Board of Selectmen Meeting Notice

The Board of Selectmen will hold a Meeting on Thursday, November 5, 2015 at the Island Hall at 6:00 PM

First Order of Business: Call meeting to order

Second Order of Business: Joint Meeting with the CTC (60-90 minutes)

16-057: To conduct a joint public meeting with the Board of Directors of the Chebeague Transportation Company
   • Report from the Joint Standing Committee

Third Order of Business: Regular Business

16-058: Transfer Station Contract
   To rescind or amend the following motion from the October 14, 2015 meeting: “Moved by Pete Pellerin and seconded by Susan Campbell to go with the ecomaine proposal.”

16-059: Public Works Department
   To discuss Public Works Department roles and job description

Fourth Order of Business: Executive Session

16-060: To conduct an Executive Session pursuant to 1 MRSA § 405(6)(A) to discuss the Town Clerk’s contract

Fifth Order of Business: Other Business

16-061: To take any actions resulting from discussions during the preceding Executive Session

Sixth Order of Business: Adjourn Meeting
Notes from Joint Standing Committee meeting October 26, 2015:

Present at meeting:

Marjorie E. Stratton  Randal Bates  Mike Morrill, Police Chief
Susan Campbell  Andy Kittredge  Robert Byron, Marine Patrol
Bill Calthorpe  Jim MacLeod  Mike Jenko, Cousins neighbor

As Chief Morrill and Officer Byron were there, the bulk of the conversation was about how to improve the traffic situation on the Wharf Road. Because of the increasing number of complaints, they did not want to discuss repeal of the “over-the-hill” traffic ordinance.

Generally, everyone felt that we could work together to make improvements to the traffic and safety concerns from the Town of Yarmouth and the Cousins Island neighbors.

There were three themes to the discussion: Better signage, Education and a minimum amount of policing.

Chief Morrill will take pictures of the existing signage and make suggestions for new, and more visible signs.

We will develop a mailer and/or flyer for Chebeague residents and renters. This is what we expect. Rules of the Road. What to do and not to do. Themes of this sort. Work with CTC on this.

The discussion about policing was still more about education, for instance, having a flyer to hand out on weekends or special occasions. It could be a police officer, the Chebeague Island police officer on duty or even a trained citizen.

It was agreed that we would have one more meeting with the Joint Standing Committee in January before inviting the CTC Board Members. Marjorie to get in touch with Nat Tupper.

The Cousins Island neighbor’s representative stated that this was the best and most amicable meeting he had ever been to regarding the traffic issues on Wharf Road. He was very hopeful that we could all work together to improve the situation for everyone.
Town of Chebeague Island
Proposals for Solid Waste and Recycling Services
Oct-15

Based on 2014 Data with a five-year contract

<table>
<thead>
<tr>
<th>Service</th>
<th>Pine Tree Current Pricing</th>
<th>Pine Tree Proposed Price</th>
<th>Pine Tree Savings</th>
<th>ECO Maine Proposed Price</th>
<th>ECO Maine Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Solid Waste Disposal</td>
<td>$21,227.68</td>
<td>$15,655.94</td>
<td>$5,571.74</td>
<td>$12,402.61</td>
<td>$8,825.07</td>
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<tr>
<td>Construction Debris Disposal</td>
<td>$17,027.14</td>
<td>$11,985.84</td>
<td>$5,041.30</td>
<td>$10,878.81</td>
<td>$6,148.33</td>
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<tr>
<td>Zero-Sort Recycling Processing Fee</td>
<td>$0.00</td>
<td>$1,631.10</td>
<td>($1,631.10)</td>
<td>$815.55</td>
<td>($815.55)</td>
</tr>
<tr>
<td>Monthly Compactor Container Rental</td>
<td>$1,800.00</td>
<td>$0.00</td>
<td>$1,800.00</td>
<td>$4,320.00</td>
<td>($2,520.00)</td>
</tr>
<tr>
<td>Monthly 40-yard Open-Top Roll-Off Container Rental</td>
<td>$2,400.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$8,544.00</td>
<td>($6,144.00)</td>
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<tr>
<td>Hourly Truck Time (238 Hours)</td>
<td>$28,148.17</td>
<td>$29,750.00</td>
<td>($1,601.83)</td>
<td>$22,610.00</td>
<td>$5,538.17</td>
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<tr>
<td>Total Annual Savings</td>
<td>$70,602.99</td>
<td>$60,222.88</td>
<td>$10,380.11</td>
<td>$59,570.97</td>
<td>$11,032.02</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Charges</th>
<th>Pine Tree Proposed Price</th>
<th>ECO Maine Proposed Price</th>
<th>Pine Tree Savings</th>
<th>ECO Maine Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSW Tipping Fee</td>
<td>$95.59</td>
<td>$70.50</td>
<td>$25.09</td>
<td>$55.85</td>
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<td>C &amp; D Tipping Fee</td>
<td>$103.71</td>
<td>$72.00</td>
<td>$31.71</td>
<td>$65.35</td>
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<tr>
<td>Bulky Waste Separated</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Zero -Sort Recycling Processing Fee</td>
<td>$0.00</td>
<td>$30.00</td>
<td>($30.00)</td>
<td>$15.00</td>
</tr>
<tr>
<td>(3) 40-Yard Compactor Containers</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$50.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>(4) 40-Yard Open-Top Roll-Off Containers</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$178.00</td>
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<tr>
<td>Hourly Truck Time</td>
<td>$118.02</td>
<td>$125.00</td>
<td>($6.98)</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

