

**MINUTES
TOWN OF VINALHAVEN
BOARD OF SELECTMEN**

**Tuesday, March 12, 2024
5:00 PM
TOWN OFFICE**

1. Roll Call – Selectmen Pam Alley, Leslie Dyer, Don Young, Ladd Olson, and Tom Anthony; Town Manager Marjorie Stratton, and Deputy Clerk Elizabeth Bunker.

Also Present: Deputy Peter Allen and son, Banner Moffat, Elin Elisofon, Wes Reed, and Andrea Hogan all in person. Chief Deputy Curt Andrick, Captain Paul Pinkham, Sheriff Pat Polky, Gabe McPhail, Linnell Mather, and Millie Martin all on Zoom.

2. Approve Agenda – Insert new 9a. Knox County Deputy Contract – Housing Allowance and move Historical Society Lease to 9d. 13. Executive Session was also clarified to state “to discuss Vinalhaven employee wages and to discuss the potential new hire for a second Vinalhaven deputy.” *Motion by Leslie Dyer to approve the agenda as amended. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.*
3. Minutes – Approve the minutes from the February 27, 2024 meeting – *Motion by Leslie Dyer to approve the minutes as presented. Seconded by Don Young. Vote 5/0/0. Motion carried.*
4. Approve and Sign Treasurer’s Warrants #37 – *Motion by Leslie Dyer to approve and sign Treasurer’s warrants #37. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.*
5. Communications - None
6. Speakers From the Floor – Wes Reed submitted a letter of complaint about the Land Use Ordinance not being followed. Marjorie and Pam determined the complaint to be on an employee and therefore would not be discussed in an open meeting. Wes stated it was a complaint about the ordinance not being followed – the ordinance states a permit needs to be issued for any demolition of a building over 200 sq. ft. (Section 17.B.1.a.), but because the CEO condemned the building it was thought that a demolition permit was not necessary. Elin asked if the Board could postpone the demolition until the issue is resolved. Marjorie will call the General Manager of the Star of Hope and speak with the lawyer.
7. Committee and Departmental Reports and Appointments
 - a. Woodard & Curran – A letter of intent needs to be sent in for the FY25 Coastal Community Grant/Shore and Harbor Planning Grant by the end of March. *Motion by Leslie Dyer to support the submission of a letter of intent to apply for a FY25 Coastal Community Grant/Shore and Harbor Planning Grant for a Hydrologic and Structural Analysis of the old cribwork/wave break at the Ferry Terminal. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.*

An application also needs to be sent in for the next round of the Clean Water State Revolving Fund. Gabe explained this is more of a placeholder; that in order to apply for certain other funding you need to be in the queue for the CWSRF. *Motion by Leslie Dyer to support the submission of an application for grants and/or loans from the Clean Water State Revolving Fund for improvements to the Wastewater Treatment Plant and Collection System. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.*

- b. Downtown Project – The Town was awarded the Maine Infrastructure Adaptation Fund grant to increase the scope of the Downtown Project to include work on the retaining wall behind the Old Fire Hall and what is now Dot & Millie’s restaurant. The pre-bid meeting on February 28th was well attended and Woodard & Curran is following up with a couple of the companies. The bid opening is March 20th. Brent was here on Friday (3/8) and met with the members of the VH Fisherman’s Co-op to discuss alternatives for the freshwater outfall at the Co-op property. There was discussion on the design/size of the crosswalk on Main Street. Pam addressed the letter of concern from Laura Lazaro. Gabe stressed that the handicapped parking spaces are not being removed and the design for the crosswalk is not final – once we receive the notice to proceed then designs can be worked out. Brent, Pam, Millie, and Marjorie met with middle schoolers to discuss the project and get their input. All reported it was a great experience.
 - c. Public Works – (Millie joined via Zoom after this agenda item, so nothing was discussed at this time)
8. Old Business
 - a. Revisit Vinal Cove Analysis Report – Millie sent ideas/drawings to Don about possibly slowing/damming the Vinal Cove culvert. Don had not reviewed them. In order to apply for permits to do any work, Marjorie needs a clear design and plan. Gabe and Marjorie are suggesting creating a Resiliency Projects Reserve Fund where matching funds for possible grants could be allocated. There was an agreement of the Board to establish a reserve fund.
9. New Business
 - a. Knox County Deputy Contract – Housing Allowance – Chief Deputy Curt Andrick, Captain Paul Pinkham, and Sheriff Pat Polky were all present via Zoom to discuss the second deputy applicant for Vinalhaven and housing needs. Numerous ads have been placed in the Wind with no response. Don said he knew of housing coming on the market soon and he thinks a special town meeting should be scheduled to allow the Selectmen to spend up to \$500,000 for the purchase of housing. There was concern about where funds for other expenses would come from – insurance, utilities, maintenance, etc. Marjorie mentioned some of the concerns the lawyer expressed – liability and at what point does the deputy become a joint employee of the Town and the County?
 - b. Transfer Station – Possible account write-offs – The Board was given two accounts that the Town has been unable to collect. *Motion by Leslie Dyer to write off two transfer station accounts totaling \$328. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.*
 - c. Parking Ordinance – Millie asked about amending Section II to read “The Town Manager, or in their absence, the Road Commissioner, may decide to impose a parking ban...” A final copy will be brought back for approval.

There was discussion on issuing parking tickets. Sheriff Polky said the deputy can enforce local ordinances, but they don’t represent the Town in court if someone doesn’t pay. The lawyers should also review the ordinance.
 - d. Historical Society Lease – The Board didn’t have any corrections to the proposed draft lease. A final copy will be brought back for approval.

10. Budget Workshop

- a. Review departmental budgets approved by Budget Committee – The Budget Committee suggests adjusting Professional Services to \$20,000 for Legal Fees and \$35,000 for Engineering Fees. There was a consensus of the Board to have more budgeted for Legal Fees and agreed on \$35,000 for Legal and \$20,000 for Engineering.

Pam asked to revisit the Old Fire Hall Capital Project budget. There was a consensus of the Board to lower the amount to put in the reserve from \$20,000 to \$10,000.

- b. Budget for purchase of workforce housing – See 9a.

11. Report of Town Manager - None

12. Report of Members – Tom asked whose backhoe is behind the Water Dist/Swap Shop. No one knows where it came from. Leslie asked how the Ferry Service tariff hearing went. Marjorie said it was a very civil discussion and she will draft a letter to submit by the March 22nd deadline for comments.

13. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) to discuss Vinalhaven employee wages and to discuss the potential new hire for a second Vinalhaven deputy.

Motion by Leslie Dyer to enter into executive session at 6:47pm. Seconded by Ladd Olson. Vote 5/0/0. Motion carried.

Motion by Pam Alley to come out of executive session at 7:25pm. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.

14. Adjourn – *Motion by Pam Alley to adjourn at 7:26pm. Seconded by Tom Anthony. Vote 5/0/0. Motion carried.*

Respectfully Submitted,

Elizabeth Bunker, Deputy Clerk