Board of Selectmen Meeting Notice

The Board of Selectmen will hold a Meeting on Wednesday, July 8, 2015
at the Island Hall at 6:00 PM

First Order of Business: Call meeting to order

Second Order of Business: Public Comment 10 minutes

Third Order of Business: Workshops 60 minutes
  o To hear a presentation by Lissa Bitterman of Eco Maine
  o To have the Board of Selectmen discuss Transfer Station rate structure, rates on
    other islands, actual costs of removal, potential fee modifications
  o To have the Board of Selectmen discuss installation of concrete treads for
    barging at Bennett’s Cove
  o To have the Board of Selectmen discuss a timeline for possible acquisition of a
    new fire truck

Fourth Order of Business: Regular Business 60 minutes
  16-001: Town Administrator’s report
  16-002: Treasurer’s report
  16-003: Consider appointment to the position of parking enforcement officer
  16-004: Consider possible purchase of the $10K 1985 E-One Fire Truck
  16-005: Hear an update regarding Golf Course negotiations
  16-006: Consider disposition of tax-acquired property I07-037
  16-007: Review FOAA requirements
  16-008: Review draft job description for cemetery superintendent
  16-009: Set a date for a workshop with the Town Administrator
  16-010: Set a date for a workshop to discuss goals for FY2016
  16-010: Review potential agenda items for future meetings

Fifth Order of Business: Communications 5 minutes

Sixth Order of Business: Review and approve prior meeting minutes 5 minutes

Seventh Order of Business: Approval of Expense Warrant(s) 5 minutes

Eighth Order of Business: Other Business 5 minutes

Eighth Order of Business: Adjourn Meeting
There is still one remaining growth permit. Once again, I would like to remind everyone that the remaining permit will be issued on a first come first serve basis. Any interested party must keep in mind that the application must be applied for in person, accompanied with the $100.00 application fee, a septic system design, and proof of right, title or interest in the property. The growth permit application can be found on the Town’s website.

There were several legislative bills that were reviewed by the Labor, Commerce, Research, and Economic Development (LCRED) Committee in Augusta, those bills include amendments to the current Maine Uniform Building and Energy Code (MUBEC), which included exempting certain agricultural buildings, and increasing the population limit on which municipalities are required to enforce the codes. It appears that the agricultural buildings bill has passed that requires the Maine Technical Building Code Board to exempt these certain buildings from code compliance, I do not have an update on the other bills at this time.

The attended two hearings regarding the Hope Island 80K Land Use Citation, an agreement was completed between the Town and the Landowner. We all hope to move forward with compliance with the agreement.

The Town issued the following permits for the month of June with a total cost of work of $20,000.00, I have included a breakdown of all Building and Shoreland Zoning Permits issued this year:

<table>
<thead>
<tr>
<th>Code Enforcement Permit Fees</th>
<th>$50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Building Permits</td>
<td>$50.00</td>
</tr>
<tr>
<td>Commercial Building Permits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shoreland Zoning Projects</td>
<td>$0.00</td>
</tr>
<tr>
<td>Planning/BOAA Board App’s</td>
<td>$0.00</td>
</tr>
<tr>
<td>Growth Permits</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Electrical Permit Fees                        | $100.00 |
| Plumbing Permit Fees                          | $80.00  |

