

**TOWN OF CHEBEAGUE ISLAND**  
**BOARD OF SELECTMEN MEETING MINUTES**

**Wednesday, January 2, 2008**

**Present:** Mark Dyer, Herb Maine, Chris Rich, Donna Damon. Leon Hamilton arrived at 7:00 pm.

1. Meeting called to order by Mark Dyer, Chair at 6:05 PM.
2. **Approval of prior minutes of 12/19/07.**  
**Maine moved to approve the minutes. Rich second.**  
Discussion: Damon asked to have a few minutes to review the new minutes to see if her changes were in them. She stated that all her changes were there. No further discussion.

**Vote: Unanimous.**

3. Public Comment  
Dyer asked for comments from the public. There were none.

4. Old Business:

- 4.1 To see if the selectmen will authorize the Town Administrator to execute an Administrative Services Agreement with the International City Manager's Association (ICMA) Corporation to allow eligible full time employees to participate in a Deferred Compensation Retirement Plan.

*Discussion: Grenier said that he talked with Aaron Rugh (a finance and investment person) who stated that the town may not have to pay the fee for this plan, but the employee would. Rugh offered to help the Town research this plan. Grenier asked that this be tabled until Rugh can get back to him with further information. Damon asked why the wording on the agenda said eligible full time employees. Aren't all full time employees eligible for this plan? Grenier said all the full time employees are eligible. Damon asked when Rugh would be getting back with Grenier on this matter. Grenier said within the week.*

**Maine moved to table 4.1 until Rugh comes back with more information to the Town Administrator. Rich seconded.**

**Vote: Unanimous.**

- 4.2 To see if the selectmen will award fuel bids.

*Grenier stated that he gave the selectmen actual copies of the bid letters from Chebeague Island Boat Yard (CIBY) and Martin's Hill Garage. Dyer asked if Paul Belesca (CIBY) would like to make a comment. Belesca said the wording of low sulfur diesel on the bid sheet should have been ultra-low sulfur diesel. Grenier stated that the bid sheets have been changed to reflect that wording. He said that in his memo to the selectmen, he recommends sending out a new bid form, to the two companies that responded to the bid, with ultra-low sulfur diesel fuel on it. Damon asked when the bid form would be sent out. Grenier stated immediately. Maine asked the selectmen to vote on each of the three categories on the bid form separately. Selectmen agreed.*

*Grenier said that there was only one bid for gasoline and that was CIBY. Grenier asked that the town remain receiving gasoline from CIBY. Martin's Hill Garage wrote that they would be getting a gasoline pump soon. Grenier said he would send out new bid forms for gasoline when that happens.*

*Grenier read his report on the heating fuel bids. Dyer asked Belesca again if he had a response to the report. Belesca said that he was frustrated that the town was talking about heating fuel in January and not before winter set in. He said that as a town we are better served by buying fuel from the Greater Portland Council of Government GPCOG. They have a better price. He said that fuel taxes are a burden on the town and recommends that the town seek reimbursement for these taxes. Belesca said the Town of Cumberland went through GP COG for lower prices on heating oil. The town would buy the oil from GP COG and then send it to the island for the town buildings. CIBY was contracted by Cumberland to deliver it. Damon asked how CIBY was paid. Belesca said from the Town of Cumberland. Damon stated that the Town of Chebeague belongs to GPCOG Damon asked Grenier to talk with Bill Shane of Cumberland about this. Maine asked him to talk directly to GPCOG. Grenier said he would talk to Bill Shane about this. Damon asked Grenier to furnish the selectmen with letters, such as the company bid letters, before the meeting in the future. She said she felt unprepared because of this. Dyer thanked Belesca for the comments and stated that the selectmen have to make a decision of the heating fuel. Damon wants to know how long we will enter into agreement with Martin's Hill Garage. Grenier said one year. Damon said she would feel more comfortable to continue getting heating fuel as the town has been until Grenier could get in contact with GPCOG or send out new bids with a different agreement for time because the bid by Martin's Hill was a better deal for the Town. Maine asked Grenier what the school had for heating fuel arrangements. Belesca answered for Grenier. CIBY is providing the heating fuel to the school. Damon asked could the town buy heating fuel for the school and town in bulk from GPCOG. Grenier said he would contact GPCOG about this. Dyer asked if the board was ready to decide on the heating fuel bid.*

