

**NORTH HAVEN SELECT BOARD
DECEMBER 20, 2023
MINUTES**

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

BOARD MEMBERS ABSENT: None

TOWN ADMINISTRATOR: Rick Lattimer

ALSO PRESENT: Becky Bartovics, David Cooper, Alice Cornwell, Josephine Curtis, Kylie Curtis, Pat Curtis, Scott Higgins, Courtney Naliboff, Claire Oxford, Jamien Shields, and Chris Stone

- 1. Call to Order 5:10 pm**
- 2. Approval of Minutes of December 6, 2023**

Motion to approve made by Baribeau (as amended to remove the erroneous Payroll Journal #45), seconded by Gilman

Approved 5-0-0

3. Public Comment

- Bartovics recommended the Board address attendance requirements in the Town Office for the Town Administrator and to put the Administrator on a contract as noted in the Town's Personnel Policy.
- Josephine Curtis asked questions about the Town Administrator's job and the Administrative Assistant Position (Kylie Curtis), how they relate and possibly overlap, and encouraged the Select Board to make sure the duties of each are clear. She too encouraged contracts and position descriptions for town employees.
- Gilman invited everyone to the North Haven Baptist Church's Christmas Eve service.
- Josephine Curtis encouraged the Board to explore the possibility of a ferry for commercial trucks only, so as to reduce the number of these trucks on the *Burgess*.

4. Treasurer's Report

- a. Approval of Bills, Payroll Journals, Warrants, and Journal Entries:

Warrant #43	in the amount of	\$42,102.64
Warrant #43-A	in the amount of	\$31,257.34
Sewer Department Warrant #25	in the amount of	\$4,260.59
Sewer Department Warrant #26	in the amount of	\$8,273.52
Water Department Warrant #26	in the amount of	\$10,427.65
Water Department Warrant #26-A	in the amount of	\$9,044.61
Water Department Warrant #27	in the amount of	\$823.87
Water Department Warrant #28	in the amount of	\$4,373.78
Payroll Journal #47	in the amount of	\$2,228.46
Payroll Journal #48	in the amount of	\$24,961.36
Payroll Journal #48-A	in the amount of	\$7,087.93
Journal Entries – November 2023	in the amount of	\$126,740.92

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

5. Correspondence – None

6. Reports

- a. Budget: Treasurer DeBlois is working on a draft budget for 2024.
- b. Clinic: The Board would like to meet with the Medical Services Board soon. The Board encouraged the Clinic to run a flu vaccine clinic and to offer COVID-19 boosters.
- c. Ferry Service: The Ferry Service continues to work on a new rate structure to close the anticipated 18 percent gap in its 2024 budget. Maine DOT will conduct formal public hearings before establishing a new tariff.
- d. Fire Department/EMS: See below.
- e. Floats & Docks:
 - Thayer’s Y-Knot Boatyard is working on a new float for the Thorofare
 - The Board will soon begin working on a Harbor Management policy for the Thoroughfare and Pulpit Harbor. The Board directed Lattimer to begin preparing a position description for Harbormasters.
- f. Legal: The Board had asked about regulating firearm use as a municipality, especially in consideration of Lewiston’s tragedy. The Town’s attorney said Maine state law preempts a local government’s ability to regulate firearms. The Board has asked Lattimer to draft a letter for the community encouraging people to be especially careful with firearm storage and use. The Board would also like to see if the Town could distribute a simple refrigerator magnet reminding people about firearm safety, and to see if we can distribute trigger locks at no cost to the firearm owner.
- g. Roads & Bridges:
 - Road Commissioner Martin is working to update signs around the island.
 - Martin is also working to determine what happened to the sign at the intersections of North Shore Road and Pulpit Harbor Road.
 - The Board would like to have the Town remind drivers to drive and park more carefully during snowstorms; for example, to refrain from parking on Main Street in the Village when a storm is approaching so snowplows can safely clear the roads.
 - Curtis recommended obtaining an estimate from a tree service to clean up areas along the roadway, preferably in conjunction with Fox Islands Electric Cooperative.
 - The Board also directed Lattimer to obtain an estimate for two flashing school speed limit signs.
- h. Sewer Department: See below.
- i. Sheriff’s Department
 - Incidents

Date	Incident	Deputy
12.14.23	911 hangup	Witham
12.18.23	Agency Assist (2)	Lemoi

- j. Town Properties:
 - Lattimer is working with Fox Islands Electric Cooperative to install the holiday lights. The Board wants to explore year-round lights that could change color with the holiday.
 - Old Fire Station/Town Garage: See below.
- k. Transfer Station: Need to obtain a contractor to install a new metal roof on the redeemables building. Lattimer also mentioned that he is working to obtain a quote on a new 40-yard, open-top container, because one of our current containers is rusting out. Finally, the Board wants to reinstitute the Solid Waste Committee to develop a longer-term plan for the Transfer Station. They advised Lattimer to seek assistance from the State and to benchmark other municipal transfer stations, such as Vinalhaven's.
- l. Water Department: See below.

