

**TOWN OF CHEBEAGUE ISLAND
BOARD OF SELECTMAN
REGULAR MEETING**

Wednesday, October 17, 2007 7:00 P.M. (ISLAND HALL)

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

1. Meeting called to order at 7:07 p.m.
2. Approval of previous minutes for 9-19-07.

Hamilton moved to accept minutes from September 19, 2007 meeting

Maine seconded. Damon asked that the minutes be amended to reflect a prepared document she wrote. No further discussion.

Vote: Unanimous to accept the minutes with the amendment.

3. Public Comment.

Mark Dyer asked for any comments from the public, even if it is about an item that is not listed on the agenda.

Doug Ross asked if the town could pursue the purchase of a computer for the Fire Department through the State Surplus Office. He has done some research and found that they had a computer for \$35. He would like to be able to report fires to the Sate Fire Marshall using the computer. He asked if the Town Administrator could help in this matter.

Damon moved that the Board instruct the Town Administrator to work with Doug Ross to research a computer for the Fire Department. Damon suggested that they check to see if it had an operating system before they purchase it. Hamilton stated that the Board had the authority to direct Grenier to do this and did not need a vote. Damon withdrew her motion.

Mark Dyer stated he wanted the minutes to show the Town Administrator has been directed by the Board to research this matter.

Hamilton brought up concerns that were stated verbally to him by Jon Komlosy about the Yarmouth Harbor Master harassing Chebeague residents while they were at the Cousins Island Wharf. Hamilton suggested to Jon Komlosy to write a letter to Mr. Grenier. Damon asked that this matter be placed on the agenda for when the Board talks with Matt Tupper, Town administrator for Yarmouth. Bob Earnest stated that some residents do not obey the Yarmouth rules at Cousins Island. He has seen a Chebeague person with a 26' vessel tie up to the Yarmouth float and leave the boat unattended for a long period of time. He has also seen a Chebeague resident tie up their skiff to the Yarmouth float, because the Chebeague side was too crowded. The skiff had no Yarmouth sticker. Damon stated the Board needed clarification on what enforcement rights they had over the Chebeague float at Cousins Island. Dyer stated that there was nothing in place. Hamilton said that the Coastal Waters Commission should look into creating an ordinance for this.

No action taken

4. OLD BUSINESS:

- 4.1. To see if the selectmen will adopt the first quarterly budget report and recommendations of the Town Administrator.

4.2.

Ron Grenier gave a synopsis of the expenditures as of September 30, 2007. Total spent is

\$703,761.77 which is 26% of the budget. Eight accounts are over 26%, but he stated that some were over because the items had to be paid in advanced. He stated that the column where (FUTA) Federal Unemployment Tax was listed was incorrect due to the fact that municipalities do not pay this. The payroll company will stop taking this out and the town will be refunded by the Federal Government any money paid into FUTA. Administrator Grenier asked the Board to grant him the authority to transfer funds as stated in Article #46 of the July 1, 2007 Warrant. Grenier would like to transfer \$12,000 out of the Public Works part-time position (which is not filled) account 2100-1010 and insert it into the following accounts:

a) \$2000 into account 1300-1010 to pay for Cheryl Buxbaum's services as Motor Vehicle Representative (mandated by the Bureau of Motor Vehicle). Mrs. Buxbaum BMV agent status is scheduled to end by January. This money will cover her pay until then. Damon questioned why the pay for Cheryl Buxbaum didn't come out of the start up budget, because we had budgeted money to pay Cumberland for the service that Cheryl is performing because we anticipated that we could not be able to perform certain functions for a while.

4.3.

b) \$5000 into account 1300-1000 to pay for more hours for the Deputy Clerk. She has been doing all the budget data entry as well as registering vehicles, payroll data entry and taking minutes at selectmen meeting. The workload in the Office has been tremendous and her services are still needed beyond what was expended. Grenier also asked that he be allowed to increase the Deputy Clerk pay by \$1 to \$10 per hour to match the Deputy Clerk's skill level. He stated that her hours will decrease in winter but will increase again in the spring and summer. He wants to ensure there is money in the budget to pay for these hours. Damon said that the Transition team had \$35,000. In the budget for the Town Clerk. Damon is concerned stated that Grenier had added the duties of Deputy Treasurer to the Assistant Clerk. Damon is concerned that when we develop the 08-09 budget in the spring we will have institutionalized positions and which will impact next years budget, which is already looking at a significant increase due to the full year of debt service payments. She stated again that she would like to have had more time to review these recommendations.

