The Board of Selectmen held a meeting on Wednesday, February 25, 2015 at the Island Hall beginning at 6:00 PM.

First Order of Business: Chair Susan Campbell called the meeting to order at 6:10 PM.

Selectmen present: Donna Damon, David Hill, Bill Calthorpe, Chris Loder and Susan Campbell
Also present: Eric Dyer, Randal Lloyd, Gloria Brown, John Wilson, Beverly Johnson, Pat and Bill St. Cyr, Mabel Doughty, Jackie Trask, Deb Bowman, Jane Frizzell, Ruth Slagle, Jay Corson, Nancy Hill, Mary Cushman, Paul Belesca, Gail Jenkins, Geoff and Laura Summa, Deb Hall, Pat Festino, Beth Howe, Beth Wiles, Cecil Doughty and Herb Maine

David Hill thanked Town Administrator Eric Dyer for his service over the past four years. David presented Eric with a gift card and a certificate for “a job well done.”

Second Order of Business: Public Discussion
To have the Selectmen hold a workshop to discuss with the public what they see as being important or needed in the hiring of a new Town Administrator, and the future of the Town generally.

• Town Manager or Town Administrator?
• In Maine, in order to have a Town Manger you have to have a Town Charter type of government. To have a Town Charter (comparable to state or federal constitutions) you have to have a Town Charter Commission to study the matter and prepare a Charter for a referendum vote. The Commission would be made up of people who are elected to serve on the Commission. The process usually takes a year or two.
• Board of Selectmen has final authority on hiring and firing.
• Is the form of government broken or is the execution of the form of government that has the challenge?
• Town Administrator needs more resources in terms of time and support staff
  ◦ Town Planner
  ◦ Bookkeeper
  ◦ Out-sourcing payroll
  ◦ Road Commissioner
- Need for a Human Resources person
- Volunteer burnout
  - Need more volunteers
  - Committee members need “job descriptions”
- Communications between Board of Selectmen and Town Administrator
  - Board members need to send complaints to the Town Administrator and not speak directly to employees
- Board of Selectmen
  - Multiple personal agendas need to be prioritized
- Avoid divisiveness
  - Citizen participation is needed
  - As a town, we're seven years old; we're still marching toward maturity
- Whole community needs to get better at dealing with conflict
- Suggestion that a neutral person conduct an exit interview with Eric
- Sustainability of the community. Need to attract families
- Need for meetings of island leadership (committees, boards, officials and employees) to set goals together. (The Board is working with the Island Institute to present such an event on the island.)
- Questions regarding ordinance enforcement
- Communication between CEO and Planning Board
- Municipal experience is not most necessary attribute for new town administrator. Need good management skills, good interpersonal skills, good human resource skills

**Third Order of Business:** Budget Workshop
To have the Selectmen hold a budget workshop to discuss Capital Expenditures for a second time.

John Wilson reported on changes to the capital expenditures
- under Administration, added $5000 to cemetery
- under public services: replace red one-ton in this fiscal year and put off the proposed excavator

Donna suggested adding a line for Town Office building or renovation and allocate $1000 as a place holder. Put it in line 9030 or assign it in its own line? Discussion with John Wilson and Herb Maine re: presentation of capital fund budget information, narrative, how many years to show, documentation of changes from one year to the next. Need this year's numbers but also long term. Chris suggested graphical presentation.
In addition to town office building/renovation, other long-term projects to include new school building, wharf solution, land acquisition. Identify capital projects, then prioritize. Capital plan should show when next bond is paid off.

Question regarding dredging project. No action has been taken.

Wording of capital reserve warrant articles dictates how money can be spent.

**Fourth Oder of Business:** Regular Business
To have the Selectmen:

15-100: Consider an employment agreement with the current Town Clerk

**Motion:** Moved by David Hill and seconded by Donna Damon to adopt the employment agreement with the current Town Clerk as drafted.

*Unanimous, Motion Carried*

15-101: Appoint a Freedom of Access Officer

**Motion:** Moved by Bill Calthorpe seconded by Chris Loder to appoint Michelle Jackson as interim Freedom of Access Officer.

*Unanimous, Motion Carried*

15-102: Consider a Letter of Understanding for consulting work with Eric Dyer

**Motion:** Moved by David Hill and seconded by Donna Damon to accept the Letter of Understanding for consulting work with Eric Dyer as drafted.

*Unanimous, Motion Carried*

15-103: Appoint a General Assistance Administrator

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to appoint Shannon Moxcey as the General Assistance Administrator.

*Unanimous, Motion Carried*

15-104: Appoint a Municipal Treasurer (Interim)
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 David Hill to appoint Randal Lloyd as the Interim Town Treasurer.

Unanimous, Motion Carried

15-105: Appoint a Road Commissioner (Interim)

Motion: Moved by Donna Damon and seconded by David Hill that in the absence of a Road Commissioner, the Board of Selectmen will serve as Interim Road Commissioner with the assistance of Gloria Brown in the office and a member of the Road Committee out in the field.

Unanimous, Motion Carried

15-106: Appoint a Town Planner (Interim)

Motion: Moved by Bill Calthorpe and seconded by David Hill to appoint Beth Howe as Interim Town Planner.

Unanimous, Motion Carried

15-107: Consider options for an interim HR manager

Motion: Moved by Donna Damon and seconded by Chris Loder that for the interim the Board accept the responsibilities of HR Manager with the guidance and assistance of the Town Attorney.

Unanimous, Motion Carried

15-108: Consider increasing the hours of the Deputy Clerk to accommodate additional work as a result of the Town Administrator transition

Motion: Moved by Donna Damon and seconded by David Hill to increase the hours of the Deputy Clerk position to 32 hours per week during the Town Administrator transition with the end time and number of hours to be determined by the new Town Administrator.

Unanimous, Motion Carried

Also, with regard to transition: Donna asked that Cordes Road project listed in the Town Administrator's “Projects and Tasks” chart be moved from medium priority to high priority.
Fifth Order of Business: Approval of Expense Warrant(s)

Motion: Moved by Bill Calthorpe and seconded by David Hill to approve warrant #80, dated 2/25/15, for $72 and warrant #79, also dated 2/25/15, for $25,170.81.

Unanimous, Motion Carried

Sixth Order of Business: Other Business

Donna raised a concern about Phragmites (a.k.a. common reed), an invasive species, that has appeared on Chebeague. Eradicating it now while it's still a minor situation, will prevent it from destroying native vegetation.

Motion: Moved by David Hill and seconded by Bill Calthorpe to authorize Donna to investigate and come back with a recommendation.

Unanimous, Motion Carried

Seventh 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).

Motion: Moved by David Hill and seconded by Bill Calthorpe to enter executive session as referenced above at 9:17 PM.

Unanimous, Motion Carried

Motion: Moved by Bill Calthorpe and seconded by David Hill to exit executive session and adjourn at 9:35 PM.

Unanimous, Motion Carried

Respectfully submitted,

Gloria J. Brown
Deputy Town Clerk