Notes:
1. The additional savings with ECO Maine is not enough to warrant a change. I recommend staying with Pine Tree Waste Service.
2. Troiano Trucking came back after you voted with increased 40-Yard Open-Top Container Rental fees. In short, they have to buy new cans retro fitted for our operation.
3. Lionel Plante owns a Roll-Off truck that is used to facilitate transport of the Pine Tree Waste trucks. I don't know if this truck would work with the Troiano trucks and cans. We do not own our cans.
4. Our C&D cans were retrofitted with a hook on both sides so they can be pulled out from under the roof of the Transfer Station. Our roof is too low to load a can onto the roll-off truck in the normal way.
5. Good will – We have a very good working relationship with Pine Tree Waste and everything works very smoothly. Pine Tree also works well with Lionel Plante. In other words, sometimes it doesn't pay to upset the apple cart. I have learned the hard way that people in Maine, and especially on the islands, no not take change well. Let's think about this carefully before making any decisions.
Dear Members of the Board of Selectmen,

In connection with your meeting tonight to discuss the Solid Waste and Recycling program, I am writing in an effort to explain to you how it is that we've arrived at the point where you’re reviewing numbers again as they pertain to your Solid Waste and Recycling program. I know this email is rather long, but I hope that you’ll take the time to read it because it will give you information that I think is critical to your decision making process.

I greatly appreciated your recent vote to entrust ecomaine and Troiano with your program going forward and I sincerely hope that even with these new numbers, the savings is still enough to persuade you that making a change to ecomaine and Troiano is worth it. To save over $11,000 a year on waste expenses, at a minimum, seems pretty compelling to me, but I can understand if you’re questioning why the numbers changed. I wanted to be totally up front with you because I know you’ve been with Pine Tree for quite some time and change away from a known entity, to an unknown can be unsettling at the least. I want to assure you that it will be worth it.

The education and community outreach program that ecomaine offers is absolutely second to none in this state and we will work tirelessly if given the chance, to educate your residents and visitors to the end result of saving the community even more money. How will we do this? Every time a recyclable item goes in the trash instead of in recycling, it costs the town money on unnecessary disposal fees. Our goal is to educate people so that every item that can go in the Recycling stream, does...therefore saving the community money in avoided tipping fees (what you pay in tipping fees for solid waste is always at least double what you would pay for recycling fees). This is our goal and we’re very good at it. We will give your community 200 free recycling bins that should be enough for every household on the island and it’s a $2,000 value, it’s gets people invested in the program), free refrigerator magnets with the do’s and don’ts of recycling on them, free education in the school and the community to help people understand the financial implications of throwing away recyclables and what it’s costing the town, and of course a big Kick-Off event at the transfer station when the program starts as well as continued support throughout the duration of the agreement.

