

Town of Chebeague Island  
Special Meeting and Informational Meeting  
of the Board of Selectmen  
Thursday, March 19<sup>th</sup>, 2009 @ 6:00PM  
Chebeague Island Hall & Community Center

Present: Mark Dyer, Herb Maine, Donna Damon & Scott Seaver.  
Chris Rich (arrived at 6:20) & Leon Hamilton (arrived at 6:30).

1. Meeting called to order at 6:07PM.

Mark Dyer explained what the meeting would consist of.

2. To have the Selectmen approve and sign the Warrant for Special Town Meeting which includes participation in the Cousins Island turn-a-around project and a supplemental appropriation to the 2008/2009 Debt Service Account.

Herb Maine motion to approve draft warrant for Special Town Meeting April 4, 2009.

Donna Damon second

Discussion: Herb Maine, seeing that both of these articles are asking for funds out of the Fund Balance I would like to ask the Board if it would be appropriate to stand up after the Moderator has been sworn in and give a explanation of what a fund balance really is. Donna Damon agreed.

Vote: Three in favor, two absent.

3. Adjourn meeting.

Donna Damon, motion to adjourn.

Herb Maine second.

Vote: Unanimous.

Meeting adjourned at 6:10PM.

Informational Meeting of the Board of Selectmen

Mark Dyer, it's come time after a lot of years to decide whether we want to do anything over a Cousins Island. I would like to introduce and thank Ralph Norwood for coming tonight. Ralph is from Gorrill & Palmer Engineering firm. He has been working very closely with the Department of Transportation, Army Corp and the Town of Chebeague Island. They are ready to come to us with the final design of the project for Cousins Island.

Scott Seaver, we sent out a letter back in the winter on how the process was going. We had hopes of having this project out to bid before Town Meeting but it turned out not to be a do able thing number one Because that within the project and Ralph will talk about this we are disturbing some marine wetlands and the DEP has two way of taking care of that issue one is by restoring wetlands somewhere else or paying them money and we chose to pay the fee. We chose to do the mitigation project and that fee was not included to get to final design. In typical State fashion if you do not pay the money you do not get the permit. So assuming that the project is approved on April 4<sup>th</sup> on April 6<sup>th</sup> I will be writing a check to the DEP. At that point we will have the permit to put the project out to bid. It will b a three (3) week bid process our deadline with the State that we need the project bid and awarded by June 30<sup>th</sup>. I do not think that will be a problem, but if it is not finished by June 30<sup>th</sup> the money is gone.

Ralph Norwood from Gorrill & Palmer introduced himself. As most of you know the purpose of the project is to provide improvement at the bottom of the hill and to provide a place for the bus to turn around. The bus will no longer have to back down over the hill. It will give more room to turn around; the existing pier will not change. The bus will come down over the hill and pull into the new structure, back up and go up over the hill. We are also cutting into the hill there will be a cement retaining wall. The road will be sixteen (16) foot roadway. Passenger cars should be able to pass without a problem. We are also construction a side walk on the water side of Wharf Road, the side walk will go from the wharf area to the mouth of the parking lot. We will be adding lighting along the sidewalk from bollard lights up to twelve (12) foot lights. That was the result in the Yarmouth Planning Board process a lot of the neighbors were concerned about having high lights so this is the result. It still should be better than what is there. Scott touched on the schedule on this project. We did go to the Yarmouth Planning Board and we have their approval we have our Army Corp permit in hand and when Scott gets the approval he will write a check for the DEP permit. We have submitted the plan to the MDOT as well as the contract specification of the project they are all set with the plans and specs. We are looking for this to be signed by the end of June. Construction will start around Labor Day and it will go approximately ten (10) weeks we may wait until spring to do the final finish the surface on Wharf Road. The DOT has a date of October 15<sup>th</sup> for a cut off of surface pavement. We have written into the contract that the contractor has to maintain a space for the bus, but there may be times when the bus can not get down over the hill. This project is set in stone at this point. We have all our permits and making changes at this time would be difficult. Everything is on track to get this out to bid and awarded by June 30<sup>th</sup>. I guess that's all and will turn it over to questions at this point.

Mark Dyer asked if the Board had any questions for Ralph. Donna Damon asked Ralph about the water on the hill, has this been resolved. We have taken a closer look at the cross slope of the roadway we have revised the plan so that top of the hill to the bottom of the hill we have added a crown. We do have to check with the Town of Yarmouth that they are okay with that change. We do not believe they will have an issue with that. There were some concerns about the hill in the winter when the water runs from one side to the other that it will ice up. People should use the new side walk, but right after a storm it may not be plowed so we have taken steps to help that situation.

Leon Hamilton asked if the lighting was protected in any way.

Ralph Norwood, the lights are on the sidewalk and protected by a vertical granite curb so no one should hit them with a car. The lights are encased pretty well and screened always remember that if someone wants to damage the lights they probably can. I believe that it will be the Town of Yarmouth's responsibility to maintain them.

Herb Maine can you elaborate a little bit about the bidding process.