<p>| Total Fees                                     | $230.00 |</p>
<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Owners's Name</th>
<th>Project Description</th>
<th>Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-B-001</td>
<td>Whetham, Dianne</td>
<td>Build New 28' x 40' SFH</td>
<td>O'Neil &amp; North Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-002</td>
<td>Corson, John</td>
<td>Build a 12' x 12' shed</td>
<td>412 North Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-003</td>
<td>Town of Cl</td>
<td>Construct a 120' SSV Tower</td>
<td>192 North Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-004</td>
<td>Ridgeway, Matthew &amp; Caroline</td>
<td>Build a 8' x 10' Mud room and 10' X 20' Porch</td>
<td>North Road</td>
<td>Pending</td>
</tr>
<tr>
<td>15-B-005</td>
<td>Martinell, Fred</td>
<td>Reframe roof add 12' x 16' shed dormer</td>
<td>17 Willow Street</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-006</td>
<td>Webb</td>
<td>New 30' x 40' SFH</td>
<td>128 Cottage Road</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-007</td>
<td>James Lombardo</td>
<td>Build 20' x 24' Pole Barn</td>
<td>25 Bluffhead Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-008</td>
<td>Laurie W. Wood</td>
<td>Expansion of Camp/See Permit</td>
<td>82 Carter's Point Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-009</td>
<td>Nick Nyhan</td>
<td>Build new 28' x 42' 3 Bedroom SFH</td>
<td>Carter Point Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-100</td>
<td>Jane Leonard</td>
<td>Build a new 28'10&quot; x 40'10&quot; three bedroom SFH</td>
<td>42 Old Cart Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-111</td>
<td>Ted Range</td>
<td>Reconstruct a postbeam barn for storage</td>
<td>John Small Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-122</td>
<td>Gary &amp; Cathy Bilodeau</td>
<td>Add deck/Porch to existing structure</td>
<td>100 Roy Hill Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-121</td>
<td>Chip Corson</td>
<td>Build 30' x 60' Greenhouse</td>
<td>412 North Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-144</td>
<td>Thaxter, Ann</td>
<td>Install new windows/Sliding Door and Extension to existing Deck per plan</td>
<td>348 South Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-155</td>
<td>Paradise, Allison &amp; Kevin</td>
<td>16' x 16' Shed</td>
<td>26 Rose Point Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-156</td>
<td>Doughty, Julie and Ed</td>
<td>Renovate Kitchen</td>
<td>237 South Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-17</td>
<td>Clarke, Carla and Lawrence</td>
<td>Add deck/Porch to existing structure</td>
<td>13 Cottage Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-181</td>
<td>Cross, Jackie</td>
<td>Covet 12' x 12' screen porch into living space, build new 12' x 32' covered screen porch with steps</td>
<td>22 Buxhill Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-191</td>
<td>Howard/Harris</td>
<td>Widen Current deck on southern side of green cottage, Approx. 8' x 16'</td>
<td>14 John Small Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-201</td>
<td>Rothchild, Luke</td>
<td>Build Dormer for 1/2 Bath</td>
<td>53 John Small Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-211</td>
<td>Kellem, Hugh</td>
<td>Build a 20' x 24' detached unconditioned garage</td>
<td>Haskell Road</td>
<td>Issued</td>
</tr>
<tr>
<td>15-B-222</td>
<td>Corky and Carla Clarke</td>
<td>Construct a 12' x 20' shed</td>
<td>13 Cottage Rd</td>
<td>Issued</td>
</tr>
</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td>15-SZ-1</td>
<td>Steele, Holly</td>
<td>5' x 10' permanent pier Pathway</td>
<td>Steave Island</td>
<td>Issued</td>
</tr>
<tr>
<td>15-SZ-2</td>
<td>Mills, Lynn &amp; Charles</td>
<td>New Cable from LJ Island to Chub/Fairpoint</td>
<td>53 Jenks Rd</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>15-SZ-3</td>
<td>Kaufman, Peter</td>
<td>Install 36&quot; Wide Set of Stairs to shoreline</td>
<td>50 Carters Point Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-SZ-4</td>
<td>Thaxter, Ann</td>
<td>Install 4' x 4' set of stairs to shoreline</td>
<td>348 South Rd</td>
<td>Issued</td>
</tr>
<tr>
<td>15-SZ-5</td>
<td>Leonard, Jane and Cap</td>
<td>Install 4' x 43' set of stairs to shoreline</td>
<td>42 Old Cart Rd</td>
<td>Issued</td>
</tr>
</tbody>
</table>
Tax Acquired Property Policy Statement

1. Rationale
The Town of Chebeague Island expects all taxpayers to pay their property taxes when they are due, however the Town realizes that from time to time property owners may not be willing or able to make their payments. The Town also recognizes that the State of Maine determines the lien/foreclosure process for all towns in the State. The Town of Chebeague Island must issue tax liens and foreclose on properties pursuant to 36 M.R.S.A., § 941-948.

Once a property is in foreclosure the Town of Chebeague Island can determine how to deal with the foreclosed property. The options include allowing the owner to reclaim his/her property; selling the property; conveying the property to a non-profit; or keeping the property for public purposes such as but not limited to: recreation, conservation, affordable housing, education, or town infrastructure.

2. Policy
The Selectmen of the Town of Chebeague Island are authorized to administer the policy as follows:

1. Convey property to the owner
Any property owner of foreclosed property will be given the opportunity to regain ownership of said property by adhering to the following process:

A. Contact the Town of Chebeague Island Tax Collector in writing within the first ninety days after property owner has been notified of foreclosure and express an interest in regaining title to the foreclosed property.

B. Meet with the selectmen within six months after foreclosure notification to develop a repayment plan for all costs including but not limited to principal, interest, legal fees, registry fees and administrative fees. The duration of the payment plan will be determined by the Board of Selectmen based on individual circumstances. This plan must be in writing.

C. All payments and property taxes assessed during the payment period must be made on or before the date due or the agreement to return the foreclosed property to the property owner will be nullified and the selectmen will follow the procedures herein outlined for disposal or use of Town owned property.

D. Should the property include the primary residence of the property owner, and the property owner is unable to pay the taxes owed to the Town, the
2. **Process to Evaluate Use/Disposal of Town Owned Property**

Foreclosed property that is not reclaimed by its original owner can be an asset to the Town. If the owner does not seek retention of the property and the process set forth in Section (1) above is not followed the property can be retained for town purposes, transferred to a non-profit for public purposes or sold to generate funds and keep it on the tax roles.

