

Sunset Committee (SC) Meeting Minutes

Location: CI Historical Society
Date: 11/03/2014
Present: Sam McLean, Donna Damon, Mary Holt (chair), Susan Stranahan, Paul Belesca, Thor Peterson
Absent: Beth Howe, Will Lund
Public: Carol Sabasteanski (also Secretary)

Chair, Mary Holt, welcomed everyone to the meeting and called the meeting to order at 5:35 PM.

Mary informed the committee that Ken Hamilton has resigned from the committee.

Mary had distributed an agenda prior to the meeting.

Review, discuss, Nadeau deliverables. Comments, questions, for Dustin and Jim Nadeau?

The Committee spent considerable time reviewing the Survey and Plan of Paper Streets documents received from Dustin. As a result of that discussion, the Committee identified several items where they wanted further information and clarification. The list of items will be forwarded to Dustin for response and action.

Review Dustin's Project Management reports dated 10/20 and 11/3. Is the Committee satisfied with the format and content? Are there any suggestions/questions for Dustin?

The Committee discussed the reports and agreed that the format and content was helpful. No suggestions were given for changes to the format.

Review Normandeau Eel Grass Survey Report. Any further questions for Dustin?

The Committee asked if the survey results could include details of the low/medium/high areas.

The Committee would like to have a conversation with and/or report from Dustin about the Eel Grass Survey Report. Specifically, provide the Committee with an interpretation of the results – with opinion on how the results may impact future use of the property. The report is quite technical and needs to be put in context for the Committee.

Review and discuss the email thread regarding timing of the bathymetric survey results and Wind Wave analysis.

The Bathymetric Survey has been completed by the State at no cost to the Town of Chebeague Island. Dustin has been following up with Melissa Anson from the Maine Coastal Program (Department of Agriculture) to ask for quick turnaround on the report since the Wind Wave analysis will rely on information from the Bathymetric Survey results. The Committee will encourage Dustin to keep following up with Melissa. Mary will ask Dustin what the normal turnaround time for survey results generally is.

Consider Wind-Wave Analysis proposal from Roberge Associates Coastal Engineers. Possible vote to authorize analysis.

The Committee considered the "Agreement for the Provision of Design Professional Services" from RACE LLC for a wave study at Sunset. The Committee agreed that the following items should be included in the proposal:

- Scope of Services should reference that the bathymetric survey and site survey will be used in the analysis. Provide a summary of the data sources that will be used.
- A description of what will be included in the "Letter Summary Report". Detail the contents of the report. Will the report include an evaluation of whether or not the site is feasible for a wharf?

Some members of the Committee also questioned why using data from the Portland Jetport is more appropriate than data from the National Data Buoy Center station 44007.

Approval of the proposal was tabled pending receipt of requested information.

Discuss delay in archaeological survey. Sarah of Tetra Tech can't start before early December. Should we delay until spring?

The Committee agreed that the survey should remain on Sarah's calendar and should be performed as soon as possible, weather permitting. The Committee does not expect the survey to be completed if there is lots of snow and the ground is frozen.

Other Business

Since Ken Hamilton has resigned from the Committee, a new vice chair is needed. The Committee voted to elect Paul Belesca as the new Vice Chairman.

Mary will ask Eric Dyer to provide a copy of the contract with Maine Coastal Program to Dustin.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul Belesca". The signature is written in a cursive style with a small dot at the end of the last name.