



Select Board

Regular Meeting

Tuesday December 22, 2020 @ 6:00pm

Via Zoom Remote Access

MINUTES

I. Chair Kristin Hutchins called the meeting to order at 6:00 pm;

Present: Board members Carolyn Ball, Chad Terry, George Jellison.

Town Manager, Justin VanDongen, Admin Assistant Jesse Dunbar, and Town Clerk, Marilyn Lowell.

II. Visitors - None

III. Minutes of December 8, 2020.

Motion by Terry to accept the minutes of December 8, 2020 as presented. Second by Hutchins.

Passed 4-0-0.

IV. Manager's Report:

- a. Lower Town Dock - The Manager gave an update on the lower town dock floats that broke free the prior week. The chains appear to have corroded and broken free. Chalmers removed the floats for the winter. There did not appear to be any further damage. The Manager spoke with John Stanley and Anne Napier on the Harbor Committee and both thought one float was sufficient to leave in the water for the winter. Hutchins expressed concern that the chains were in such poor condition. The Manager will look into the cause in the spring, but it could simply be the age of the chains.
- b. Employee Searches – The Police Department is conducting interviews for the open positions they have. The Manager plans to do interviews for the Harbor Master position the first week of January. No applications have come in for the Bookkeeper position as of yet but the Manager is hopeful a few people he has reached out to may apply.
- c. Public Works Garage – The plan for the winter is to try and keep the snow off of the roof, there were no viable options to store trucks and busses elsewhere for the winter. The Manager is shooting for the first week of January for the Infrastructure Committee to meet with the lowest bidder to discuss possible design changes. Hutchins requested a link to the garage plans be placed on the home page of the website for ease of access. A member of the public inquired about placing the financials for the project on the website as well. A discussion was had on whether or not choosing a new site for the project would lower the cost. The Manager and the Board agreed that this would not be the more cost effective approach. The Manager reported that the current public works garage is in need of a new eye wash station that will cost approximately \$440.00 as the company that services it will no longer guarantee its safety due to its age.

V. New Business –

- a. Appointments – Lydia Goetze, Carl Wrubel, Alan Rosenquist – Warrant Committee
Discussion was had on staggering the appointments so there will not be a large turnover of members all during the same year. Lydia Goetze volunteered to a one year appointment. Motion by Terry to appoint Lydia Goetze to the Warrant Committee for a term beginning December 22, 2020 and ending December 31, 2021. Second by Ball. Passed 4-0-0.
Motion by Terry to appoint Carl Wrubel and Alan Rosenquist to the Warrant Committee for a term beginning December 22, 2020 and ending June 30, 2023. Second by Jellison. Passed 4-0-0.

Daniel Farley – Water and Sewer District Trustee.

Terry inquired whether the position had been advertised due to the fact it is a paid (stipend) position. Lowell advised it had not been advertised. Lowell confirmed she had spoken with Farley, and he was indeed interested in serving again.

Motion by Ball to appoint Daniel Farley to the position of Water and Sewer District Trustee for the term January 1, 2021 to June 30, 2023. Second by Hutchins. Further discussion was had. Lydia Goetze stated that in the past the position had been posted at the post office and on the town's bulletin board. Ball withdrew her motion; Hutchins withdrew her second. Lowell will get the position advertised before the next district meeting.

Marilyn Lowell – Registrar of Voters

Motion by Terry to appoint Marilyn Lowell as the Registrar of Voters for the term January 1, 2021 to December 31, 2022. Second by Ball. Passed 4-0-0.

- b. Harbor House Water Meter Work –
The current water meter on the Main St building is not suitable or capable of being read using the remote system the Water Sewer District now uses. Harbor House would like to reduce the size of the line to 5/8" when the new meter is installed. HH Director Ingrid Kachmar feels HH does not use the amount of water that they are charged for. The 1" size they currently have comes with a higher fee rate than that of the 5/8". Jellison and Terry questioned the size in regards to compromising the sprinkler system. Terry felt that due to the fact the HH has a 100 year lease the town should install the size the Director is requesting as it is unlikely to have a change of use anytime soon.
Motion by Terry to install 5/8" meter and piping at Harbor House pending review by the Fire Chief for the sprinkler system. Second by Ball. Passed 4-0-0.
- c. Budget Introduction –
The Manager gave a quick overview of the proposed FY21/22 budget. Dunbar will follow up with WIC to make sure they received their packet from the town to apply for next year's request. Hutchins inquired when the Southwest Harbor Tremont Ambulance can expect to be billed for renting the space at the Fire Station. The Manager indicated it would be due by June 30, 2021. Discussion was had on looking at the floats line expense due to the recent breakage of the chains. The Board set up a schedule for budget meetings; January 11th and 12th at 4pm will be include discussion of community service organizations. The Warrant Committee will be invited to attend. The regular Select Board meeting will be January 12th following the budget meeting, via Zoom. January 13th and 14th at 4pm the meetings will be in person at the Fire Station to discuss department budgets.

VI. Old Business –

a. Town Manager Job Description –

Ball drafted a job description incorporating the state statute. This will give more guidance during a performance review. Job description and performance review are two separate areas. Hutchins asked that everyone please bring their edits to the job description to the next meeting. Jellison would like to have the town's labor attorney Matt Tarasevich present at the next Executive Session meeting.

Motion by Jellison to contact the town attorney Matt Tarasevich to have him present at the next executive session meeting on personnel issues, on January 12th. Second by Terry.

Passed 4-0-0.

VII. Other Business-

Terry requested an update on the police and dispatch consolidations. He was concerned that consolidation would be in the form of a contracted service agreement. Talks are still continuing and the Manager will recommend having an advisory board to oversee the police budgets as part of any contracted service agreement. There will be more conversations on all the areas of concern. Hutchins had a conversation with one of our officers that wanted to be sure our officers are protected during the consolidation. Our officers have a good personal relationship our residents.

VIII. Accept

Motion by Terry to accept:

General Fund Warrants: FY 21 #60

Payroll Warrants: FY 21: #61, #56, #1217, #1224

School Warrants: FY 21 #55, #57, #58, #59

Conservation Committee FY 21 #1222

Second by Ball. Passed 4-0-0

Next Meeting January 11, 2021 at 4pm via Zoom.

X. Adjourn

Motion by Terry to adjourn the meeting at 8:42 pm. Second by Ball. Passed 4-0-0

JD