

**NORTH HAVEN SELECT BOARD
DECEMBER 6, 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: Alice Cornwell, Josephine Curtis (via Zoom), Pat Curtis (via Zoom), Jon Emerson, and Claire Oxford

- 1. Call to Order 5:00 pm**
- 2. Approval of Minutes of November 15, 2023**

Motion to approve made by Baribeau, seconded by Gilman

Approved 5-0-0

- 3. Public Comment** – Josephine Curtis spoke about the Thorofare Waterfront Project. She encouraged the Board to include Ferry Landing Beach and the eastern end of the Village in the project. MacDonald said we would know more about the possibilities after talking with GEI Consultants, our engineers.

4. Treasurer’s Report

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

Warrant #41	in the amount of	\$42,102.64
Warrant #41-A	in the amount of	\$31,257.34
Warrant #42	in the amount of	\$327,936.50
Warrant #42-A	in the amount of	\$28,287.84
Sewer Department Warrant #25	in the amount of	\$4,260.59
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
Payroll Journal #45	in the amount of	\$787.05
Payroll Journal #46	in the amount of	\$25,256.36
Payroll Journal #46-A	in the amount of	\$7,790.62

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: No update
- 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.
- h. Sewer Department: No update
- i. Sheriff’s Department
 - Incidents

Date	Incident	Deputy
11.14.23	Agency assist	Lemoi
11.15.23	Alarm	Lemoi
11.17.23	Harassment	Lemoi
11.20.23	Radar detail	Lemoi
11.22.23	Unsecured premises	Lemoi
11.22.23	Traffic offense	Lemoi
11.22.23	Agency assist	Lemoi
11.27.23	Traffic hazard	Lemoi
11.28.23	Escort	Lemoi
12.05.23	Vehicle off road	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: The Board would like to consider what to do with the building in the near term at its next meeting, 20 December.
- 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: The Board reiterated its desire to have Lattimer arrange for Department Manager Glen Marquis to provide a tour of the Water Treatment Plant.

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. Oxford and Lattimer have scheduled a meeting of the Priority 3 Working Group for 16 November. 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* – Construction remains on time and on budget. The Town will host an informal open house on 16 December 2023 and potentially a second open house in the summer of 2024.
- c. *Thorofare Waterfront Project* – The Town is working with GEI Consultants on a contract and a schedule. The Board is considering creating a process for a straw vote on the outcome of this project so that everyone concerned may have a voice in the outcome. Lattimer noted that he, Oxford, and GEI will create a schedule and communications plan for the Board's consideration and publication to the community.

8. New Business

- a. *Ferry Service Update* – Emerson noted that the Ferry Service needs to increase fares by 18.3% in 2024 to make up for a budget shortfall. The proposal under consideration would allocate approximately 60 percent of this increase to Peak rates and 40 percent to Non-Peak rates. Emerson notes that the Ferry Service/Maine DOT needs to conduct a formal rulemaking process before implementing the new rates. Campbell expressed interests in pushing the Ferry Service to add a fourth run to North Haven or to add another ferry, particularly because of truck traffic.
- b. *Trio Upgrade* – Trio, a software the Town uses for cash receipts and vehicle registrations, requires an update. There is a one-time cost of \$3,675.00, followed by a yearly cost of \$600.

Motion to purchase the Trio Software Upgrade, \$3,675 for the first year, and \$600 thereafter, made by Curtis, seconded by Gilman Approved 5-0-0

- c. *Land-Use Permit Fees* – The Board considered a proposed increase in the Town’s land-use permit fees so that the fees are more in line with those of other communities and begin to help cover the cost of administering the code enforcement program.

Motion to adopt the attached fee schedule, made by Baribeau, seconded by Curtis Approved 5-0-0

- d. *Certificate of Commitment, Sewer Excess Usage*

Motion to approve the Sewer Excess Usage Certificate of Commitment in the amount of \$2,256.00, made by Baribeau, seconded by Gilman Approved 5-0-0

- e. *Certificate of Commitment, Water Excess Usage*

Motion to approve the Water Excess Usage Certificate of Commitment in the amount of \$18,429.52, made by Baribeau, seconded by Gilman Approved 5-0-0

- f. *Sewer and Water Department Abatement Requests* – The Board considered three abatement requests, all due to leaks that were not discovered until after the bills arrived. In accordance with policy, the Board, acting in its capacities as Commissioners of the Sewer and Water Departments, has the authority to abate 50 percent of the excess charges.

Motion to abate \$281.88 in excess Water charges for the Estate of Henry (Jimmy) Nichols, \$228.39 in excess Water and \$420.00 in excess Sewer charges for Waterman’s Community Center, and \$89.81 in excess Water charges and \$138.00 in excess Sewer charges for James Davisson, made by Curtis, seconded by Baribeau Approved 5-0-0

9. Other

- Baribeau noted that he is concerned about possible misinformation in the WEBB newsletter regarding the Select Board's position on Mullens Head Park.
- Campbell urged the Town to adopt a standardized timesheet for employees to use so the Select Board can more easily check on people's timesheets.
- Campbell recognizes the Town is moving forward with LED streetlights in the fall of 2024, but asked that we have the current ones repaired in the meantime. MacDonald has also noted this problem.
- Campbell asked about weekly Select Board meetings and suggested that Lattimer prepare his reports in writing instead of presenting them orally.
- MacDonald asked about getting prices on flashing speed limit signs at the School.

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 8:21 pm made by Campbell, seconded by Baribeau

Approved 5-0-0