4.4.

c) \$5000 into account 2100-1000 make David Campbell the Foreman of Public Works. The Administrator said he needs one person in a supervisory capacity and to hold accountable for projects. In addition, Mr. Campbell is a skilled heavy equipment operator and should receive the pay to match his skills.

d) Grenier asked if the Town Office could enter into a lease-purchase agreement with IKON for an upgraded printer/copier. The Town Office has become the officer supplier to all the committees and with the increased demand of the copier by the committee as well as when we create our tax forms, the Town Office need a suitable printer/copier/scanner. Price is \$140 monthly.

Dyer asked for comments on the budget or recommendation.

Pertaining to item (b) Damon questioned the start-up money that was allocated for Cumberland Town Clerks to come help us in the Town Office. Damon asked why the money for recommendation could not come out of start-up funds. She also asked for a detailed list of start-up expenditures. Maine asked Grenier when an employee would qualify for benefits. Grenier said the town attorney was reviewing the Personal Handbook. Grenier stated that the Deputy Clerk's position will not be a position with benefits. Damon said that we have sufficient money for the Town Clerk and Deputy Clerk and that Grenier made the decision to pay the Deputy Clerk the low wages. Damon stated that Grenier has turned the Deputy Clerk into a Deputy Treasurer. Damon is concerned about the budget come spring time when the debt service is due. She stated again that she would like more time to review these recommendations.

Damon stated that she wanted to speak about employees in Executive Session. Grenier stated that the town attorney said that you can talk about an employee in a public setting if it is in regards to the budget and if you are not hiring or firing the employee. Damon stated again she did not feel comfortable talking about employees in a public format.

Hamilton asked Grenier if this \$12,000 is in keeping with the warrant 10% rule. Grenier said "yes" that the rule was both inter and intra-departmental. Articles 34-46 will cover the \$12,000. Hamilton agrees with Grenier's recommendations. He also asked what the Board feels about recommendation to establish a Foreman position and then promote David Campbell to it. Damon stated that there is no process in place to establish the position of Foreman for Public Works. She would like more time to review this recommendation. Dyer said the salary range for Campbell's position now is \$25,000-\$40,000 and that this \$5000 recommendation would keep his salary within that range. Rich stated he worked on the Public Works Transition Sub-Committee and if David Campbell and Tom Calder (Public Works) are alright with eliminating the part-time Public Works position, then he agrees with the recommendations made by Grenier. Maine stated the Board needs to set latitude for Grenier to transfer money. Maine stated he would prefer to see the transfer of funds be a specific item on the agenda in the future.

Damon asked if we had enough money for snow removal if we had a 128" snow fall and did we have someone to fill in for vacations and sick leave for Public Works. Mr. Grenier advised both were covered.

Claire Ross asked if we had enough coverage so that there would not be one driver in the cab for 27 hours like last year. Mr. Grenier said we are covered.

Dyer asked that the Board vote on the recommendations separately.

Dyer, Hamilton and Damon stated that they will not vote on any items involving family members.

Maine moved to authorize the Town Administrator to transfer \$2000 from account 2100-1010 to account 1300-1010. Rich seconded it.

Vote: unanimous

Maine moved to authorize Grenier to transfer \$5000 from account 2100-1010 to account 1300-1000. Rich seconded it.

Vote: 2 yes (Dyer, Rich) 1 no (Maine) Damon and Hamilton recused themselves due to family ties. Motion Failed

Maine moved to revisit the item above. Rich seconded it.

Discussion: Maine wanted to know if the Deputy Clerk position would be a benefit position. Grenier stated that the position has not been and will not be a benefit position. Damon said she was confused as to how many hours per week the Deputy Clerk has been working and what is the base hours per week for the Deputy Clerk. Grenier stated that the Deputy Clerk has been working on average 29.5 hours per week since July 2, 2007. The Deputy Clerk, he said, had to work this amount due to the high demands on the Town Office Administrator and Clerk, the Deputy Clerk has been doing some of the extra work. Maine stated he was convinced that Grenier was not going to change the status of the Deputy Clerk position.

Vote unanimous to revisit the item above.

Maine moved to authorize the Town Administrator to transfer \$5000 from account 2100-1010 to account 1300-1000. Rich seconded it.

Vote: 3 yes (Dyer, Maine, Rich) Damon and Hamilton recused themselves due to family ties. Motion passed

Maine moved that the Board authorize the Town Administrator to create a Foreman position in Public Works. Hamilton seconded.

Discussion: Damon asked if the Town Administrator has the authority to establish positions such as a Foreman. No further discussion

Vote: 3 yes. Damon and Dyer recused themselves due to family ties. Motion passed.

Dyer asked for comments on the Town Quarterly Budget.