A committee appointed by the Board of Selectmen and consisting of selectmen and appointed citizens will meet prior to the next annual Town Meeting and review the possible uses of the property. The committee will rate the uses and make recommendations to the selectmen for use of the property. The Selectmen shall consider the committees recommendation and develop a warrant to be presented no later than the next annual Town Meeting for the legislative body to vote upon.

A. Retain for Town purposes

   a. The property will be evaluated for suitability of uses including, but not limited to, the following: coastal access, conservation, aquifer protection, habitat protection, trails, open space, recreation, marine uses, municipal infrastructure, affordable housing, and historic preservation.

   b. Recommendations to retain or dispose of Town land will be made to the committee to the selectmen, who will consider the recommendation and present a plan to retain said land to Town Meeting for its approval.

B. Convey to Non Profits Organizations.

   c. The Town may also consider transferring title of a foreclosed property to a registered non-profit organization.

   The Town would issue a quitclaim deed with a reversion clause ensuring that the property would be returned to the Town if the non-profit were no longer able to carry out its obligations.

C. Sell Tax Acquired Property

   Should the Town Meeting vote to sell the property, said sale shall take place as follows:

   i. Tax acquired property will be advertised for sale in the Chebeague Island Calendar, all places where Town public notices are posted, and in various publications as seem appropriate.
ii. The Selectmen will set a minimum bid, which is not less than the assessed value of the property.

iii. The Selectmen will develop the bid process.

iv. The Selectmen reserve the right to accept or reject any and all bids.

v. The Buyer will pay all legal and administrative costs associated with the purchase including back taxes.

vi. The Selectmen will issue a quitclaim deed without covenant to the successful bidder upon payment in full for the property and associated costs. Said payment must be received within thirty days from the time the bid is awarded or the Selectmen have the authority if desired to terminate the transaction and reconsider previous bids and/or re-advertise.

3. Adoption and Revision History

Adopted unanimously by Town Meeting on: 4/12/2010  Attested: 

(bootprint)
CERTIFICATION OF COMPLETION OF
FREEDOM OF ACCESS TRAINING REQUIRED BY 1 M.R.S.A. § 412

I, ____________________________, hereby certify that I have met the training
(Name of elected official)

requirements set forth in 1 M.R.S.A. § 412 on ______________________ by
(date of training)

completing the following training:

☐ A thorough review of all of the information made available on the
   Frequently Asked Questions portion of the State website,
   www.maine.gov/foaa/faq.

☐ Another training course that includes this information, identified as follows:

   ______________________________
   (Title of Course)

   ______________________________
   (Name of Course Provider)

Dated this _____ day of ________________, 20__.

__________________________
Signature

__________________________
Printed Name

__________________________
Elected Office

Note: Training must be completed within 120 days after an elected official takes the oath of
office.
Town of Chebeague Island Job Description

Cemetery Superintendent

Primary Job Title: Cemetery Superintendent
Additional Titles: N/A
Department: Cemetery
Employment Type: Stipend Employee or Temporary/Seasonal Employee
Supervision Received: Town Administrator
Supervision Exercised: Contractors, burial workers
Pay Type: Stipend or Hourly
Pay Range & Rate: DOQE
Expected Work Hours: Variable as needed
Benefits: N/A
Purchasing: N/A

Nature of Work

This is administrative work in the care and maintenance of Chebeague Island Cemetery. The Cemetery Superintendent is responsible for scheduling and coordinating the work of crews engaged in funeral burials (i.e., digging graves, set up, filling graves, clean up, etc.). The Superintendent assists with budget preparation and administration and is responsible for the public relations related to lot sales and burials. Work is performed under the general supervision of the Town Administrator and subject to review through observation and results.

Job Responsibilities

The Position is responsible for the following:

• Assists in the preparation and administers the departmental operating and capital budgets including revenue generation (sale of lots, administrative fees) and internal auditing.
• Supervising maintenance of all records related to the operation of the cemetery and all cemetery transactions.
• Assists customers with the purchase of cemetery lots and details related to burials. Oversees crews engaged in burial preparations. The Superintendent will also help to arrange the setting of a monument.
• The Superintendent arranges for flags to decorate the graves of veterans for Memorial Day.
• Responsible for operating the cemetery in an efficient, proper and professional manner.
• He/she is a non-voting ex official member of the Cemetery Committee.
• Performs related work as required.

Requirements of Work

• Knowledge of grounds maintenance procedures, methods, materials and equipment.
• Knowledge of burial procedures, customs and traditions.

• Knowledge of basic mechanical functions applicable to grounds maintenance equipment, including the hazards and applicable safety precautions.

• Ability to organize, direct and supervise the work of skilled equipment operators and crews performing semi-skilled and unskilled activities to obtain efficient results.

• Ability to understand and follow complex oral and written directions and make decisions relating to them.

• Ability to deal with the public in a courteous and professional manner.

Desirable Skills

• Ability to use GIS