

NORTH HAVEN SELECT BOARD
MARCH 15, 2023
5:00 P.M.

MINUTES

BOARD MEMBERS PRESENT: Scot Baribeau, Amilia Campbell, Jacqueline Curtis, Bruce Gilman, and Jeremiah MacDonald

BOARD MEMBERS ABSENT: None

TOWN ADMINISTRATOR: Rick Lattimer

OTHER PERSONS PRESENT: Becky Bartovics, Mia Colloredo-Mansfeld, Alice Cornwell, Treasurer Joette DeBlois, Deputy Josh Lemoi, Chief Chris Stone

1. Call to Order 5:09.

2. Election of Select Board Chair and Vice Chair: The Board unanimously elected Jeremiah MacDonald as Chair and Bruce Gilman as Vice Chair.

3. Approval of the Minutes March 1, 2023, motion made by Gilman, seconded by Baribeau **Approved 3-0-2** (Campbell and Curtis abstained)

4. Public Comment – Bartovics suggested developing a composting program at the Transfer Station. She noted that food waste is a significant proportion of our total household waste; composting food waste on the island would reduce the rate at which the household waste container fills up, thereby reducing both our transportation and disposal (tipping fee) costs. She noted that selling the compost could become a source of Town revenue. Curtis said she participated in a study that bore that out. Lattimer suggested having a working group review the Transfer Station comprehensively and making recommendations for the future. Members of the Priority 3: Climate Group could participate.

5. Treasurer’s Report

a. Approval of Bills, Payrolls, Warrants, and Journal Entries:

Warrant #6	in the amount of	\$225,793.99
Warrant #6-A	in the amount of	\$19,798.15
Warrant #8	in the amount of	\$174,476.48
Warrant #7-A	in the amount of	\$19,771.78
Warrant #9	in the amount of	\$238,485.07
Warrant #9-A	in the amount of	\$12,819.77
Payroll Journal #9	in the amount of	\$4,605.63
Payroll Journal #10	in the amount of	\$29,358.59
Payroll Journal #10-A	in the amount of	\$5,956.64
Sewer Department Warrant #5	in the amount of	\$3,921.85
Water Department Warrant #5	in the amount of	\$2,659.60
Monthly Journal Entries	in the amount of	\$59,524.27

**Motion to approve Bills, Warrants, Payroll Journals and Journal Entries
Made by Baribeau, seconded by Gilman
Approved 5-0-0**

6. Correspondence - None

7. Reports

- i. Clinic: Still working to obtain Mental and Behavioral Health Services. Deputy Lemoi noted that the Knox County Sheriff’s Office is one of three in the State that regularly has behavioral health professionals ride along with deputies to engage with people who can benefit from such services.
- ii. Ferry Service: Mark Higgins has resigned as Manager of the Maine State Ferry Service. The State will begin searching for a permanent replacement, with people acting in that capacity in the meantime.
- iii. Fire Department/EMS: None
- iv. Floats & Docks:
 - The Town will work on a concept for managing moorings in Pulpit Harbor for the Select Board’s consideration
 - The Town is working to find a new harbormaster for Pulpit Harbor; both Peter Dragonas and Adam Campbell have expressed interest
 - The Board directed Lattimer to schedule a separate workshop for the Board to discuss mooring management and harbormaster duties for both the Thorofare and Pulpit Harbor
- v. Legal:
 - Planning Board – Ordinances: The Planning Board held a public hearing to obtain comments on both the new Land Use Ordinance and conforming amendments to the Fresh Pond Ordinance on Monday, March 6th at 5:00 pm. The comment period closes on Tuesday, March 22, 2023. The Planning Board is waiting for comments from Maine DEP before moving forward with a hearing on the Shoreland Zone Ordinance. Following State approval, the Planning Board will hold a public hearing on the proposed Shoreland Zone Ordinance. The next step would then be to hold a special town meeting to allow voters to consider all three ordinances.
- vi. Public Safety Building Update: Site work on the new building will begin soon.
- vii. Roads & Bridges: The Town staff is looking into available grants to improve culverts and stream crossings.
- viii. Sewer Department: The Sewer Department is working to add an aluminum sulfate coagulant to the influent in order to help separate solids from liquid waste. Olver Associates is assisting the Town with this process.
- ix. Sheriff’s Department

Date	Incident	Deputy
3.14.23	Unsecure premises	Lemoi

- x. Town Properties:
 - Town House
 - Drywall, flooring, and doors are complete
 - Cabinets, interior trim, painting, and plumbing are underway
 - Waiting for final electrical
- xi. Transfer Station: Lattimer will prepare a request for bids to replace the roof on the lower building (redeemables)
- xii. Water Department: Capacity Development Grant – Ransom Consulting is coordinating work on three projects under the grant: (1) a private well database that will help us determine the availability of groundwater across the island; (2) an analysis of the likelihood of seawater surging into Fresh Pond from the Mill Stream; and (3) an exploration of possible groundwater sites on the southwest side of Fresh Pond. The Board has approved moving forward with a rate increase for the Water Department so the Department in conjunction with developing a capital improvement plan. We expect to present the results of the well survey later this month.

