

**TO:** Camden Select Board  
**FROM:** Roberta Smith, Town Manager  
**RE:** Agenda Notes for October 5, 2010  
Washington Street Conference Room  
**DATE:** September 30, 2010

1. **Public Input on non-agenda items.**
2. **Public Hearing on the 2010 Community Development Block Grant (CDBG) Housing Assistance Project Development Phase II for \$250,000 for a Down Payment Assistance Program for eligible Lupine Terrace Subdivision homebuyers.**
3. **Consideration of the following regarding the 2010 CDBG Housing Assistance Grant:**
  - a. **Grant documents concerning standards of conduct, fair housing, anti-displacement & relocation, EEO Policy, and a self-evaluation and transition plan .** Please see the enclosed documents for review.
  - b. **Appointment of the Camden Housing Committee as the CDBG Committee .** It seems simplest to use the existing Housing Committee rather than appoint another committee.
  - c. **Approval of the Administration Agreement with CaHO.** The draft agreement is enclosed for your review.
  - d. **Authorization for Rodney Lynch to sign grant drawdown requests on behalf of the town.** As a certified CDBG Administrator Mr. Lynch will be administering the grant on our behalf.
4. **Bid award for the Steamboat Landing area improvements and approval to withdraw funds from the Harbor Reserve to fund the installation of the boat ramp turnaround.** Enclosed for your review are the bid results on the Steamboat Landing drainage and turnaround project, along with the recommendation of bid award from Gartley & Dorsky and the recommendation of the Harbor Committee. The low bid on the site work portion of the drainage work will be covered with \$39,000 in capital project funding and \$14,400 from drainage funds; the paving will be covered with DPW paving funds.

We bid the installation of the boat ramp turnaround as an alternate as it seemed logical to do that work while we had a contractor on-site. The Harbor Committee is recommending that \$11,900 be withdrawn from the Harbor Projects Reserve (balance \$98,298) to fund the installation of the turnaround as part of the project.

**Action required:** *A motion to award the bid for the Steamboat Landing Improvements, including the Alternate for the installation of the boat ramp turnaround, to George Hall & Sons in the amount of \$100,650, and to approve the withdrawal of \$11,900 from the Harbor Projects Reserve to fund the turnaround portion of the project.*

5. **Consideration of the following regarding the Public Landing:**
  - a. **Review of the recently completed boundary survey :** The recent boundary survey of the Public Landing indicates there are several encroachments into the town's property. To begin, the survey shows that the entire brick patio recently constructed for the use of Paolina's Way is on town property. The survey depicts the location of the recently installed underground utilities that serve the buildings

owned by Christina's Way LLC and Rebecca Conrad. None of these encroachments is covered by a license agreement. Typically the Board has approved license agreements for incidental utility and building encroachments, which for the most part, do not conflict with the public's use of public property. Some of the encroachments shown on the new survey serve a business purpose and are a bit different in terms of the policy of previous license agreements.

- b. Consideration of the Revocable License Agreement with Cristina's Way LLC.** Enclosed for consideration is a draft license agreement which covers the underground utilities, patio, and balcony of Christina's Way LLC. I have also enclosed the latest email correspondence from the property owner.
  - c. Consideration of the Revocable License Agreement with Rebecca Gene Conrad/ Gallagher.** The unlicensed underground utilities that serve Christina's Way also serve the building next door. There are minor deck and patio encroachments as well. Enclosed is a draft license agreement that covers the concerns at this property.
  - d. Consideration of action to address other encroachments onto town property at the Public Landing.** Items b. and c. above are a follow-up from previous discussions regarding encroachments at the Public Landing and are one of the main reasons the Board authorized the survey of the town property. The survey, however, shows other encroachments. What action does the Board want to take regarding these encroachments?
- 6. Consideration of a revision to the Revocable License with David and Rebecca Johnson to allow the installation of a water line.** Please see the enclosed memo from Steve Wilson along with the plans submitted by the Johnsons.
  - 7. Report from the Megunticook Riverwalk Coalition.** Enclosed for your review is a report memo Jeff Kuller and the Riverwalk coalition.
  - 8. Consideration of the request to use Fire Truck Reserve Funds for the purchase of a used vehicle for the Fire Chief.** As you will recall the Capital Improvement Plan for the past two years has included the addition of a vehicle for the Fire Chief's use. Unfortunately, due to budget constraints the CIP has not been fully funded. Historically the Chief has been paid mileage for the use of his vehicle for the use of his private vehicle for Fire Department business, other than his daily reporting to work; currently we pay the Chief \$300 per month auto allowance. The Chief has asked that the Board consider the withdrawal of Fire Truck Reserve funds to purchase a used vehicle for his use. The current balance in the reserve, including the current year appropriation, is \$110,304.
  - 9. Approval of the renewal application for a Victualers License for Heather Smith, d/b/a Elm Street Grill at 115 Elm street.** The application has been reviewed and approved by the Codes Officer and the Fire Department has completed a Life Safety inspection.
  - 10. Reschedule of November 16 Board meeting due to the conflict with the Chamber's Annual Dinner .** There are five Tuesdays in November, so perhaps Nov 23 or 30?

**11. Approval of the FY10 Carryforwards.** Please see the enclosed year-end financial report which shows the proposed carry forwards. According to preliminary audit reports for 6/30/10, with these carry forwards, the town's level of undesignated, unreserved fund balance would remain close to that of 6/30/09. In order to stay within this target, my recommendation for FY10 carry forwards are approximately \$60,000 under the requests I received.

**12. Committee Reports**

**13. Managers Report**

- a. **Monthly Financial Report**
- b. **Project reports.** Please see the enclosed memos from Wastewater and DPW.

**14. Executive Session:**

- a. **Collective bargaining 1 MRSA Section 405(6)D**
- b. **Personnel 1 MRSA Section 405(6)A**

**AS ASSESSORS**

- 1. Consideration of several abatements to correct billing errors.** Please see the enclosed memo and supporting materials from Assessor's Agent, Wes Robinson.
- 2. Approval of a Tax Commitment supplement**