7. Old Business

- a. *Community Priorities Update* – Lattimer gave a brief update on the Town's three priorities:
 - (1) Access to Housing – Lattimer is meeting monthly with Hannah Itzler, the new Executive Director of North Haven Sustainable Housing. The Town will continue exploring housing options, focusing initially on the old fire station. Scot Baribeau and Amilia Campbell will represent the Select Board on this working group. Lattimer is waiting for ideas from architects as to options for the old fire station/Town garage. The Board wants to consider both housing and commercial space and to be sure the Priority 1 Working Group is involved in this project.
 - (2) Workforce Development & Economic Diversification – See Thorofare Waterfront Project, below
 - (3) Environmental Sustainability & Climate Change Impacts. This working group will meet every other month. Representatives from the group will participate on various projects, such as the Thorofare Waterfront Project. Gilman will represent the Select Board on this working group, and will encourage the group to provide an update on the group's activities to the Select Board.
- b. *Public Safety Building Update* – The new building is complete.
- c. *Thorofare Waterfront Project* – The Town is working to schedule meetings with GEI Consultants. Lattimer is also preparing a list of Stakeholder Representatives based on the Board's recommendations.

8. New Business

- a. *EMS/Fire Department Updates*
 - *EMS*: Co-Chiefs Naliboff and Shields noted that hiring off-island coverage for the summer of 2024 will be difficult. They asked the Board to consider

increasing the stipend during the summer for an advanced EMT and to extend the period in which the summer stipends are available to include the last two weeks of June and the first two weeks of September. Currently, the summer stipends are paid only during July and August. Town staff will work with EMS on a proposal for the Board to consider.

- *Fire Department:* Chief Stone noted that he is very pleased with the new Public Safety Building. As with EMS, he believes the Board should revisit stipends for firefighters and officers, including the Chief position. Stone noted that he wants to coordinate with the Town staff and the Board to develop a plan to put money in the reserves for new trucks and equipment as those items age out. His first request would be a new brush truck to replace the 2001 mini-pumper. Campbell asked if the replacement could be a used truck. Stone did not believe so since our Department uses the truck both for emergency attack in tight quarters and to carry our self-contained breathing apparatus (SCBA) gear.
 - The Board noted that overall it wants to be sure first responder stipends keep pace with inflation, are fair and appropriate, and to stay ahead of volunteers' expectations. Gilman urged the Town staff to work with Fire and EMS to develop a presentation like the one Kylie Curtis did on the Sewer and Water Departments.
- b. *Sewer and Water Department Updates* – Kylie Curtis and Scott Higgins presented updates on both Departments. Each will require increases in rates in order to keep up with expenses. Glen Marquis, the Water Department Superintendent, will make a separate, detailed presentation to the Board early in 2024. The Board complimented Curtis on the quality and content of her presentation.
- c. *Ice Rink Location* – Campbell asked the Board if the Recreation Council could install the ice rink in the parking lot between the Town Office and the Community Building. This would provide a flatter, cooler surface, allowing the ice to freeze more quickly. The Board asked Campbell to check other locations first, including Witherspoon's Airstrip, the field adjacent to North Have Inn & Grocery, and the School's soccer field.
- d. *Old Fire Station/Town Garage* – Lattimer recommended the Board direct him to put this space out for bid, to lease for one year with a minimum rent of \$750 per month. This will make some use of the building while the Town explores housing and other options. The Board agreed.

9. Other

- Gilman asked the Board to consider contacting the Mullens Head Park Commission about the status of the Park.
- Gilman suggests the Town staff create a space on the Town's website on which candidates for public office can post information about themselves and their views. He also recommends giving candidates a short time to make a

speech during Town Meeting, if they want, before voting occurs for specific town offices.

10. **Executive Session** – The Board voted unanimously to enter executive session as authorized by Maine Revised Statutes, Title 1, sections 405.6A and 6.C, to discuss matters related to a person’s town appointment, and to discuss the acquisition of real property.
11. **Motion to adjourn at 9:06 pm made by Baribeau, seconded by Gilman**
Approved 5-0-0