Over and above the additional money we believe we can save you, I also want to ensure that you know that we are a completely transparent organization and I want to explain to you how you’re ending up reviewing numbers yet again. Here goes:

The hauling and container rental numbers that Troiano offered, which I presented in my formal proposal were originally obtained back in October of 2014 when I was asked by Eric Dyer to look into what we could offer the town in terms of rates. When Laura Summa and I took up this issue again in April of 2015, I confirmed with Troiano that the original quotes for container rental and hauling costs were still good, and was told that they were. The issue stems from a lack of clarity about what aspects of the open top containers, if any, that the island has been renting this whole time from Casella were specially fitted/designed for the unique make-up of
the islands transfer station. Through no fault of their own, because they’re not trash container experts, nobody has been able to clearly identify what made the containers special, if anything at all.

So unfortunately, this entire time, the rental rate for the open top containers was based on the notion that the island used standard open top containers. As Laura and I worked through the process of soliciting quotes for container rental and hauling services, we slowly realized that there definitely was something different about the open top containers, but each time we thought we had our arms around it, some new piece of information came to the surface that made us unclear again. Our understanding at first was that the containers were specially built short because the roof of the building is low, so I asked Laura to measure the containers. When I reported the dimensions of the open top containers back to Troiano, they responded that the measurements were exactly those of a standard 40 yard open top container. So we thought, good, mystery solved. The containers are standard after all.

Then just to be safe Laura took photos of the open top containers that I then sent to Troiano. The sales rep. who I have been working with noticed that there are steel tracks built into the floors under the open top containers and raised the alarm that those tracks could mean a very complex system is required to haul the containers in and out of the building they’re under. I then sent the photos to our Recycling Manager, John Morin, (who has worked for numerous haulers, been a hauler and knows everything there is to know about containers). He said that from the photos, the track system actually looked broken down and unusable, but he wanted to see it to be sure.

So he and I came out to the island on October 14th. He determined immediately that the track system is defunct. Gail informed us that the hauler does not use the track system, but simply threads a steel cable through the extra set of guide wheels that are on the ends of the open top containers about 10 inches off the ground. John noticed that there was also an extra steel hook on the front of the roll off containers, that is the end with the door on it, which is not standard, but makes it possible for the container to be hauled from either end.

After this inspection I called my sales rep at Troiano and asked him if their 40 yard open top containers have the guide wheels on their containers and he said yes. So based on the information that the current hauler pulls the containers with a steel cord through those wheels, I reported back to Laura that Troiano would be able to pull the containers out of the enclosure just like Casella does now.

You voted to make the switch to ecomaine and Troiano as a result of this information.

Here’s the X factor. Once I reported to Troiano that we had secured Chebeague Island as a new customer, they started putting wheels in motion on their end and that’s when they learned that their insurance company would not cover them to haul the containers by threading a steel cable through the guide wheels. It is not the proper way to do it and that isn’t what the guide wheels are supposed to be used for. From a liability perspective both for themselves and for the island they could not risk hauling the containers improperly like this. The containers are supposed to be hauled using a steel hook that’s normally only on the front of the container (not on the end with the door), but for your purposes needs to be on the back of the container so that it can be put into the enclosure with the door open at the front of the building. Therefore, in order to service your account, they would need to purchase 4 new Open top containers that also has a hook on the back of the container (on the end where the door opens). Most containers do not have a hook on both ends. Hence we have the new rental prices for you to consider because Troiano would have to purchase those containers specially. Which they are happy to do, but all hauling companies charge rent on containers to cover the cost of the investment.
To reduce the rental cost for the island Troiano said they would be happy to offer you 6 or 7 year options, (which would spread the cost of the containers out over more time) in addition to the 5 year option which is still on the table. It’s important to know that the $120 rental price on the Closed top compactor containers stays the same and the $95.00 per hour hauling cost also stays the same. The only difference is the rental costs on the brand new Open top containers (which by the way, will be very good looking because they’re totally new).

The new rental numbers on the Open Top containers are as follows:

5 year contract: $178.00 per container, per month
6 year contract: $155.00 per container, per month
7 year contract $139.00 per container, per month

This means that the savings for the town would change from around $14,000 per year (based on the rental cost for normal containers which is $110.00 per container per month to:
5 year contract: roughly $11,000 per year
6 year contract: roughly $12,000 per year
7 year contract: roughly $13,000 per year

You are welcome to still only sign a 5 year contract with ecomaine at the $0/15 rate that you secured with the October 14th vote. This contract has automatic 3 year renewal clauses built in so that as long as you’re happy with ecomaine’s service, you have the ability to continue working with us past the initial 5 year term with no risk for being stuck with less favorable rates in the future should the market turn even further downward.

Also, Troiano has offered in writing that once the 5, 6 or 7 year term is complete they would be happy to rent the open top containers to you at a discounted rate going forward.

Please feel free to call me with any questions, but I hope this breakdown has been helpful to you. Both ecomaine and Troiano want nothing but complete transparency with the town and to do the job correctly while minimizing liability for both the town and themselves. I do also want to remind you of the extensive education and community outreach that ecomaine remains committed to providing to your community should you vote again to do business with us.

Please feel free to call me this evening if you have any questions 207-650-9694 (mobile)

Kind regards,

Lissa

Lissa Bittermann
Business Development Manager
ecomaine
(207) 773-1738 x319 Office
bittermann@ecomaine.org

| Please consider the environment before printing this email |
Town of Chebeague Island Job Description –
Public Services Worker (Full-time)

Primary Job Title: Public Services Worker (PSW)
Additional Titles: N/A
Department: Public Services
Employment Type: Full-time
Supervision Received: Town Administrator / Road Commissioner
Supervision Exercised: N/A
Pay Type: Hourly
Pay Range & Rate: $15 - $18.00 hourly, DOQE
Expected Work Hours: M-F, 7:00am-3:30pm, on call for snow events and emergencies
Benefits: Commensurate with Full-time employment
Purchasing: N/A

Nature of Work

The Full-time Public Services Worker is expected to perform whatever duties are necessary to support and provide public services for the Town of Chebeague Island. Working with other Public Services employees in maintenance and repair activities is a primary responsibility. Work may include but is not limited to vehicle and equipment maintenance, road maintenance and repair, marine infrastructure maintenance and repair, Transfer Station assistance as needed, and maintenance of town property. The work may at times involve heavy lifting and physical labor, use of power tools and pneumatic equipment, and operation of heavy trucks and equipment.

Job Responsibilities

The Public Services Worker is responsible for the following:

- Recommend maintenance and repair work to the Town Administrator for all municipally owned vehicles and equipment including vehicles operated by the school department
- Recommend purchase of parts, supplies, equipment, and other items necessary for the ongoing maintenance and operation of municipal equipment and public services. The Public Services Worker is not allowed to make purchases without prior authorization
- Perform routine preventative maintenance and repair on all municipally owned vehicles and equipment. This includes school and fire and rescue vehicles
- Recommend road maintenance and capital projects to the Town Administrator
- Perform road work, maintenance, and repair
- Perform snow removal activities and remain on-call during snow events. This includes but is not limited to all municipal parking facilities, boat ramps, the municipal offices, school, and other community facilities as directed
- Recommend wharf, float, ramp, and other marine infrastructure maintenance and capital projects to the Town Administrator
- Perform wharf, float, ramp, and other marine infrastructure maintenance and capital work
- Maintain all municipal parking facilities

Last Modified: August 2015
Town of Chebeague Island Job Description – Public Services Worker (Full-time)

- Collect and remove trash from all municipal receptacles throughout the town and from the town offices
- Assist with an annual inventory of all town vehicles and equipment
- Participate in education and training programs, at no cost to the employee, as directed and approved by the Town Administrator
- Train and cross-train other municipal employees as directed by the Town Administrator
- Transfer Station Assistance including loading and maintenance of demolition waste material containers and universal waste cages.
- Assistance with Bulky and Universal Waste Weekend.
- Perform any other Public Services work as directed by the Town Administrator

Requirements of Work

- Compliance with all OSHA safety standards and safe work practices
- Ability to work with crews of skilled and semi-skilled employees engaged in various maintenance activities, to lift at least 50 lbs., and to perform strenuous work for extended periods of time
- Ability to respond to public inquiries and concerns in a professional and courteous manner
- Willingness to perform any and all tasks needed to ensure the timely and professional provision of public services
- Possession of a valid State of Maine Commercial Driver’s License (CDL) or successful certification within the six month probationary period.

Desirable skills

- Knowledge of hydraulics and hydraulic systems
- Experience with machining and metal fabrication
- Ability to perform earth work
- Experience with construction, welding, electrical wiring, masonry, and other trades

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of the position. I also understand that this job description may be used during any review of my employment.

Employee Name: ______________________________________

Employee Signature: ____________________________________

Date: __________________________________________________

Last Modified: August 2015
Town of Chebeague Island Job Description –
Town Clerk / Tax Collector

<table>
<thead>
<tr>
<th>Primary Job Title:</th>
<th>Town Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Titles:</td>
<td>Tax Collector</td>
</tr>
<tr>
<td>Department:</td>
<td>Town Office / Administration</td>
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<tr>
<td>Employment Type:</td>
<td>Full-time, 40 hours per week</td>
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<tr>
<td>Supervision Received:</td>
<td>Town Administrator</td>
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<tr>
<td>Supervision Exercised:</td>
<td>Office Assistant / Deputy Clerk as directed by the Administrator</td>
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<tr>
<td>Pay Type:</td>
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<td>Pay Range &amp; Rate:</td>
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<tr>
<td>Expected Work Hours:</td>
<td>Mon., Tues., Wed., Fri. 9:00am - 5:00pm, Thurs. 12:00pm - 8:00pm</td>
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<tr>
<td>Benefits:</td>
<td>Commensurate with full-time employment</td>
</tr>
<tr>
<td>Purchasing:</td>
<td>As directed by the Town Administrator</td>
</tr>
</tbody>
</table>

Nature of Work

This is a responsible combined position tasked with performing administrative and financial work in the collection of various taxes, and in the execution of the legal responsibilities of the position of Town Clerk and Tax Collector. The position involves extensive public interaction and front-desk work. The Town Clerk / Tax Collector is responsible for the collection of various taxes and fees, the issuance of numerous permits and licenses, administrative activities, and the preparation of regular reports to the Town and various state agencies. Work involves the supervision of the Office Assistant / Deputy Clerk at the direction of the Administrator and is performed with considerable independence.

Job Responsibilities

The Position is responsible for the following:

- Receives and records payments of property taxes and excise taxes, and prepares collected monies for deposit.
- Prepares and records tax liens.
- Provides information requested on property and excise taxes, and other municipal documents.
- Maintains detailed records related to property ownership and the ownership of automobiles, trucks, boats, and other vehicles.
- Maintains records of Selectmen meetings, Town meetings, and other official documents.
- Supervises the issuance of, or issues, various licenses such as fish and game licenses, marriage, dog and maintains all related records.
- Supervises the recording of and maintains records of all vital statistics, such as births, deaths, and marriages, and the monthly reports to the State of Maine of these records.

Last Modified: December 2014 - Employee Initials: _________
Town of Chebeague Island Job Description –
Town Clerk / Tax Collector

- Plans and supervises the conduct of all elections, instructs election officials on election laws and procedures. Supervises the processing of all election ballots and reports results to the Secretary of State.
- Validates official documents.
- Sends periodic reports to the State of Maine Office of Vital Statistics; issues certified copies.
- Assists in the issuance of, or issues, various Town licenses and maintains all related records; prepares and send renewal applications for same.
- Records in TRIO all payments according to Office procedures.
- Accomplishes such duties and responsibilities as shall be assigned by the TA.

Requirements of Work

- Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.
- Thorough knowledge of modern office procedures, practices, and equipment including knowledge of software, MS Word and Excel spreadsheets.
- Thorough knowledge of the provisions of the Town Charter, Town ordinances and State regulations relating to the operation of the office and Town government and ability to communicate same to office staff and the public.
- Ability to organize, assign and review work of subordinates.
- Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.
- Ability to maintain records and prepare reports.
- Ability to understand and follow the laws and regulations governing the activity of a municipal clerk and tax collector.
- Ability to deal with the public on a daily basis in a pleasant and respectful manner.
- Ability to establish and maintain effective working relationship with other Town officials, employees and the general public.
- Ability to work independently on a regular basis.
- Confidentiality of any and all Town business.
- Ability to organize work and set priorities.

Desirable Skills

- Demonstrated customer service experience.
- Accounting or bookkeeping experience
- Experience with the collection of various monies and fees.
- Notary Public
Town of Chebeague Island Job Description –
Town Clerk / Tax Collector

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of the position. I also understand that this job description may be used during any review of my employment.

Employee Name: _________________________________

Employee Signature: ______________________________

Date: ________________________________