

Sunset Committee Meeting Minutes

Location: Island Hall
Date: 2/29/2016
Present: Donna Damon, Paul Belesca, Mary Holt (chair), Peter Pellerin, Thor Peterson, Carol Sabasteanski, Sam McLean, Carol White
Absent: N/A
Other: Marjorie Stratton, Town Administrator, Herb Maine

Chair, Mary Holt, called the meeting to order at 5:35 PM

Minutes of Previous Meeting

A **MOTION** was made, seconded and unanimously voted to approve the minutes of the February 1, 2016 meeting.

Paul and Carol White joined the meeting after the vote.

Approve Existing Conditions Plan

A **MOTION** was made and seconded to accept the Existing Conditions Plan dated 1/31/2016 as presented. After much discussion regarding the terminus of Elizabeth Road and whether or not the north/south portion of the road should be included on the Plan, the motion was modified as follows:

A **MOTION** was made and seconded to accept the Existing Conditions Plan with one change. The North/South portion of Elizabeth Street should be removed from the plan. (See Exhibit A which shows the area to be removed). This section is a paper street and the Committee had directed M&M that no paper streets other than Elizabeth and Old Pier should be on the Plan. This section as depicted also shows access to the Sunset parcel. The Board of Selectmen assumed responsibility for addressing the issue of access to the Sunset property in 2015.

The **MOTION** passed by a vote of 6 to 1.

Report on the February 10, 2016 Update to the Board of Selectmen (BoS)

Mary reported on the presentation she made to the BoS on 2/10. Donna Damon and Paul Belesca were present at the meeting. Mary also distributed to the Committee the minutes of the meeting prepared by the Town Clerk (Exhibit B).

Mary reported the following:

- BoS directed Committee to identify 2 to 3 potential uses of Sunset Property, involve community in the process and make a recommendation to the Town for consideration at Town Meeting. The BOS indicated that the original charge to the Committee has not changed.
- BoS Chair stated that at this time there is no need for additional Bathymetric surveying beyond what the State can do in the spring.
- BoS wants a budget request for the 2016-2017 fiscal year budget as soon as possible.

Report on Dustin Roma's role in the Sunset Project

Marjorie's 2/4 email to the Committee (Exhibit C) reported on her conversation with John Adams from Milone & MacBroom regarding Dustin's role. The Committee asked Marjorie if John had ever sent the promised letter to "outline our options going forward". Marjorie reported that no letter had been received. The Committee asked Marjorie to follow up with John again and request the letter.

Approve Milone & MacBroom invoice

At the meeting the Committee received the detail from the recent invoice from M&M of \$3,706.34. The invoice raised many questions.

- We paid a bill of \$6,676.66 in January. The bill was for October 2015. Why are there charges prior to October on this bill?
- If Dustin only worked 6 hours from 9/1 to 10/12 – why were we billed such a large amount for the October bill?
- What credits have been made for work that needed to be reworked at M&M?
- The invoice is extremely difficult to understand overall.

Marjorie will contact John Adams for answers. The overall consensus was that the invoice raised many questions about the accuracy of the billing.

The approval of the invoice was tabled until further information is received.

Develop Preliminary Plan for Phase 3/Develop Budget for Phase 3

The Committee discussed at length the next steps for the project. During that discussion, the original charge from the BoS was reviewed (Exhibit D).

The consensus was that the public should be informed on the activities of the Committee thus far and the results of the various studies – namely that there are no “show stoppers” for using the land for a ferry landing or other purposes.

The Committee agreed that the public should receive a report on the results of the various studies performed and should be asked for their input regarding a limited number of options. (“Keep, sell, develop”). One or more public meetings should be held.

The Committee agreed that it could not present a “long range plan” (as charged) for the property without more funding. If the BoS wants a recommended long range plan from the Committee, more funds will need to be allocated to determine projected costs of various options. Pete suggested that the Committee request agenda time on the March 7th BoS meeting to clarify the charge of the Committee.

Mary asked Carol to draft a letter to the BoS requesting clarification of its charge.

Herb Maine presented his interpretation of a “long range plan” which was disputed by some Committee members.

Some members believe that any proposal of using the site for a ferry landing would have to be evaluated in conjunction with potential benefits and costs of improving the Stone Wharf facility.

Sea Level Rise Report (Carol White)

This item was not addressed.

Next Meeting

The Committee will hold a workshop on 3/7 at 5:30 PM at the Hall to develop mailings to the public.

The meeting adjourned at 7:35 PM.

Respectfully submitted,



Secretary

EXHIBIT B

Excerpt from BOS Meeting Minutes 2/10/2016

16-095 Sunset Committee

To review with the Sunset Committee their progress on the task list and the term of the committee.

