



Town of Southwest Harbor Board of Selectmen Meeting

Tuesday, December 11, 2012 @ 6:15 p.m.
Southwest Harbor Town Office

MINUTES

I. Call to Order/Roll Call: Tom Benson, Dan Norwood, Ralph Dunbar, Jr., George Jellison, Jr., Dave Minctons, Don Lagrange, Town Manager.

II. Visitors: David Chapais, Dick Broom, David Corrigan, Marc Chalfoun, Scott Alley, Tony Smith.

III. Approval of Minutes: Water Board Meeting and BOS Meeting November, 27, 2012.
A Motion by Jellison, Jr and Seconded by Norwood to accept the November 27, 2012 Water Board Meeting Minutes as presented. Vote 5. /0.

A Motion by Jellison, Jr and Seconded by Norwood to accept the November 27, 2012 Board of Selectmen Meeting Minutes as presented. Vote 5/0.

IV. Manager's Report: Lagrange addressed the BOS about some difficulties that the town had been experiencing with its website. We are reviewing webmasters to assist the town to develop a more professional and functional web site to post information. He spoke of the meeting that he would be attending with Island Explorer on Wed. December 12, 2012. The meeting pertains to bus routes for the 2014 season. He would like to keep a bus in the SWH/Tremont area for local use. The BOS discussed the Pemetic School Spreadsheet provided by the principal concerning the insurance claim. The BOS would like to know how much the school has reimbursed the town for these repairs concerning the insurance claim. Lagrange also told the BOS that he had heard from the auditors today concerning the audit. They will be emailing him a draft audit. He would like to review the audit and he is hoping to have a copy of the draft audit in their next BOS packets for them to review. Fund Balance increase audit \$443,402 and Lagrange's October representation was \$443,729. In unassigned fund balance is approximately 23% of general fund expenditures which is up from 19% in 2011. Lagrange told the BOS that we were looking good.

V. Old Business:

a. Public Works Report (Public Works Director)

1) Water Tank: Corrigan addressed the BOS by saying that the water tank had been filled and is up and running. OSHA stopped by the other day. They took a couple of extension cords away from the contractors working on the telemetry building. Building is looking good.

2) RFP Review: Corrigan explained to the BOS that the infrastructure committee had interviewed the top 3 engineering firms and that their recommendation was to hire Olver Associates Inc. for the job of the Main Street Project. In partnering with the State through the Partnership program, our town could be entitled to \$300,000 for the project funding. He suggested starting up this process soon and getting on the ground floor because the MDOT is being pressured to give out their 3,000,000. Lagrange also added that not all of the engineering firms interviewed had provided a full picture of the scope of services needed on a project such as this one. Only Olver Associates Inc. provided the complete picture according to Lagrange. A matrix had been developed of the 3 engineering firms interviewed. Dunbar, Jr. asked Corrigan if the town could utilize state engineers? How much can we get out of the state due to it being a “state road”? The engineers hired by the town have to design the project not the Maine Participation Program. Lagrange noted that if they participate in this Maine Participation Program, that the town would be eligible for \$300,000, to help with the costs of the Main Street Project. Lagrange told the BOS that they had the \$59,000 to pay up front out of CIP. After much discussion concerning line items that add up the the \$59,000, the BOS asked if Lagrange could arrange to have representation from Olver Associates Inc. at their next BOS meeting to explain and review the contract with them. The next step is to approve of the contract and move on to the design phase of the project. The BOS have been given the proposals to review from the 3 engineering firms. A Motion by Norwood and Seconded by Jellison, Jr. to accept Olver Associates Inc. as the town engineer source for the Main Street Project, pending approval of contract. Vote 5/0.

3) Guard Rail, Seal Cove Road East Branch Marshall Brook: Guard rail is completed. Cost of project was \$3,500. Recommended by installer due to rating, appearance and safety.

b. Bicycle Shop: Release has been signed by the owners and returned to the Town Office. Corrigan stopped in and owner gave him a tour of the repairs that had been done in his basement.

c. Snow Removal Cost Breakdown: Corrigan had provided the BOS with a cost analysis from prior years on the breakdown of the snow removal costs. Dunbar, Jr. thanked Corrigan for doing the analysis but the thought that some stuff had been left out. (Salt shed cost, front end loaders etc.) Norwood expressed that he still would like to see estimates from local contractors to compare prices and services for the BOS to compare to. SWH has only 13-15 miles to plow. Dunbar, Jr. added that most of the heavy equipment just sits and is only used for snow removal purposes. More information will be compiled in the future for estimates from contractors for possibly out sourcing the snow removal for the town.

