, Motion Carried**

14-186: Review potential agenda Items for future meetings:

- Fees at the Transfer Station
- Consider an MOU with the Chebeague Recreation Center
- Other Items

**Sixth Order of Business:** Communications

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

**Eighth Order of Business:** Approval of prior minutes

**Motion:** Moved by David Hill and seconded by Herb Maine to approve the minutes of the April 9, 2014 and April 30, 2014 meetings as drafted.

**Unanimous, Motion Carried**

**Ninth Order of Business:** Other Business

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David and Donna suggested a page and a half agenda for an Executive Session with the Town Administrator for the purpose of discussing personnel issues in general to take place a week from Thursday at 6:30 p.m. Not all Selectmen could commit to attending.

**Tenth Order of Business:** Adjourn Meeting

**Motion:** Moved by Mark Dyer and seconded by Herb Maine to adjourn the meeting at 9:12 p.m.

**Unanimous, Motion Carried**

Respectfully submitted,

Gloria J. Brown  
Deputy Town Clerk