- Mary Holt distributed an update to the 7-page summary dated January 31, 2016 report (see packet).
- \$8,000 from grant matching reserve was not voted by the Board of Selectmen.
- Access to the property involves paper streets, which Board of Selectmen removed from the Committee's charge.
- There's a gap in the free bathymetric study. Filling the gap could potentially be expense of less than \$2,000.
- An additional potential expense would be incurred in facilitating gathering input from the community.
- Future activities of the Committee might include seeking ballpark estimates for projects derived from community input.
- Sunset Committee will make a budget request for the FY17 budget after it meets on February 29.
- Marjorie pointed out the need to spell out the relationship between our point person, Dustin Roma, and his former employer, Milone and MacBroom, with regard to our project.
- There was further discussion regarding finances of the Committee through the last couple fiscal year budgets.
- Pete asked if the Board of Selectmen has made any progress in resolving issues regarding the access to the property.
- Dave suggested that the Committee contact the Island Institute and the Department of Transportation for assistance with facilitation.
- Christopher suggested that narrowing down the possibilities or categories of possibilities soon would be helpful.

V. Communications

- Carol White reported that there will be a public meeting to hear a report on the sea level rise study that is currently being conducted. The study has two phases: first, to look at the whole island and second, to look at the Stone Wharf in particular. The town may want to budget about \$10,000 for additional engineering work.
- The Sea Level Rise public meeting will be held at the Island Hall on Thursday, March 24, between the 5 PM boat and the 8 PM boat.
- Suggested: a joint workshop of the Board of Selectmen with the Planning Board on a Saturday morning.

EXHIBIT C

Email from Marjorie Stratton to the Sunset Committee – 2/4/2016

Good morning,

I just spoke with John Adams from Milone & MacBroom. He will write a letter to the Town and Sunset Committee outlining our options going forward. We are generally at the end of Phase II in the project. We could choose to continue with just M&M or proceed into Phase III with M&M and DustIn Roma as a sub-contractor. John Adams said he would be comfortable with either decision. He and his company have a good working relationship with Dustin Roma, but they don't need him to continue with the project. When the existing conditions map is complete, this would be a good breaking point. Again, he said the decision is really with the Town and the Sunset Committee.

John Adams can come out to meet with the committee if you like. He is the Project Manager. Dustin Roma is the "face of the project". I will let you know when we get the letter. The committee may want to meet and make some decisions. He says there are unbilled hours, but he needs to sort out what time was just correcting mistakes which will not be billed.

The Board of Selectmen would like an update from the committee at their meeting February 10th. They would like the committee to focus on the tasks given in the original Sunset Committee document dated September 11, 2013.

- a) Evaluate the Town property shown on the tax maps as Map I5, Lot 9 commonly known as Sunset Landing and develop a long range plan for the property that best serves the Chebeague community.
- b) Develop a research plan in conjunction with the Board of Selectmen.
- c) Hold public meetings to solicit input from the community.
- d) Involve committees, organizations and other interested parties in all phases of the plan development and implementation.
- e) Submit interim plans to the Capital Planning and Finance committee and the Board of Selectmen by is December meeting each year for the purpose of raising and/or expending funds in the following fiscal year.
- f) Submit the long range plan to the Board of Selectmen who shall bring it before Town Meeting for adoption.

Let me know if you have any questions. I'll forward John Adams letter when it arrives.

Thank you,

Marjorie

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To: Sunset Committee
From: Board of Selectmen
Date: 09/11/2013
RE: The formation of the Sunset Committee

PURPOSE AND AUTHORITY

The purpose of the Ad-hoc Sunset Committee is to carry out the work outlined in this memorandum and advise the Board of Selectmen in these matters. The committee is formed pursuant to 30-A M.R.S.A. § 3001.

ORGANIZATION AND ADMINISTRATION

- a) **Committee Term.** This committee shall have a term of three years from the date of this memorandum.
- b) **Membership.** The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers such that the committee has the following representation:
 - a. One member of the Board of Selectmen,
 - b. One member from the Planning Board,
 - c. One member from the Coastal Waters Commission,
 - d. One CTC Board Member,
 - e. One fisherman/lobsterman and
 - f. Two members at large.
- c) **Appointment.** The Committee shall be appointed by the Board of Selectmen. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
- d) **Member Term.** Members shall serve for terms of three years.
- e) **Chairman.** The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this memorandum, or as necessary or when so requested by a majority of members or the municipal officers. The Chairman shall preside at all meetings or appoint a chairman pro tempore with a term of one meeting.
- f) **Secretary.** The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and

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regularly submit the records to the Town Clerk. The secretary need not be a member of the committee.

- g) **Notice.** All meetings shall be held in a public place and scheduled through the Town Administrator who shall provide reasonable notice.
- h) **Quorum.** A quorum necessary to conduct business shall consist of at least a majority of members.
- i) The **municipal officers and town staff** shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
- j) All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

TASKS LIST

- a) Evaluate the Town property shown on the tax maps as Map I5 Lot 9 commonly known as Sunset Landing and develop a long range plan for the property that best serves the Chebeague community.
- b) Develop a research plan in conjunction with the Board of Selectmen.
- c) Hold public meetings to solicit input from the community.
- d) Involve committees, organizations and other interested parties in all phases of the plan development and implementation.
- e) Submit interim plans to the Capital Planning and Finance committee and the Board of Selectmen by its regular December meeting of each year for the purpose of raising and/or expending funds in the following fiscal year.
- f) Submit the long range plan to the Board of Select who shall bring it before Town Meeting for adoption.

AUTHORITY OF THE COMMITTEE

The Committee's authority shall be advisory only.