

Town of Chebeague Island
Regular Meeting of the Board of Selectmen
Wednesday, January 14th, 2009 @7:00PM
At the Chebeague Island Hall & Community Center
Minutes

In attendance: Mark Dyer, Herb Maine, Donna Damon, Chris Rich, Leon Hamilton and Scott Seaver.

1. Meeting called to order at 7:04PM.

2. Approval of prior minutes:

Donna Damon moved to accept minutes of November 19, December 2nd and December 10th with amendments.

Herb Maine, seconded.

Discussion: Donna asked to have the Executive Session information completed. Scott advised he had this information and would forward it to the Clerk.

Vote: Unanimous.

3. Approval of Warrant #08-09:

Leon Hamilton moved to accept Warrant #08-09 dated 1/08/2009 in the amount of \$82,918.83.

Herb Maine, seconded.

Discussion: Herb Maine asked how we were doing on sand and salt. Scott Seaver advised good at this point. We are using more salt than sand. Scott advised that he had sent David & Tom to a DOT class and they found it is cheaper to use more salt than sand.

Leon Hamilton asked about the environmental impact of the salt. Scott advised that he has looked into this and found no problems. The one thing he and the Public Works Crew are doing is looking for wells that are close to the road. These areas will not have salt used around them. Herb Maine asked if we should map these areas? Scott advised that they will work on mapping and maybe do a survey. Scott also advised that we have to be careful of calcium.

Donna Damon asked about the Assessor dues on the warrant. Scott advised it was coded to the wrong account and he will fix it.

Donna Damon asked about the grass trimmer for the Cemetery. What account was it put under? Scott advised that he had put it under miscellaneous equipment.

Vote: Unanimous

4. Town Administrator Report:

Scott Seaver advised that the Fire Department had been awarded a grant to replace the generator at the Public Safety Building. The amount of the grant is \$29,250. He also advised that there is no local grant money required. The Town will need to install a new cement pad, but wants to have generator on site so it will be the right size. Scott asked that the Board give him authority to handle the grant. The quote needs to be within sixty (60) days or it will go up twelve (12) to thirteen (13) percent.

Herb Maine moved to authorize the Town Administrator to enter into an agreement and to administer the grant from the Cumberland County Emergency Management.

Donna Damon, seconded.

Discussion: Donna Damon asked if we had applied for two (2) generators, one for the Public Safety Building and one for the Recreation Center. Scott advised that we had applied for two, but were only granted the money for one.

Vote: Unanimous.

Scott advised that payroll is up and working. He advised that now the data entry work had been completed it doesn't take any time to run the checks. He also advised that it posted with out any problems.

Scott advised that he would like to set a workshop up for January 21st for the Capital Improvement Plan.

Herb Maine moved to hold a workshop on January 21st, 7PM at the Recreation Center.

Chris Rich, seconded.

Vote: Unanimous.

Scott stated that the public hearing on the Shoreland Zoning for Cousins Island was received well. The permit was approved with some more information being supplied to the Yarmouth Engineer. The one thing that was discussed was having lower lighting fixtures. Donna Damon asked how much lighting was in the unloading area? Scott advised he will get that information. He also advised that in the Selectmen's packet they have a picture of the railing that will be installed.

Scott advised the Board that FEMA has extended the time frame from December 11th to the 29th for expenses for the storms. He has a meeting in Portland on 20th with FEMA. He stated that the Town may get back between \$10,000 to \$12,000.

Scott informed the Board that he had been picked to serve on TRIO customer relations committee. These meeting are quarterly.

Scott advised that Boiler Inspectors were over and all boilers had passed inspection. We will receive certificates shortly.

Scott thanked Ralph Munroe and Nancy Hill for all their work and input at the EMS Hearing. They have stated there will be not fines, but we will need to state the violation on any renewals. They treated the Town very well.

Scott advised that the parking enforcement is going well. The Wharf road has been clear during storms. Scott recommends and request's that the Board appoint Cecil Amos Doughty as a back-up parking attendant for the Town of Chebeague Island.

Donna Damon moved to appoint Cecil Amos Doughty as a fill in parking attendant.

Herb Maine, seconded.

Vote: Unanimous.

Scott stated that he has had several verbal and written complements to our Public Works Crew for all the good work keeping the roads clear during and after the storms.

Scott advised he had received a letter of thanks to our Harbormaster for towing their boat to the Little Johns late last summer when they had problems. They also send a \$100 donation to the Town. Donna Damon asked Scott what account that donation was applied to. Scott advised it was entered as a miscellaneous receipt.

Scott thanked CTC for sending the reports to the Town of Yarmouth.

Scott asked when the Board would like to meet with the School. Their next meeting is the 21st. Leon Hamilton asked that the meeting not be in conjunction with a regular meeting. We should set up a special meeting.

Town Administrator Report continued:

Scott reminded the Board of his up coming vacation. It may be shorter than planned, will advise the Board if necessary. Mark Dyer asked about availability. Scott advised he will be available by email and cell phone.

Susan Campbell, Town Clerk asked to thank Jim Millinger, Secretary of the Coastal Waters Commission and Bob Earnest Secretary of the Shellfish Commission for sending minutes to the Town Office. We now, thanks to their help have minutes from each Commission and will continue to complete the task. The Commissions will now send all minutes to the Clerk after each meeting.

Public Comment:

Leon Hamilton stated that he had a contractor asked about parking at the Stone Pier. He asked Leon is the Town would sell parking stickers at the wharf. Leon advised this contractor he would present the request to the Board at the next regular meeting.

6. Old Business:

- 6.1 To have the Selectmen review and consider a policy establishment of Undesignated Fund Balance. Scott Seaver advised the Board of a percentage range of Designated Fund Balance of \$295,000 to \$300,000 would provide a two to three months of expenses. He advised that the Town's debt service is due in November which is a month after the real estates taxes are collected. Herb Maine stated that this is calculated by the Treasurer's report to the Selectmen. If the fund is outside of the range the Selectmen can fix it and extra could be added to Capital funds. Scott advised that it could be used to stabilize taxes or could be appropriation from Town Meeting. He advised the auditors look for three (3) months of expenses. Donna Damon asked what if the Town wanted to pay for Cousins Island with this. Herb Maine advised that we just make everyone aware of what's going to happen. Scott advised that you cannot use for one specific project may create loss of source, such as revenue. Donna Damon asked is the only way to take monies out is a Town Meeting vote? Scott advised, yes. Donna Damon stated this is not a policy, this is a goal. Scott advised that this is part of Board Guidelines and policy.

Leon Hamilton moved to approve policy for an Undesignated Fund Balance as written.

Chris Rich, seconded.

Vote: Unanimous.

- 6.2 To have the Selectmen discuss and possibly act on approval of funding for a Town web site.

Donna Damon moved to approve funding for a Town web site.

Leon Hamilton, seconded.

Discussion: Leon Hamilton asked what the cost is for this site. He asked what the benefit would be as Chebeague.net is free to the Town. Scott advised it would be a great asset to the Town as we would post our own notices, minutes, etc.. Beverly Johnson is extremely busy and has stated this would be a great help to her. Scott stated there will be a link between the two sites. Donna Damon stated she has spoken to Beverly and she is all for the new site. Herb Maine stated he was not for this at the beginning of discussion. He was afraid that it would be an item added to the Town Administrator's job description, but it will not and will not be a distraction. Scott advised that the cost for the site will be spread out over all departments.

Vote: Unanimous.

7. New Business:

- 7.1 To have the Selectmen set a hearing date for the Frey appeal to the Municipal Officers for a decision made by the Code Enforcement Officer.

Scott Seaver referred to the information in the Selectmen's packet. This is in reference to a septic/building permit before July 2007. The information was supplied by Paul White, Code Enforcement Officer for the Town. Scott advised that there was no time frame, but the hearing should be as soon as possible. Paul White asked that it be held on a Thursday evening.

Donna Damon asked if the State will back on Town's decisions or overrule. Scott advised that the Frey's can appeal our decision to the State.

Leon Hamilton stated that we should move ahead. Herb Maine stated the Frey's asked for ninety (90) days to go to the State.

Scott Seaver stated that Paul White does not need the State. This is a new application. He has made a decision and has asked the State's advice. He referred to Chapter 21 Plumbing Officials request's made to the Municipal Officers. Scott advised not to stay the ninety (90) days, but to move forward.

Leon Hamilton stated that what happened before is irrelevant. This is a new application and should be handled as such.

Herb Maine stated that Carol White had worked on this project and if the Board felt it was a conflict he would not be involved with the decisions. None of the Selectmen saw a problem.

Donna Damon stated she would rather have the State rule on this rather than the Town.

Herb Maine asked Scott Seaver if he should be in attendance? Scott stated he had no roll.

Donna Damon advised that we need a meeting with the Town Attorney. Scott advised that the need of a meeting with the attorney should be as a result of the hearing not prior. Donna asked if we could have our attorney present? Scott advised, yes.

Leon Hamilton advised that the need of the attorney will be after the meeting, as we will not make decisions.

David Stevens asked the date of the hearing. He is an abutter to this property and would like to be in attendance.

Donna Damon asked the Board if there was a disagreement on getting advice from the attorney.

Mark Dyer stated, no. Herb Maine asked about using MMA as a resource. Donna stated that we may be taking away value of the property. Herb disagreed. Donna asked the Board if anyone would mind if she called MMA herself. Mark and the other Board members had no problem with Donna calling MMA.

Herb Maine asked if the application had expired? If this is a new application are we obliged to consider what happened before? Scott advised, no.

Mark Dyer moved to hold a public hearing for the Frey appeal on Thursday, February 12th @ 7PM.

Location to be determined.

Leon Hamilton, seconded.

Discussion: Donna advised she will vote against this. We need legal advice.

Vote: In favor, four (4), Opposed one (1)

- 7.2 To have the Selectmen listen to a presentation from Mary Cushman in regard to creating a Health Committee for the Town of Chebeague Island.

Pommy Hatfield was in attendance. She advised that the Town had voted on the creation of a Health Committee. Pommy advised that she and Mary Cushman are willing to help set up the committee.

Donna Damon moved to create a Health Committee for the Town of Chebeague Island and advertise for members.

Chris Rich, seconded.

7.2 Presentation of creation of Health Committee:

Discussion: Herb Maine asked if Pommy would write up the charge. Pommy advised that communication is the major part of this. Donna stated that the advisory committee to come back to the Board with the charge. Donna also asked that we advertise, form a nominating committee and report to the Selectmen.

Leon Hamilton asked the what the main purpose would be for this committee.

Pommy Hatfield stated the need of communication. How do we get service and where are they. This would include substance abuse, safety on the roads, entities on the island, access to General Assistance. It would be like a clearing house.

Vote: Unanimous.

- 7.3 To have the Selectmen listen to a presentation from Fire Chief Ralph Munroe in regard to Firefighter medical evaluations' and to approve funding from Contingency Fund.

Chief Munroe advised the SCBA needs testing every year. We have ten (10) people that need testing @ \$350. per person. Chief Munroe requests \$2,800 out of Contingency Fund.

Mark Dyer asked Scott Seaver if contingency was the only way to fund this? Scott advised, yes.

Leon Hamilton moved to fund up to \$2,800 for Health Evaluation for eight Firefighters.

Herb Maine, seconded.

Vote: Unanimous.

- 7.4 To have the Selectmen discuss and renew an annual contract from the Animal Refuge League.

Leon Hamilton moved to renew contract with the Animal Refuge League as written.

Herb Maine, seconded.

Discussion: Donna asked if the league collected impound fees. Scott advised he will find out.

Vote: Unanimous.

- 7.5 To have the Selectmen set a date for a Public Hearing regarding the Cousins Island road project.

Leon Hamilton moved to hold the Public Hearing on Wednesday, January 28th @7PM at the Island Hall.

Herb Maine, seconded.

Discussion: Donna Damon asked that a mailing be done.

Vote: Unanimous.

- 7.6 To have the Selectmen set a date for a Workshop on Operational Guidelines of the Board of Selectmen (cancelled on 1/10/09).

Leon Hamilton asked the Board to table this item due to time. All Selectmen in agreement.

8. New non-agenda items to be presented by the Selectmen.

Herb Maine proposed forming a small task force to have a meeting with the Cumberland County Sheriff Department. We should review services with Kevin Joyce. Doug Ross and Herb Maine are willing to participate. All Board members in agreement.

Donna Damon asked about orange warning tickets being used for unregistered vehicles. Scott advised that the Towns Parking Attendants can not do that. That part is up to the Sheriff.

Doug Ross asked that the Sheriffs non-emergency number be posted better.

Donna Damon moved to approved forming a task force to meet with the Sheriffs Department.

Leon Hamilton, seconded.

Vote: Unanimous.

8. New non-agenda items continued:
Donna Damon asked to set a meeting up with Peter Lowe. She would like to have it Friday, January 23rd @ 3PM at Herb's office if possible. Scott will let her know if this can happen.
She has also received complaints on the floats at Chandler's Cove. Chris Rich advised that the floats moved about two (2) feet and will need to be put back. Scott advised the floats were moved back, but the moorings have shifted and need to be reset.

Donna Damon asked for an agenda item in January 2009 of hearing support from all Committee and Commissions. This would be a Workshop meeting.

9. Adjourn meeting.
Herb Maine moved to adjourn meeting.
Leon Hamilton, seconded.
Vote: Unanimous.
Meeting adjourned at 9:13PM

Respectfully submitted by Susan Campbell, Town Clerk