



TOWN OF VINALHAVEN SELECT BOARD

MINUTES

Town Office/Virtual Hybrid
Tuesday, November 1st, 2022
5:00pm

1. **Roll Call** – Selectmen Donald Poole, Pam Alley, Leslie Dyer, Donald Young, and Jake Thompson; Town Manager Marjorie Stratton, and Deputy Town Clerk, Elizabeth Bunker. Also present: Faye Grant and Gabe McPhail.
2. **Executive Session – Executive Session pursuant to 1 M.R.S.A § 405(6)(E) – Consultation with Legal counsel** - *Motion to enter into Executive Session by Donald Poole pursuant to 1 M.R.S.A § 405(6)(E) – Consultation with Attorney Benjamin Plante, Drummond Woodsum. Second by Pam Alley. Vote 5/0/0.*

Motion to come out of Executive Session by Donald Poole at 5:29pm. Second by Pam Alley. Vote 5/0/0.
3. **Approve Agenda** – Add 8b. Woodard & Curran Status Update and 8c. Library Trustee Appointment. *Motion by Jake to approve the agenda as amended. Second by Donald Young. Vote 5/0/0. Motion carried.*
4. **Approve Minutes** – Approve the minutes from the October 18th, 2022 and October 27th, 2022 Select Board Meetings. *Motion by Donald Poole to approve the minutes from the October 18, 2022 meeting. Second by Leslie Dyer. Vote 4/0/1 (Pam Alley abstained). Motion carried. Motion by Donald Poole to approve the minutes from the October 27, 2022 meeting. Second by Leslie Dyer. Vote 5/0/0. Motion carried.*
5. **Approve and Sign Treasurer’s Warrants # 18** – *Motion by Donald Poole to approve and sign Treasurer’s Warrants #18. Second by Jake Thompson. Vote 5/0/0. Motion carried.*
6. **Communications**
 - a. **Vinalhaven Land Trust** – Marjorie shared a letter from the VLT received with their PILOT payment.
7. **Speakers from the Floor** - None
8. **Committee and Department Reports/Appointment**
 - a. **Downtown Project Update** – Designs for the EDA portion of the project are on track. There have been a couple obstacles with NBRC as there was a change in their environmental reporting process. Woodard & Curran has the ball with the SHIP grant. They have all the info they need from the Town. Working to find an appropriate date for all parties (the engineers and Andy and Erin Creelman) to discuss concerns with drainage under their building.
 - b. **Woodard & Curran Status Update** – The board reviewed the update. Still hoping for more progress on the Transfer Station project.
 - c. **Library Trustee Appointment** – Hiata Corduan would like to be appointed as a Library Trustee. Jenn Wadleigh’s vacated seat has a term expiring 6/2023. Motion by Jake Thompson to appoint Hiata Corduan to the Library Trustees with a term expiring 6/2023. Second by Pam Alley. Vote 5/0/0. Motion carried.

9. Old Business

- a. **Model Aquaculture Development Moratorium Ordinance** – Marjorie has been reviewing the provided draft ordinance and expressed concern on the added burden to the Planning Board. There was discussion on necessity of such an ordinance. There was a consensus of the Board to have the Planning Commission and Planning Board review the ordinance and get their input.
- b. **Purchasing Policy** – The board reviewed a final draft of the Purchasing Policy. *Motion by Donald Poole to accept and sign the Purchasing Policy as amended and presented. A copy attached to these minutes. Second by Pam Alley. Vote 5/0/0. Motion carried. The Policy was passed for signatures.*
- c. **Selectmen's Goals** – Marjorie provided a spreadsheet of goals and their status. There was discussion on how the town property/cemetery mowing went this year with a new contractor. Marjorie stated there had been a few issues, mostly based on communication, and a few instances where the location of the property was unknown to the contractor. Don Young asked who has the responsibility of removing the trash? Public Works or the contractor? And who is supervising/overseeing the contractor? Town Manager or Public Works Director? It was the contractors understanding that he would clear debris from the cemeteries but Public Works would collect trash from the barrels. More conversation needed on supervision. Millie Martin used a sample Operations Manual from North Haven Transfer Station and amended it to fit Vinalhaven. The Operations Manual is needed for DEP Licensing.
- d. **Review Selectmen's By-Laws** – Remote Participation – Marjorie provided sample policies from MMA for the Board to review. It was agreed to have a policy separate from the Selectmen's By-Laws for remote participation. There was discussion on storage of recorded meetings and the length of time to store them.

10. New Business

- a. **Washington School Carry Forward** – *Motion by Jake Thompson to carry forward \$31,500 from the 2021/2022 budget for Washington School Improvements to include, but not limited to, a new generator, interior painting, exterior repairs and painting, and various landscaping projects. Second by Donald Poole. Vote 5/0/0. Motion carried.*
- b. **Job Descriptions** – The Board will review updated job descriptions provided by the Public Works Director to be discussed at the next meeting.

11. **Report of Town Manager** – Marjorie has been trying to contact Terry Waters about a new contract with PIA. The last signed contract was in 2019. The Board asked for a copy of the proposed contract from the 9/15/2020 meeting. It was asked if there were any issues with not having a current contract. The only issue would be if someone requested to fly in to Vinalhaven. Previously it could be stated that the Town contracts with just one company to fly to/from Vinalhaven. Marjorie has been in contact with George Lewis' daughter Lisa and his hopeful a new Thorofare lease will be signed soon. The insurance company is investigating the pending lawsuit from the Haley's. A notice was put in the Wind that the parking ordinance would be discussed at the next BOS meeting. Don Young asked about meeting with KC Sheriff. It has been difficult to find a time for Sheriff Polky to come over other than mid-day. A zoom meeting was suggested, or that he come over via. Marine Patrol.

12. Report of Members - None

13. **Adjourn** – *Motion by Donald Poole to adjourn at 6:49pm. Second by Jake Thompson. Vote 5/0/0. Motion carried.*

Respectfully Submitted,

Elizabeth Bunker, Deputy Town Clerk

Upcoming meetings:

Regular BOS 11/15 and 11/29