**Maine moved that the town enter into an informal agreement with Martin's Hill Garage for the remainder of the fiscal year at said discount. Damon second.**

*Discussion: Damon said that Martin's Hill Garage should know that it is only until the end of the fiscal year. No further discussion on the heating fuel bid.*

**Vote: Unanimous**

**Maine moved to re-bid the ultra-low sulfur diesel fuel for the remainder of the fiscal year. Damon second.**

*Discussion: Damon asked that the bids be out the next day and back to the selectmen by Tuesday, January 8<sup>th</sup> so the selectmen can discuss on January 9<sup>th</sup> at their meeting.*

**Vote: Unanimous**

4.3 To see if the selectmen will establish a process and timeline for the appointment of than assessor.

*Grenier stated that the selectmen asked him to solicit interest on November 7<sup>th</sup>, for an assessor. Selectmen received nine letters of interest. Dyer asked the selectmen if they should be the interviewing body. Damon said yes. She would like the selectmen to first screen all applicants' resumes and select five for interviews. Dyer asked about a timeline for getting this done. Maine said they should not delay any longer. Damon said that the selectmen should bring their calendars in the future so they can plan meetings, such as the screening and interviewing of the assessor. Damon asked if the town office needed another computer workstation for the assessor. She said there was money put in the budget for this. Karen Hamilton said that another license for TRIO and Microsoft would have to be purchased for another workstation. Maine asked to get back on the task of setting a time line to screen and interview the candidates for assessor.*

Selectman Leon Hamilton arrived at the meeting at 7 pm.

*Dyer asked to set a date for the screening of the resumes. Damon said the selectmen should be in Executive Session when reviewing the applicants. The selectmen thought the date of January 6<sup>th</sup> at 8 am at the recreation center would be a good day for reviewing the applicants. Maine said they could interview the 5 selected applicants on the mainland to save time.*

**Maine moved that a special meeting of the selectmen for the purpose of Executive Session for reviewing candidates for the assessors position. Sunday, January 6, at 8 AM at the Recreation Center for the review and February 10 at 8 am for the actual interviews.**

**Rich seconded.**

**Vote: Unanimous**

4.4 To see if the selectmen will receive two memorandum from the Town Administrator pertaining to the establishment of a fund balance policy for the Town and suggestions for FY 08 financial/budgetary goals.

*Dyer asked if it is common practice for a town to carry a fund balance of 8%. Grenier said between 8-15% is common. Hamilton asked if the fund balance was the same as the \$40,000 contingency fund that was already in the budget. Grenier said it was separate. He said that a fund balance was used to preclude people from spending money just to spend it. Hamilton asked if it was rainy day money. Grenier said it was a surplus. Hamilton asked if it was more cost effective to have a fund balance or pay down on the town debt. Grenier said the town has a \$4.8 million debt which is about \$515,000 a year in principle and interest to pay. Hamilton feels we should pay down the debt instead of having a fund balance. Damon stated the \$40,000 that is in the contingency fund could go into a fund balance. Maine stated that the selectmen were only to receive the memorandums on the budgetary information, not to make any decision on them tonight. He said the Budget task force will meet on January 8. He read a statement from Long Island, ME about the budget process.*

**Maine moved that the selectmen receive the memorandums from the Town Administrator. Hamilton seconded.**

*Discussion: Damon said the selectmen did not need to vote on receiving memorandum. Maine said he would like to as a matter of record. Dyer said the taxpayers should be aware the selectmen have received the information. Grenier said he had forwarded the memorandums to John Wilson and David Hill the town financial advisors. No further discussion.*

**Vote: Unanimous**

Dyer asked if there was anymore old business. Hamilton requested an addition to the old business. He stated that the Employee personal Policy Handbook needs to have a pro-rated ratio for health insurance for permanent part-time employees. Hamilton said the selectmen should decide on a ratio to give the Town Administrator to pro-rate the health insurance for these part-time employees. His idea was to use the amount of anticipated hours for the permanent part-time employee is suppose to work and divide it by the amount of hours a full time employee is required to work per week. Damon asked how many employees are working 40 hours per week. Grenier said four. Maine asked if this was impacting any employees by not having this ratio decided on. Hamilton said yes that no permanent part-time employee was receiving benefits. Damon asked if there were any state laws pertaining to this. Maine said no, that the town does not have to offer benefits to permanent part time personnel unless it wants to. Dyer said he would like to see the discussion be more doable and to look at the whole picture and how it would impact the town. Hamilton wants the town to give benefits to those without health insurance if they don't have it already. Maine wanted to know how many employees this would impact. Grenier said one or two.

**Hamilton moved to implement pro-rated benefits to all permanent part-time employees of the Town of Chebeague Island, to include health and vacation, based on a ratio of the numerator being the amount of anticipated hours a permanent part-time employee will work over the denominator of normal hours of a full time employee. Effective immediately until July 2008. Maine seconded.**

**Vote: Unanimous**

5. New Business:

5.1 To see if the selectmen will agree to enter into an agreement with the MMA Unemployment Compensation Fund.

*Discussion: Grenier referred to his memo dated December 12, 2007. He recommends we go with the MMA fund. He said that any money not used during the year will be refunded to the town with interest. There is a admin fee to this policy of 1.76% of the first \$12,000 of the employee wages. The town will pay \$3,922. Maine asked where the money would come from the budget to pay for this plan. Grenier said it could be funded from either account 7500-1260 or 1300 – 3410. Grenier explained that he thinks the 1260 account for Maine State Retirement/Life insurance will not be used since the regular full Town employees preferred their retirement benefit be with ICMA. Damon said \$6,480 is allocated for life insurance. Grenier said he has e-mailed David Hill for further clarification. Grenier also said that account 1270 was set up for unemployment Compensation but only \$500 was allocated in the budget for a plan. Damon clarified that if the town doesn't use the plan that money will be returned to the town with interest. Grenier said yes. Maine asked if Grenier had any problems finding funding for this plan. Grenier said no.*

**Hamilton moved to authorize the Town Administrator to go into agreement with MMA on Unemployment Compensation. Maine seconded.**

**Vote: Unanimous**

**5.2 To see if the selectmen will set a workshop date to review the Town Administrator's performance.**

*Discussion: Dyer reported that he gave the Town Administrator a copy of the draft job description to review and make comments. Grenier was asked to provide comments back, if possible, before the selectmen meet. Maine asked if the selectmen would have to go into Executive Session to review a job description. Grenier stated that Peter Lowe (Town Attorney) said that if the selectmen are providing feedback on the performance of a person, they should be in Executive Session, but not if they are reviewing a job description in general.*

**Damon moved the selectmen review the Town Administrator's job description on January 6<sup>th</sup>, after the selectmen complete the assessors review process. Hamilton seconded.**

**Vote: Unanimous**

**5.3 To see if the selectmen will agree with the town clerk to charge a copier reproduction and facsimile fee.**

*Discussion: Grenier said the town lawyer said that the Town Administrator did not need to get approval from the selectmen on this matter. Grenier said that he wanted to advise them by placing it as an item on the agenda. Maine gave Grenier a copy of the charges that West Bath uses. Damon wanted to make sure that tax payers don't have to pay to get a copy of their tax bill. Hamilton said that charges should be on two pages or more. There was not a consensus on the part of the Board of Selectmen to charge for copies. Selectman Damon asked that the Selectmen be given a list of possible charges for various items. No further discussion.*

Dyer said that he had a new business item to discuss. He said the first meeting of the Joint Standing Committee was held with Yarmouth concerning the Cousin's island Wharf improvements. Dyer and Damon were part of the meeting. Damon said that she, Dyer, Grenier and Bill Shane met with engineers about the wharf on Cousin's Island and the cost amount. Dyer passed out a letter from the Town of Cumberland in which Cumberland agreed to pay the remainder of the local match on the preliminary engineering for the project about \$3800 on what they are willing to pay for this project. (See attached copy). Dyer stated that a final engineering plan must be done in order to estimate the total cost to finish the project. Dyer said the Town needed to figure out where to go from here. Funding for the engineering plan will come from the Town of Cumberland and the State. Dyer just wanted to present this information to the selectmen only. He is not asking for a vote on it. He wants to bring as much information about Cousin's Island wharf project to the Chebeague Island residents as possible. There is no final plan yet. Dyer said there needs to be an engineer's plan, the cost to finish the project and what the cost for upkeep will be in the future. Dyer said that the Town of Chebeague Island will have to pay first for the engineer's final plan and the Town of Cumberland will reimburse the town once they receive our invoices. Grenier said he received a copy of the ten page contract concerning this project. The town's match will be in the vicinity of \$3600. Maine wants the contract to state the amount of money to be paid by Chebeague and

Cumberland. Damon asked that the selectmen get a copy of this contract as well as the town lawyer. Hamilton wants to make sure that the amount to be paid \$3,600 is stated in the contract. Dyer said a DOT project requires a 20% local match for funds. State will give 80%. The MDOT will reimburse us \$8676.80, which is approx. 20% of the total contract to complete the wharf design. No further discussion

Damon had a new business item to discuss. Damon asked if the Town Office was cross training their personnel. She was concerned that the office would not be able to meet the needs of the public and the finances of the Town if someone was sick or on vacation and no one knew how to do their job. She stated the Island Institute Fellow was planned to be a back up to the Town Clerk. She stated that the town is supposed to give the Island Fellow more training on the workings of the town. Dyer and Hamilton agreed with the cross training of the town office employees, but that they assume this is happening under the Town Administrator's management and supervision. Dyer said the employees should come up with the cross training ideas and implement them. Maine said the job description could be divided into core tasks and ancillary tasks. The ancillary tasks could be backing up for somebody else's core tasks and so imply cross training. Damon said the selectmen should review the job description of all town employees. No further discussion.

Damon had another item for new business. Damon stated the payroll service was authorized for six months. She asked Grenier what his intentions were concerning this. Grenier said that if the Town Office took on payroll, that it would render the office staff incapable of doing a good job. Grenier said the Town Office staff is working on several projects at this time, such as Commercial Shellfish licenses, the anticipated 2<sup>nd</sup> round of issuing property taxes and preparing budgets for their departments. Grenier asked that we stay with the payroll company until the staff is ready to take on this function. No further discussion.

Maine had an item for new business. Maine asked Grenier about his selectman's advisory concerning not charging non-profit organizations for removal of waste and debris at the transfer station. Grenier responded by saying that no action had been taken. Town of Cumberland did not charge non-profit organization for waste and debris removal. Dyer said that as a contractor the wood and metal demolition charge at the transfer station should be reviewed. Maine said if a policy needs to be looked at for this; it should be put on the agenda for the selectmen. No further discussion.

Damon asked that the Town continue to put news about the Circuit Breaker Tax Relief program in the Town Weekly Updates. Damon also asked that the Town updates and Agenda go to the selectmen prior to the meetings.

Hamilton asked the selectmen and Town Administrator to use caution when sending email, especially about personnel.

6. Executive Session

**Maine moved that the selectmen go into Executive Session pursuant to MRSA 405.6.A.1 to discuss with the Town Administrator matters pertaining to filling the vacant position of the Town Health Officer. Hamilton Seconded.**

**Vote: Unanimous**

Selectmen in Executive Session at 9:15 PM.

**Maine moved to leave Executive Session. Rich seconded.**

**Vote: Unanimous**

Selectmen out of Executive Session at 9:25 PM

**Damon moved the Town Administrator advertise for a Town health Officer. Hamilton seconded.**

**Vote: Unanimous**

Hamilton asked the selectmen to write a letter of thanks to Steve Todd for his help with the July 1, 2007 fireworks by setting and picking up the mooring, also to Nathan Doughty and Russell Parmenter for setting the harbormasters mooring.

Dyer said he would be sending a bill to the Town office for ice dam removal on the Town Office roof.

Damon asked the Town Administrator planned to present Cheryl Buxbaum and Virginia Ballard with a something as a thank you from the Town for their outstanding service. She volunteered to make a certificate.

**Hamilton moved to adjourn the meeting. Maine seconded.**

**Vote: Unanimous**

**Meeting adjourned at 9: 30 PM**

***Respectfully submitted by Karen Hamilton, Deputy Town Clerk.***