The Board of Selectmen held a meeting on Wednesday, August 13, 2014 at the Island Hall beginning at 5:30 p.m.

First Order of Business: The meeting was called to order at 5:49 p.m.

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

Second Order of Business: Executive Session
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)

This matter was postponed.

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

Motion: Moved by David Hill and seconded by Donna Damon to enter executive session as referenced above at 5:50 p.m.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Donna Damon to exit executive session at 6:35 p.m.

Unanimous, Motion Carried

Public Meeting called to order at 6:40 p.m.

Motion: Moved by David Hill and seconded by Bill Calthorpe to add an item to the agenda to consider the resignation of a select person and if that resignation is accepted to hold an election for the office of selectmen, such agenda consideration to begin immediately.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Donna Damon to accept with deep regret the resignation of Mark Dyer from the Board of Selectmen.

Unanimous, Motion Carried

Susan read Mark’s resignation letter into the record. See attached.
Motion: Moved by David Hill and seconded by Bill Calthorpe to nominate Susan Campbell as Chair of the Board of Selectmen.

Unanimous, Motion Carried

Motion: Moved by Donna Damon and seconded by Bill Calthorpe to nominate David Hill as Vice Chair of the Board of Selectmen.

Unanimous, Motion Carried

Third Order of Business: Town Administrator & Treasurer’s Reports

Motion: Moved by Donna Damon and seconded by David Hill to table the Town Administrator and Treasurer’s Reports.

Unanimous, Motion Carried

Fourth Order of Business: Public Comment: none

Fifth order of Business: Committee Reports
Remove this item from future agendas per request of the Board on July 24, 2013:

- Item 14-20: Discuss the format, structure and timing of regular Selectmen’s meetings.
  - Eliminate committee reports
  - Committees to report by request with information ahead of time
  - Memo to committees explaining the process of committee presentations
  - Ground rules for board and public
  - Reminders about scope of items
  - Reports: read highlights not entire report
  - No old/new business; agenda in order of importance

... 

Sixth Order of Business: Regular Business
To Have the Board of Selectmen:

15-010: Review and approve prior meeting minutes

Motion: Moved by David Hill and seconded by Donna Damon to accept as drafted the meeting minutes of:

<table>
<thead>
<tr>
<th>August 6, 2014</th>
<th>July 9, 2014</th>
<th>March 26, 2014</th>
<th>February 19, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22, 2013</td>
<td>July 23, 2013</td>
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Unanimous, Motion Carried
15-011: Set the date and time of a Special Town Meeting and Referendum

**Motion:** Moved by David Hill and seconded by Bill Calthorpe to table this item.  
**Unanimous, Motion Carried**

**Motion:** Moved by David Hill and seconded by Donna Damon, subject to approval of the town attorney, to set the following schedule to fill a vacancy on the Board of Selectmen:

- **August 13, 2014**  
  Resignation of Selectman Mark Dyer
- **August 14, 2014**  
  Nomination papers available at 12 noon
- **September 12, 2014**  
  4:00 p.m. deadline for signed nomination papers to be turned into Town Clerk
- **September 16, 2014**  
  Absentee ballots will be available
- **October 7, 2014**  
  Election at C.I.H.C.C. 8:00 a.m. – 8:00 p.m.

**Unanimous, Motion Carried**

**Motion:** Moved by Donna Damon and seconded by David Hill to authorize the Chair to ask Beverly Johnson to post an announcement on her website that there is an opening on the Board and nomination papers, including when they are due and the election date of October 7, 2014, will be available at the town office beginning at 5 p.m. on August 14, 2014.

**Unanimous, Motion Carried**

15-012: Review a draft warrant article for the construction of a radio communication tower

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to table this item.  
**Unanimous, Motion Carried**

15-013: Make the following committee appointments:

**Motion:** Donna Damon, seconded by David Hill, moved the following slate:

i. Board of Adjustment and Appeals: One, three year term expiring in 2017:  
   **Jay Corson**

ii. Coastal Waters Commission: One, three year term expiring in 2017:  
   **Dave Stevens**, and one, two year term expiring in 2016:  
   **Andrew Todd and Geoff Summa**

iii. Shellfish Conservation Committee: One, three year term expiring in 2017:  
   **Cecil Doughty**
iv. Cemetery Committee: Three, three year terms expiring in 2017: Martha O. Hamilton, Joan Robinson and Beth Wiles, and one, two year term expiring in 2016: Jane Frizzell

v. Road Plan Committee: One, three year term expiring in 2017: Herb Maine, one, two year term expiring in 2016: Doug Damon, and one, one year term expiring in 2015: David Campbell

vi. Capital Planning and Finance Committee: One, three year term expiring in 2017: John Wilson

vii. Planning Board: Two, three year terms expiring in 2017: Carol White and Donna Colbeth, and one, one year term expiring in 2015: Nancy Hill

viii. Zoning and Comprehensive Plan Review Committee: Multiple one-year terms (9-11): Leila Bisharat, Donna Damon, Pat Festino, Jane Frizzell, Clair Ross, Sandra McLean, Cheryl Stevens, Deborah Hall, Chris Loder, Jennifer Howard Corson, Ariette Scott

Unanimous, Motion Carried

15-014: Make or approve the following municipal appointments:

i. Approve appointments for a Deputy Clerk, Deputy Tax Collector, and Deputy Treasurer (annual)

Motion: Moved by David Hill and seconded by Bill Calthorpe to approve the appointment of Gloria Brown as Deputy Clerk and Deputy Tax Collector; her term to expire on July 31, 2015.