*Discussion: Damon asked about the solid waste barging on page 4. It seemed too high. She asked what the plans of the Administrator were on this. Dyer stated that the barging is high in the summer. We became a town during the peak of barging solid waste off the island. Grenier will go back and audit barging. **Will give a detailed barging list to selectmen next meeting.***

Damon asked about Diesel fuel for Public Works on page 4. Expenditure was 43%. Grenier stated that they filled up the big diesel tank on the island for the winter.

*Damon questioned 45% under School Superintendent. Grenier stated that Paychex (payroll company) had made an error in the school payroll and it was fixed after September. Grenier will have the Deputy Clerk rerun the correction to reflect September. Grenier said that he and the Superintendent will discuss his budget. **Damon asked for a detailed report of this account.***

Damon asked about the Teachers Retirement having no budget money for it, but expenditures were being applied to the account.

Maine asked whether account 4200 – Unknown with \$15,000 for Comprehensive plan is the same as the \$15,000 under account 1700-4210 also designated as Comprehensive Planning.

Hamilton asked about the Harbor Master's budget page 6. What account did the \$20,000 for Dugas to repair the boat get paid out of? Grenier said the General Reserve. Harbor master still has \$5,000 in budget.

Dyer asked why Workman's Comp and liability was so high. Grenier stated that it had to be paid up front on the first day of business.

Hamilton moved to approve the first quarterly report. Damon stated that she would like to wait to approve this until Grenier can fix the report and she can see a detailed list of items that she asked for. Hamilton withdrew his motion. Grenier will respond to these outstanding budget questions by the next month regular meeting.

4.5. To see if the selectman will approve warrant #5.

Grenier stated that the warrant was \$96,584.17 with the \$4,490.17 amendment added. Dyer asked about Bran and Issacson bill through 8/7/07 should be through 8/31/07. Grenier said that will be corrected. Maine said 30% of Warrant 5 was for County Tax (\$60,000). Hamilton asked if the Sheriff fee was a monthly fee and Grenier said "yes". Why is it not coming out of Cumberland County tax? Bob Earnest said that only if you call them up in an emergency is it free but to have the sheriff on island for a day once a week is what our cost is. Maine stated that the Lionel Plante fee on this Warrant will cause the barging to go to 57% when it is approved.

Hamilton moved to approve Municipal Warrant #5 with amendments. Maine seconded. Vote Unanimous. Motion passed.

4.6. To see if the selectmen will approve an Invitation to Bid for the transportation and disposal of municipal solid wastes and recyclables

Hamilton moved to approve an Invitation to Bid for the transportation and disposal of municipal solid waste and recyclables. Rich seconded.

Discussion: Damon stated she liked the idea of single stream for recyclables. Dyer thanked Herb Maine for showing Peter Maher the ideas. Peter brought up the insurance the carrier would carry when transporting waste. Grenier also thanked Beth Howe for her input as well. Maine asked when the bid would be out. Grenier said as soon as possible.

Vote: unanimous. Motion passed to approve the Invitation to Bid.

4.7. To see if the selectmen are of the opinion to have a Special Town Meeting as previously anticipated under Article #6 at Town Meeting.

Hamilton stated we did not have a choice but to have the Special Town meeting. Maine stated the Article forces us to review ordinances. Dyer wants a small group to review the ordinance of Article #6.

Maine moved that the Selectmen establish a task force of at least three (3) people to review the ordinance of Article #6 and report back to the Selectmen by October 31, 2007. Hamilton seconded.

Discussion: Damon stated she would be on the task force. Beth Howe and Beverly Johnson stated they would like to be on it as well.

Damon made the motion to amend the motion to include Traffic Ordinance and others not listed in the Article. Rich seconded.

Discussion on amendment: Maine stated he would like the task force to only look at those ordinances listed in Article #6. He said Selectmen can make a Traffic Ordinance. Damon said we should review it if we are going to issue tickets.

Vote on amendment 2 yes (Rich, Damon) 3 oppose (Maine, Dyer, Hamilton).
Motion to amend failed.

Vote on original motion to establish a task force of at least 3 people.
Vote Unanimous. Motion passed.

Hamilton moved to establish the Town meeting date for December 9th at 1:30 pm.
Maine second.
Vote Unanimous.

Leon Hamilton had to leave the meeting at 9:30 pm to go to work.

Herb Maine moved to adjourn meeting and take up with the unfinished business next Wednesday, October 24, 2007. Chris Rich Seconded it.

Donna Damon said that she would like to finish some of the business tonight.

Mark Dyer asked for the vote.

Vote was Unanimous.

Next meeting is set for October 2, 2007 at the Island Hall at 7 pm.

Meeting adjourned 9:45 pm.

Respectfully submitted by Karen Hamilton, Deputy Clerk