Board of Selectmen Meeting Minutes
May 13, 2015

The Board of Selectmen held a Meeting on Wednesday May 13, 2015 at the Island Hall beginning at 6:00 PM

First Order of Business: Call meeting to order
Chair Susan Campbell called the meeting to order at 6:05 PM.

Selectmen Present: Susan Campbell, Bill Calthorpe, Donna Damon, David Hill.
Selectman Absent: Chris Loder

Also Present: Marjorie Stratton, Gloria Brown, Jay Corson, Paul Belesca, Beth Wiles, Mabel Doughty, Joan Robinson, Marianne Durgin, Beth Howe, Pete Pellerin

Second Order of Business: Town Administrator’s Report (see packet)
Marjorie presented her report.
The Selectmen also received a report from Public Services (see packet).

Third Order of Business: Public Comment: None.

Fourth Order of Business: Public Hearing
To Discuss Ordinances to be included on the Town Meeting Warrant.
- Planning Board Ordinance has been withdrawn.
- Board of Selectmen Ordinance is moved to the Town Meeting Warrant.
- Shellfish Ordinance is moved to the Town Meeting Warrant.
- Street Numbering and Addressing Ordinance is moved to the Town Meeting Warrant.
- Capital Plan and Finance is moved to the Town Meeting Warrant with an article to repeal.

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

15-143: Consider possible action with regard to damaged mailbox complaints

Consensus: Board of Selectmen authorizes the Town Administrator to take reasonable actions to assist citizens to repair mailboxes/posts damaged by our snow plows this past winter.
15-144: Consider approval of a contract with Cumberland County Sheriff’s Office for deputy sheriff services

**Motion:** Moved by David Hill and seconded by Donna Damon to accept the proposed Cumberland County Sheriff’s Contract and to authorize the Town Administrator to sign the contract. Discussions with the deputy to include a copy of the Town’s Traffic Ordinance.

**Unanimous, Motion Carried**

15-145: Consider transfer of insurance reimbursement funds to the Harbor Master Vessel Reserve Fund

**Motion:** Moved by Donna Damon and seconded by David Hill to transfer $1,000 to the Harbor Master Equipment account to offset the expense of the $1,000 deductible, and $21,215.09 to the Harbor Master Vessel Reserve Fund.

**Unanimous, Motion Carried**

- David gave an update on the process for acquiring surplus vessels from the Coast Guard. So far, there has not been anything suitable.

- Marjorie reported that the Town of Yarmouth is selling their boat, a 1999, 18’ 6” Maritime Skiff, Center Console. Bids (minimum $5,500) close on May 29. The boat comes with a 2003 90HP Mercury 4-stroke ELPTA outboard motor and a 1990 Loadrite single-axle galvanized boat trailer.
  - Marjorie will talk with Town of Yarmouth Town Manager Nat Tupper and talk with Alan Dugas of Royal River Boat Yard.
  - The Coastal Waters Commission will be asked to weigh in.

15-146: Consider approval of an application for a bank credit card

**Motion:** Moved by Bill Calthorpe and seconded by David Hill to approve the bank credit card application. The credit card will be in Marjorie’s name.

**Unanimous, Motion Carried**

**Motion:** Moved by Bill Calthorpe and seconded by David Hill to table item 15-147 so Cemetery Committee members could have a few minutes to read the two cemetery maintenance proposals.
15-148: Discuss annual report format

- State requirements to include audit report and list delinquent tax payers
- Suggestion to have a list of delinquent tax payers available in the office but not published in the annual report

**Motion:** Moved by Bill Calthorpe and seconded by Donna Damon to authorize Marjorie and the Clerks to print just the warrant and ordinance attachments for this year; a format to be developed for next year.

**Unanimous, Motion Carried**

15-149: Accept and appropriate a grant received by the Fire & Rescue Dept. from the Stephen & Tabitha King Foundation for $25,000 for a cardiac monitor/defibrillator.

**Motion:** Moved by Donna Damon and seconded by David Hill to accept and appropriate a grant of $25,000 for a cardiac monitor/defibrillator and send letters of thanks to the Stephen & Tabitha King Foundation and to Lisa Israel.

**Unanimous, Motion Carried**

15-150: Confirm approval of grant application to Maine Coastal Communities Grant Program for an island-wide vulnerability assessment to storm drainage and flooding.

**Motion:** Moved by Donna Damon and seconded by Bill Calthorpe to approve a grant application to Maine Coastal Communities Grant Program for an island-wide vulnerability assessment to storm drainage and flooding and to authorize the Town Administrator to sign a letter of support.

**Unanimous, Motion Carried**

**Taken out of order:**

15-147: Review cemetery maintenance proposals

Beth Howe reported that the Cemetery Committee recommends

- that there be a higher standard of maintenance with more trimming as well as the mowing
• that the job be offered to Tom Calder, but have a conversation with Tom about expectations for a higher level of maintenance and offer to pay more for the additional time and work
  o not a job description, but a contract with clear expectations
  o Tom would have to qualify as an independent contractor so the Town doesn’t have to pay overtime because the same person is both a Town employee and a contractor.
  o Town could lease town equipment to the contractor
  o contractor to supply gas and liability insurance
  o need a small, non-riding mower
  o flat rate for extra work
  o Tom to do the work himself
  o who gets priority—Public Works or Cemetery?
  o Bill St. Cyr available to fill in for Public Works if needed?
  o check with Town Attorney about an independent employee who is also a town employee
  o suggestion to revise a Town of Vinalhaven Contract for Cemetery Maintenance for our situation
  o Marjorie to discuss proposed contract with both applicants
  o suggestion to have Public Works mow/trim before Memorial Day, to give time to get a contract in place

• re: cemetery superintendent’s job
  o Cemetery Committee recommends that the superintendent’s position be paid by stipend, not contract employee
  o talk with Bo Beaupré re: making foundations for setting larger stones or get someone else?
  o call Lindquist Funeral Home in Yarmouth for details of who gets paid what for which services
  o suggestion to revise a Town of Vinalhaven job description for cemetery superintendent
  o Richardson Monuments has crane for lifting large stones

Sixth Order of Business: Communications

• Kim Boehm
• John Holt

Motion: Moved by David Hill and seconded by Bill Calthorpe to send letters to Kim Boehm and John Holt thanking them for their letters and indicating that their ideas will be taken into consideration as the parking issues are discussed in the next few months. Note: parking alternatives will be heard during the public hearing on the referendum question regarding the golf club’s proposal on Wednesday, May 20th.
Unanimous, Motion Carried

Marjorie reported on an additional communication from the Grange.

Seventh Order of Business: Review and approve prior meeting minutes

Motion: Moved by Bill Calthorpe and seconded by David Hill to approve the draft minutes dated March 25, 2015, April 1, 2015 and April 8, 2015.

Unanimous, Motion Carried

Eighth Order of Business: Approval of Expense Warrant(s): none

Ninth Order of Business: Other Business: none

Tenth Order of Business: Adjourn Meeting

Motion: Moved by Bill Calthorpe and seconded by David Hill to adjourn the meeting at 8:05 PM.

Unanimous, Motion Carried

Respectfully submitted,

Gloria J. Brown
Deputy Clerk