Unanimous, Motion Carried

Motion: Moved by David Hill and seconded by Donna Damon to approve the appointment of Michelle Jackson as Deputy Treasurer; her term to expire on July 31, 2015.

Unanimous, Motion Carried

ii. Appoint an alternate CEO

Motion: Moved by Donna Damon and seconded by David Hill to table this item.

Unanimous, Motion Carried

iii. Appoint a selectman to represent the Town with the Maine Island Coalition

Motion: Moved by Bill Calthorpe and seconded by David Hill to appoint Donna Damon to represent the Town with the Maine Island Coalition.

Vote: 3-0, Motion Carried (Donna Damon abstained)
15-015: Consider a guiding document for the Zoning and Comprehensive Plan Review Committee

Proposed amendments:

ORGANIZATION AND ADMINISTRATION

a) Committee term.
   Phase One. This committee shall have a term that expires upon reporting to the Selectmen elements of the Zoning Ordinance and Comprehensive Plan Recommendations that have been identified as inconsistent.
   Phase Two. The Selectmen may charge the Committee with making recommendations regarding the reconciliation the differences between the Zoning Ordinance and the Comprehensive Plan Recommendations.

   ... 

Task List

a) Task. 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.

Motion: Moved by David Hill and seconded by Donna Damon to adopt the proposed guiding document for the Zoning and Comprehensive Plan Review Committee with the amendments shown above.

Unanimous, Motion Carried

15-016: Consider a guiding document for a Solid Waste and Recycling Committee

Proposed amendment:

ORGANIZATION AND ADMINISTRATION

a) Member term. Members shall serve until tasks A-E are complete.

Motion: Moved by Donna Damon and seconded by David Hill to adopt the proposed guiding document for the Solid Waste and Recycling Committee with the amendment shown above.

Advertising for committee members is to begin immediately with applications turned in to the Town Office by 4:00 p.m., Friday, September 5; appointments to be made at the September 10 regular meeting of the Board of Selectmen.
15-017: Consider a proposal from All States Asphalt for paving of the John Small Road

The Road Committee is scheduled to meet with All States Asphalt on Friday. The Board would like more information before accepting the proposal.

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to table this item.

**Unanimous, Motion Carried**

15-018: Consider amending the ICMA Retirement plan to allow employees to leverage their savings for loans

**Motion:** Moved by David Hill and seconded by Bill Calthorpe to amend the current ICMA Plan in order to permit employees to take loans from the Plan and to authorize the Town Administrator to sign the Plan Agreement.

**Unanimous, Motion Carried**

15-019: Consider any carry forwards from FY14 to FY15 as recommended by the Treasurer

Recommendations were not available.

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to table this item.

**Unanimous, Motion Carried**

15-020: Complete a Maine Municipal Association Voting Ballot

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to **not** vote the MMA Ballot.

**Unanimous, Motion Carried**

15-021: Set a date to discuss the mil rate, overlay, revaluation process, and other items with the Assessor
Motion: Moved by Donna Damon and seconded by David Hill to ask the Town Administrator to ask the Assessor to propose a couple possible dates that would be agreeable to the Assessor.

Unanimous, Motion Carried

15-022: Set a date to review the Town Administrator’s employment contract

Discussion: Revise the evaluation form to add more specific tasks in subsections

Motion: Moved by David Hill and seconded by Donna Damon to set the following schedule to with regard to the Town Administrator’s evaluation and employment contract:

- Distribute revised evaluation form October 13th
- Meet November 5 to review evaluations
- Review employment contract on December 3

Unanimous, Motion Carried

15-023: Review potential agenda Items for future meetings

Include timeline/Board to do list.

Eighth Order of Business: Communications

There was a concern about children running a lemonade stand and selling crabs right at the edge of the road. They were trying to attract customers but passersby were concerned for the safety of the youngsters. Discussion re: lack response by the sheriff’s department and public works department being dispatched to the scene. Suggestion that a notice be placed in the Calendar and on Beverly’s website saying that children by the side of the road need to be supervised and be kept back from the traffic. Suggestion that a phone call be made to the sheriff’s department to follow up.

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

Motion: Moved by David Hill and seconded by Donna Damon to approve the warrant dated August 11, 2014 in the amount of $47,052.51.

Unanimous, Motion Carried
Tenth Order of Business: Other Business

Discussion re: public comment section of Board meetings seems to consume a lot of time. Suggest that items raised be accepted by the Board, taken under consideration and added as agenda items to the next Board meeting agenda.

Eleventh Order of Business: Adjourn Meeting

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

Unanimous, Motion Carried

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk