

Town of Chebeague Island
Board of Selectmen
Minutes of Meeting
Wednesday, September 5, 2007 (Island Hall)

Present: Selectmen Mark Dyer (Chair) Herb Maine, Chris Rich, Leon Hamilton, and Donna Damon

1. Meeting called to order by Chair, Mark Dyer at 7:05 pm.
Selectman Dyer thanked Selectman Maine for filling in as Chair while he was on vacation.
Selectman Dyer stated that the meeting was suppose to be set up as a workshop for the Selectmen, but town business needed to be addressed.
2. Selectman Dyer moved to item 2 on the agenda (approval of the minutes of 8/15/07 Town Meeting).

Selectman Maine moved to accept the minutes and it was seconded by Selectman Hamilton to approve the Meeting minutes of August 15, 2007.

There was discussion as to which set of minutes to accept, the ones drafted by Susan Campbell, Town Clerk or the ones drafted by Selectman Damon. Damon typed up the minute additions and corrections at Clerk Campbell's request. Damon's minutes more accurately reflected all of the motions and business of the meeting, not just the items related to the agenda. Maine questioned why there were two sets of minutes in their binders for August 15th. Ron Grenier, Town Administrator, clarified why there were two sets of minutes. Grenier asked the board to approve minute format so the Clerk can do the minutes the same way each meeting.

Maine withdrew his motion to accept minutes and Hamilton withdrew the second. Maine moved to accept Selectman Damon's format for minutes, Rich seconded the motion. Hamilton stated that Selectman Damon's format was more complete.

No further discussion. Vote was unanimous to accept minutes.

3. Dyer continued to agenda item 3 (Public Comment).
Superintendent Hadley stated that there will be an Open House at the Chebeague Island School on Thursday, September 13, from 5-6 pm. Public is welcome to come.

Note: Dyer decided to switch items 4 and 5 on the agenda due to time constraints on Superintendent Hadley and Beverly Johnson.

4. Item 5 (approval of Policy on Treasurer's Disbursement of Municipal Education Costs).
Hadley deferred to Ron Grenier to speak on school policy for disbursement of funds. Grenier talked about the email from town lawyer, Peter Lowe concerning the options for school expenditure disbursements. Hamilton expressed concerns about the Portland School district getting into financial trouble and wanted to know how to prevent this from happening to Chebeague School. Hadley stated the school committee is voted for by the town. They are presented with a budget from Hadley and they vote on it. The budget then goes before the Selectmen for scrutinizing. The school committee can spend the funds as long as it does not go beyond the bottom line voted on at the July 1st Town meeting. The school committee meets twice a month to discuss the budget and other items. Hadley will have the school warrant for the town office each month with expenditures and balance on it. On the warrant there will be a place for the school committee to sign. The warrant will be kept with the Town Administrator. Hadley expressed that some items on the warrant were 60 days old and needed to be paid in order for the Town not to get a bad reputation for not paying their bills on time. Grenier stated that Hadley and he have a good working relationship and that an annual audit gets done on all municipal and school expenditures. Grenier stated that he should not be the schools accountant because that is the Superintendents job.

Damon expressed concerns about timing of the Selectmen having only one meeting a month. Maine asked Hadley if he reviewed the policy and Hadley said that he had and agreed with it.

Maine motioned to accept the policy, Hamilton seconded.

Discussion: Damon stated that she was voting no on this because “we can solve problem of timing”. Carol White suggested that the Superintendent and the Town Administrator work Together on the school budget management. Hamilton asked Hadley if the selectmen will see all the budget expenditures. Hadley said yes. Hamilton stated that he supports this policy.

Vote 4-1 Damon opposed. Four Selectmen signed the policy; since Damon voted in the negative her signature on the policy was not asked for.

5. Dyer moved on to agenda item 4 (Ratification of warrant #1 and #2 for municipal disbursements). Maine asked that the warrants be voted on separately. Selectmen agreed. Maine asked Grenier if both warrants have been expended. Grenier explained that warrant #1 was accidentally run as a final copy by the deputy clerk. This caused all new items to be put on another warrant instead of a continuation to warrant #1. Grenier stated that warrant #1 was for \$89,460.69 with \$34,118.54 as start-up costs. Warrant 2 was for \$21,574.21 with \$4,208.02 as start-up costs. Damon asked Grenier if all start-up costs before July 1, 2007 were in the warrants. Maine followed on to that question by asking if all legal fees were paid up to date. Grenier stated that the bills for the legal fees would be in warrant #3. There is \$41,000 in legal fee invoices for the next warrant. The town budget is \$61,000 for legal fees for the year. Grenier did not pay the legal invoices because Peter Lowe (town attorney) said that he knew the money was tight because the Town was just starting up. He said to pay the other expenditures before his invoices. Maine asked if \$20,000 was enough money to pay for legal fees for the remainder of the year. Grenier said that Peter Lowe thought that should be enough to get through the year for legal fees. Damon stated that the selectmen should come up with a plan for how and when they talk to the town attorney in order to conserve the remainder of the budgeted money for legal fees. Grenier stated that he will watch the budget closely on attorney costs. Maine then asked if computer fees were all paid up. Grenier stated that there was \$25,000 in the start-up budget and only 20% had been paid. Harris computers invoices were not included in these two warrants. They will be in warrant #3. Hamilton asked where the Royal River Boat Repair invoice was. Grenier said that the \$20,000 invoice would be paid with warrant #3. Grenier stated that he anticipates that warrant #3 will be over \$90,000. He also stated that the selectmen will get a budget report on October 15 to see that the Town Administrator is keeping finances within the budget. Ken Hamilton stated that Jeff Putnam (Coastal Water Commission) asked why the harbor master couldn't buy gasoline or purchase a radio to help her in doing her job. Grenier stated that those concerns were brought to his attention in a letter he received from Jeff Putnam. But that he had misplaced the letter. The matter was then brought up by Claire Ross, harbormaster and Grenier told her to only purchase the essential items to begin with. He said that he and Ross were meeting on Thursday, September 6th to discuss items she needs to perform her duties. No further discussion.

