

Sunset Committee Workshop and Meeting Minutes

Location: Chebeague Island Hall
Date: 6/20/2016
Present: Donna Damon, Paul Belesca, Mary Holt (chair), Thor Peterson, Carol Sabasteanski
Absent: Peter Pellerin, Carol White, Sam McLean
Public: None

COMMITTEE MEETING

Mary Holt, Chair, called the meeting to order at 5:40 PM.

Minutes of Previous Meeting

A motion was made, seconded, and unanimously voted to approve the minutes of the June 6, 2016 meeting.

A motion was made, seconded, and unanimously voted adjourn the meeting and enter a workshop at 5:41PM.

WORKSHOP

PowerPoint Presentation

The Committee reviewed the second draft of the presentation and agreed on the format. Some minor changes were noted and agreed.

Meeting Preparation

Key Points:

- Public will be given index cards to write their ideas.
- Committee will already have some ideas written on a flip chart – but will not show this until the public has done the exercise
- Committee members will sit in the front rows. We will not have the Committee sitting at a table in front of the public.
- Public will sit in chairs facing the presenters – no tables.
- We will distribute copies of the Existing Conditions Plan at the door.
- We will have multiple copies of the Existing Conditions Plan posted on walls.
- We will have 5 printed copies of all the studies available for the public to review.
- Refreshments will be coffee and soft drinks only.
- Public will be told that this is an information gathering meeting only to help us to prepare our survey and resulting recommendations to the Board of Selectmen.
- The Committee reviewed the budget and expenses provided by the Town Administrator. We agreed that the format is still confusing but it provides the needed information.
 - Total cost of studies - \$51,643. Total grants - \$20,000. **Total cost to Town of Chebeague Island - \$31,643.**

- The Committee members should respond (if asked by members of the community) that the cost to the Island represented 8 studies on the land and water suitability for the property.
- Committee should be at the Hall by 6 PM on 6/27 for preparations.

Format for the meeting

- Carol will be the moderator
- Each Committee member will report on study results. All presentations will be 3-5 minutes with the exception of the archeological studies which will be combined and can run 5-7 minutes if needed.
- Committee members will inform Carol of the slide they want shown during their presentation (please do this by Friday, 6/24).
- Our goal is to have the meeting last less than 120 minutes.

Outstanding:

- Mary will ask Pete Pellerin, BoS representative to the Committee, to explain to the public the current status of access to the property at the meeting.
- Carol will determine if an easel and flip chart pads need to be purchased.
- Mary will make sure index cards and pens are present.
- Mary will ask Town Clerk for 5 copies of each study report. These will be available to public during the meeting.
- Mary will obtain as many copies as possible of the large map of Existing Conditions Plan. These will be posted on walls around the Hall.
- Sam will confirm that there is adequate coffee for the function.
- Mary will donate lemonade.
- Committee members will send Carol information on the slides they want as part of their presentations.

The workshop was adjourned at 7:10PM.

Respectfully submitted,



Secretary