Ralph Norwood, typically we would put a notice in the paper and I need to check with the DOT they may put it on the web site. We have quite a few contractors so we may send it out electronically. Right now is a really good time to start a project and the sooner we get it out the better. We should get about a half dozen bids, this is specialty work so it may not be that many.

Beth Howe, have you a ball park figure.

Ralph Norwood, somewhere around the ball park of quarter of a million dollars.

Scott Seaver, we have to match twenty percent (20%) or about a maximum of \$154,000. The rest is State and Federal money.

Beth Howe, how much was it to fix the wetlands?

Scott Seaver, \$12,940.

Mark Dyer, is that on top of the \$154,000?

Scott Seaver, no it's included in the \$770,000.

Leon Hamilton, so am I of the understanding we've gone from \$80,000 to \$100,000 and now to \$154,000 are you talking about what Chebeague's part of this.

Scott Seaver, the first figures I heard was a \$1 Million dollars project with a share of \$249,000 and through the time period. The budget that we are working with know at the Town Meeting is the States estimate of \$735,000 with our share of \$154,000. We are hoping that the bid comes in lower than that it could be around \$145,000.

Leon Hamilton, I thought our share was ten percent (10%) not twenty.

Scott Seaver no it's always been twenty.

Herb Maine, I want to understand the projects routine, as I understand it we are responsible to manage this project.

Scott Seaver, I have been certified as a Local Project Administrator which means this is a local project the DOT doesn't come down to over see the work. We had money set aside a sum of money for construction oversight. Basically what the overseer does is manage paper work and submit reimbursement requests.

Herb Maine, so you are responsible for keeping this on budget?

Scott Seaver, yes the reimbursement requests go in have to be certified by the Engineers and the State.

Donna Damon, Scott maybe you or Ralph could explain how the reimbursement works.

Scott Seaver, at any times you get bills be it semi-monthly or monthly you send in a reimbursement request and certifications statement.

David Hill, in the States economy the way it is, is there any chance that the reimbursement time could be slowed down and do we have the resources to keep going?

Scott Seaver, to my knowledge this money is set aside by the State, waiting to be spent.

Phil Jordan, Mark can you describe the town meeting approval process. This meeting on April 4<sup>th</sup> is this to approve is this to approve the monies that will pay the fees. The approval of the funding will be at Town Meeting?

Mark Dyer, the approval or non-approval of funding will happen on April 4<sup>th</sup>.

Phil Jordan, will the figure be large enough to accommodate what ever the amount turns out to be.

Scott Seaver, if the bids come in over this budget, first of all we would have to work with the State to see if they have any other money available, but we would have to come back to Town Meeting for approval.

Mark Dyer, this is how the Warrant Article reads as drafted today: To See if the Town of Chebeague will vote to participate in a locally administrated project with the Maine Department of Transportation to improve the roadway on Wharf Road in the Town of Yarmouth, Maine this project will be known as the Cousins Island Ferry Access, Dot Pin #78771.00 and to fund the Towns portion of twenty percent of the project costs of \$770,000 by appropriated up to \$154,000 from the Undesignated Fund Balance. As Herb discussed earlier it will be asked of the Moderator of the meeting to let Herb stand up and discuss what an Undesignated Fund Balance is. How we come to have this balance and what our options are for that money.

Ken Hamilton, my concern is that ordinary concrete will not stand up.

Ralph Norwood, the concrete is made to withstand the ocean water. DOT uses concrete on many bridges and structures in salt water.

Ken Hamilton, do you need a Marine Engineer on this project?

Ralph Norwood, actually Gorrill & Palmer is a sub consultant for Childs Engineering out of Massachusetts and that's their specialty.

Dave Stevens, do you have an agreement that the contractor will provide access while the construction is going on.

Ralph Norwood, we have built into the agreement that the contractor maintain a level of access.

Remember there may be times during the construction that the bus can not back down over the hill and vehicles may have limited access.

John Ash, how many cars can be parked by the wharf?

Ralph Norwood, cars cannot park in that area, the purpose of the project is to make it safer.

Donna Damon, John once the bus goes down it's going to stay until the traffic is out of the way.

John Ash the problem is before the boat lands.

Donna Damon this project came to be due to safety issues.

Cheryl Stevens what kind of safety issues have been put in place for the people that do not ride the bus.

Ralph Norwood, there will be a side walk with lights.

John Komlosy did any look into building a facility over by the barge ramp.

David Hill, yes back in 1997but it would mean building a one hundred foot wharf to get to enough water. The expense was outrageous.

Donna Colbeth, are you saying that we cannot drive down and drop things off. I can not lug anymore and this will make it very difficult.

Donna Damon, it will be easier to drive down unload your things and go back up to the lot. What is means is that you can not park and wait for the boat.

Mark Dyer, there will be problems with people being in the wrong place, but eventually we will see it work.

Dianne Calder, if we can deal with what we have now we can and will adjust to what we are doing.

Meeting adjourned, Mark Dyer thanked Ralph Norwood for attending the meeting.

Respectfully submitted by Susan Campbell, Town Clerk