Maine motioned to accept warrant #1, Hamilton seconded it.

Voted unanimous to accept Warrant #1. All of the Selectmen ratified the warrant.

Dyer moved on to the second warrant.

Hamilton moved to accept warrant #2 and Damon seconded it.

Maine asked for clarification on what 999999 meant in the encumbrance column on the warrant. Grenier stated that was purchases made with the town debit card. Dyer asked about the Treasurer State of Maine expenditures. Grenier stated that was the portion from car registrations that were state fees. This also included any sales tax. Damon asked if check items would be paid in advance of approving future warrants. Grenier said that the future warrants would have to be approved by

the selectmen before the checks were cut. Damon asked how the town would pay Bureau of Motor Vehicles each week if the warrant has to be approved first and the selectmen only meet once a month. Maine asked if one selectman could come in to the town office and sign for payment to Motor Vehicles like they do for the bi-weekly payroll. Grenier said yes.

End of discussion.

Vote was unanimous to accept warrant #2. All of the selectmen ratified the warrant.

6. Dyer moved on to agenda item 6 (to hold a public hearing on the notice from the Maine Department of Conservation on application by Central Maine Power to renew 30-year easement for submerged power cables).

Damon moved to have a public meeting on this matter on September 19th. Hamilton seconded it.

Discussion: Grenier stated that Chebeague has until the week of September 24th to get information to the Department of Conservation. Damon asked that someone from Central Maine Power Company (CMP) come to the meeting to answer questions. Dyer asked Ken Hamilton to get the Coastal Waters Commission to contact CMP to have a representative to come to the meeting. Ken Hamilton asked that town administrator Grenier contact CMP to ask for a representative. Grenier agreed to do that. Maine asked that the Sept. 19th meeting to be a joint meeting with the Coastal Waters Commission and Selectmen. Clair Ross said the Coastal Commission will make recommendations to the Selectmen.

End of Discussion.

Voted unanimous to set the public hearing for September 19th.

NOTE: Dyer asked Grenier if he had an Administrative report. Grenier stated yes and gave his report.

- a) *He will have an all-town staff meeting on September 17th at 10:00 in the Fire House. He will distribute organizational charts and job descriptions.*
- b) *System Engineering came in to the town office to assess our technology equipment. They will make a recommendation in a few weeks.*
- c) *Grenier read a letter drafted for the Selectmen to sign on the outstanding performance of Officer Scott Secord of the Cumberland County Sheriff's Office. Hamilton commended Secord who was sitting in the audience.*

Damon motioned to send the letter to Officer Secord's supervisor. Hamilton seconded.

Voted unanimously to send the letter. Selectman Dyer will sign the letter.

- d) *Grenier stated that he had been working with Dianne Calder on how to keep track of the money for the Cemetery Association. The town attorney is creating options for the cemetery and will be drafting documents to transfer money from the Cumberland Cemetery Association to Chebeague. Grenier stated the Treasurer should manage the money (approx \$41,000) that will be handed over from the Cumberland Cemetery Association.*
- e) *Grenier asked the selectmen to consider setting up the Comprehensive Planning and Finance Committee as well as the Cemetery Commission.*

Damon motioned to advertise to the public to set up the Comprehensive Planning Committee and Public Land Use & Conservation.

Grenier stated that the regular meeting for September 19th is full with the Victualer license, Coastal Waters Commission, CMP and Warrant 3.

Damon withdrew the motion and made a new motion to have a selectmen's workshop meeting on setting up committees on September 12th at 7 pm at the Chebeague Island Hall. Hamilton seconded.

Voted unanimous to set up meeting.

7. Dyer asked Grenier to update the selectmen on the Homestead and Veterans Exemption reduction. *Grenier updated the selectmen on the Veterans and Homestead Exemptions. He stated that 106 residents are affected by the reduced amount of the deductions this year. Grenier said that the town attorney stated the selectmen have no legal right to absorb the difference between \$9,750 and \$13,000. Dyer asked about other programs such as Property Tax and Rental Relief Programs to help our residents. Grenier stated that he would put in the town weekly update that the office will help people apply for this program. Maine stated that there was no action the selectmen can take to change the exemptions. Damon asked if we could schedule a town meeting for the residents to approve taking money from the budget to make up for the reduction in Homestead and Veterans exemptions. Grenier stated that the town attorney said the town would be setting itself up to be sued if we pay for some and not others. The selectmen agreed that nothing could be done on this matter.*
8. Dyer asked for a motion to adjourn the regular meeting and go into workshop.

Maine motioned to adjourn the meeting and Hamilton seconded it.

Vote unanimous to adjourn and go into workshop.

Meeting adjourned at 9:55 pm. Selectmen went into workshop regarding selectman's guidelines, minutes and agenda formats.

Respectfully submitted by Karen Hamilton, Deputy Town Clerk