8. Old Business

a. *Community Priorities*

- Access to Housing: The Town is going to explore grant opportunities with the State to obtain funds to create more housing opportunities
- Economy & the Workforce: The Town has applied for a federal grant to make the Thorofare Waterfront more accessible for multiple uses, and to mitigate the effects of sea level rise.
- Environmental Sustainability & Climate Change Impacts: The Town has applied for a grant to mitigate the effects of sea level rise along the Thorofare Waterfront in the Village. The Town is also working with Colloredo-Mansfeld and Gabe McPhail to take steps necessary to obtain a Community Action Grant. This grant would help the community take steps to improve our environmental sustainability and climate-change resiliency.

9. New Business

- a. *Tax Anticipation Note* – Each year the Town borrows money to operate until tax revenues begin to arrive in the summer. This is called a Tax Anticipation Note (TAN). Treasurer DeBlois works with the Town’s Bond Counsel to solicit banks to competitively bid for the TAN. This year, Camden National Bank provided the lowest interest rate, 5.34%.

Motion to obtain a Tax Anticipation Note from Camden National Bank in the amount of \$1.4 million at 5.34 percent interest made by Gilman, seconded by Baribeau
Approved 5-0-0

- b. *Stipends for Volunteers taking training* – When volunteers take training, the Town covers the training cost, their meals and lodging, and a stipend to help defray the cost of missing their regular work. Board members discussed the current payment schedule with Treasurer DeBlois and Fire Chief Stone. Following discussion, the Board voted to adjust the schedule.

Motion to set the Volunteer Training Reimbursement Schedule as follows:

- **Lodging – Maximum of \$200 per night**
- **Meals – Maximum of breakfast \$11.00, lunch \$15, dinner \$35.00**
- **Mileage – Current IRS rate**
- **Stipend - \$27.50 per hour up to 10 hours per day for each day of training, including weekends**

Made by MacDonald, seconded by Baribeau

Approved 5-0-0

- c. *Law Enforcement Update* – Deputy Lemoi briefed the Board on island law enforcement activities, including school security and substance abuse prevention
- d. *Clinic Assistant Wage* – The Town is seeking a person to fill the Clinic Assistant position behind Kathi Lovell. The Board voted to set the set the Clinic II wage at \$23.65 per hour, making the pay for the Clinic Assistant range from \$22.06 to \$25.54.

Motion to set the Clinic Assistant II pay rate at \$23.65 per hour made by Baribeau, seconded by Gilman

Approved 5-0-0

- e. *Sewer and Water Department Capital Improvement Plans* – Lattimer recommended engaging Olver Associates to develop Capital Improvement Plans for the Sewer and Water Departments. The total cost would be \$45,000, \$21,000 of which would be covered by the Town’s current CWSRF loan balance. As a result, the plans would cost the Water Department \$20,000 and the Sewer Department \$4,000.

Motion to authorize Lattimer to sign a contract under which Olver Associates would prepare Capital Improvement Plans for the Water Department at a cost of \$20,000 and for the Sewer Department at a cost of \$25,000 to be offset by the Town’s CSWRF balance of \$21,000, made by MacDonald, seconded by Baribeau

Approved 5-0-0

- f. *Town Appointments* – The Board voted to sign the required annual appointment to municipal positions.

Motion to sign the Town Appointments made by Baribeau, seconded by Gilman

Approved 5-0-0

- g. *Executive Session* – The Board held an executive session to discuss the possible acquisition of property under 1 M.S.R.A. § 405.6.C.

10. Other

- MacDonald welcomed the Board’s new members: Amilia Campbell and Jacqueline Curtis
- Gilman recommended meeting again with the Mullin’s Head Park Committee
- Baribeau looked at the stone wall in the village; it needs repair, particularly around the fountain, but it is not urgent

**11. Adjournment – Motion to adjourn at 8:10 made by Gilman, seconded by Baribeau
Approved 5-0-0**