VI. New Business:

a. Tony Smith: Tony Smith, from the Acadia Disposal District, addressed the BOS regarding their pursuit of a regional solid waste facility. The ADD is requesting municipal support for their efforts particularly in light of potential federal funds. The subject of solid waste and transfer facility will be placed on our January agenda with emphasis of developing

workshops to discuss our direction. Smith was asking for support from the BOS on their effort to develop a concept for an area wide transfer station. Smith is not asking for any commitment to anything but possibly rejoining the ADD group in the future. A Motion by Dunbar, Jr. and Seconded by Norwood that the BOS would support an endeavor of the greater island wide communities to develop a concept for an area wide transfer station and support a MOU to go along with such action. Vote 5/0.

b. Deer Hunting on MDI: Lagrange addressed the BOS about an article that was in the local newspaper concerning the idea of a survey about deer hunting on the island. Do you favor putting a questionnaire in front of the voters at the May town meeting to allow hunting in Southwest Harbor? He wasn't sure if it would be island wide or just certain towns that would participate in the deer hunt. He asked the BOS if they should address this issue at a town meeting, a straw vote or rely on mailings to inform the residents of Southwest Harbor about the topic. Benson would welcome any input from the residents of Southwest Harbor about their thoughts of deer hunting in this town. He also added that it is definitely a subject that needs to be addressed further. Lagrange will check with the Tremont Town Manager to see what they are thinking about the subject of deer hunting in their community. He will get back to the BOS after he talks to the Town Manager.

c. December 24, 2012 Status: Lagrange discussed with the BOS about the upcoming holiday schedule for the Town Office should be with the holiday falling on a Tuesday this year. Lagrange suggested being closed on 12/24/12 and closing at 2:00 p.m. on 12/31/12. Dunbar, Jr. agreed with Lagrange on his suggestions. It will be posted at the Post Office, Town Office, on the town's website and on the cable channel for all the residents to see plus be advertised in the MD Islander as well.

d. Personnel Policy: Lagrange explained to the BOS that in his memo sent to them in the BOS packets, that some changes need to be made in the personnel policy to keep pace with the union provisions for the majority of the work force. He spoke briefly about the dependent coverage should be modified and that unused sick time should be compensated up to the employee upon separation of employment in good standing. The personnel policy should be the same as the union policy. We need to stay consistent across the board with the policies added Dunbar, Jr. and Norwood agreed. Lagrange noted that in the future the BOS need to work on the Family Leave Act policy in the personnel policy manual. A Motion by Dunbar, Jr. and Seconded by Norwood to amend the personnel policy manual by following union guidelines. 1) Insurance should be modified to reduce the Town's share of dependent coverage from 85 % to 70%, effective July 1, 2013. 2) Unused sick time should be compensated up to 25% to the employee upon separation of employment in good standing. Vote 5/0.

e. Municipal Building Property (Deed): Lagrange supplied the BOS with a deed for the property of the Town Office Building. The BOS discussed the covenants for use of this property.

f. Budget Discussion: Lagrange supplied the BOS with a proposed FY 13-14 budget to review. They need to be thinking about dates for the upcoming meetings that need to be scheduled to get the budget ready for the Warrant Committee. He asked them if they wanted to review the nonmunicipal community requests. Dunbar, Jr. would like to check into the community service requests---he would like to look into the legality of it. He feels that it is not the job of the Town or the board to be spending the Town's money funding the non-municipal

community requests. He feels that the Town could be overburden for requests. Lagrange will look into the legal issues and get back to the BOS at their next meeting with an answer concerning the non-municipal community requests. Two BOS spoke up and said that they wouldn't be available until January 7, 2013 to begin with the meetings for the budget process.

VII. Other Business: Corrigan told the BOS that they recently had a sludge pump go down. BOS asked questions about sludge usage to Corrigan. What is the average per month etc? Corrigan will check into the amounts and get back to the BOS.

VIII. Warrants: Administration 82, 83, 87, Water 25, Sewer 86, School, 84, Special Projects 85. A Motion by Minctons and Seconded by Jellison, Jr. to accept all warrants as presented. Vote 5/0.

IX. Next Meeting Date: December 18, 2012 Special Meeting at 5:00 p.m

X. Adjourn: A Motion was made by Jellison, Jr. and Seconded by Minctons to adjourn the meeting. Vote 5/0.