

MINUTES

**TOWN OF VINALHAVEN
BOARD OF SELECTMEN
Wednesday, March 4th, 2015
6:30 PM
TOWN OFFICE**

1. **ROLL CALL** – *Selectmen Eric Gasperini, Emily B. Lane, Brandon Osgood & Dennis Warren; Town Manager Stephen Eldridge; and Town Clerk Darlene M. York. Jack Olson was absent.*
2. **MINUTES** – **Approve the minutes from the February 17th, 2015 Meeting** – *Motion by Dennis Warren to approve the minutes from the February 17th, 2015 Meeting. Second by Brandon Osgood. Vote 4-0-0. Motion carried.*
3. **APPROVE AND SIGN TREASURER’S WARRANTS #36** – *Motion by Emily Lane to approve and sign Treasurer’s Warrants #36. Second by Dennis Warren. Vote 4-0-0. Motion carried.*
4. **APPROVE AGENDA** – *Motion by Eric Gasperini to approve the agenda as written. Second by Dennis Warren. Vote 4-0-0. Motion carried.*
5. **COMMUNICATIONS**
 - a. **Mid-Coast Municipal Association Meeting Minutes – February 20, 2015** – *Steve Eldridge stated he did not go to the meeting but received a copy of the minutes and wanted to keep the Board updated.*
6. **COMMITTEE AND DEPARTMENTAL REPORTS AND APPOINTMENTS**
 - a. **Board & Committee Appointments** – *Bill Alcorn would like to be appointed to the Budget Committee and Annette Philbrook has resigned from the Budget Committee. Motion by Emily Lane to appoint Bill Alcorn to the Budget Committee. Second by Eric Gasperini. Vote 4-0-0. Motion carried.*
 - b. **Assessor – Requests for Proposals** – *Four proposals were received. Motion by Emily Lane to have Town Manager Stephen Eldridge meet with Jacki Robbins and Wesley Robinson and to make a recommendation to the Board afterwards. Second by Eric Gasperini. Vote 4-0-0. Motion carried.*

Steve to find out if Quarterly Reviews were included in their proposals and if either are insured.
 - c. **Wastewater Department – Certificate of Commitment of Sewer User Rates** – *Motion by Eric Gasperini to approve and sign the Wastewater Department Certificate of Commitment of Sewer User Rates. Second by Emily Lane. Vote 4-0-0. Motion carried. Certificate was passed for signatures.*

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

- a. Letter to US Coast Guard – Lt. Commander Paul Rudick** – *Draft letter to US Coast Guard Lt. Commander Paul Rudick was reviewed. Motion by Dennis Warren to have Town Manager Stephen Eldridge sign the letter on behalf of the Board and send along with the one correction. Second by Emily Lane. Vote 4-0-0. Motion carried.*
- b. MeDEP – Notice of Intent for Coverage Snow Discharge General Permit** – *Draft application was reviewed. Motion by Eric Gasperini to hold a Public Hearing for MeDEP Notice of Intent for Coverage Snow Discharge General Permit at 6:30 PM on Wednesday, March 18th, 2015. Second by Emily Lane. Vote 4-0-0. Motion carried.*
- c. Downtown Revitalization** – *There was discussion on forming a Downtown Revitalization Committee to prepare for applying for CDBG Grant Funds. Motion by Emily Lane to authorize advertising for a Downtown Revitalization Committee. Second by Eric Gasperini. Vote 4-0-0. Motion carried.*
- d. 2013 Tax Lien Foreclosures** – *There were seven 2013 Tax Lien Foreclosures that matured. There was a consensus of the Board to mail certified letters to the property owners stating full amounts owed with the time frame to reclaim their property.*
- e. 2015-2016 Budget Workshop** – *Selectmen, Administration, Washington School, Assessor, Legal Services, CEO/LPI, Harbor Master, Insurance, Social Security, Licensed Septage Site, Animal Control & General Assistance budgets were reviewed. There was a consensus of the Board to go with the Budget Committee recommendation and reduce Administration advertising to \$3,500. There was a discussion on having the Harbor Master keep a log book and to have him come to a meeting. It was stated that both Harbor Master and Animal Control Departments need to be revamped. There was a consensus to revisit the Harbor Master and Animal Control Budgets. There was a discussion on what to do with the current Public Works Building.*

9. REPORT OF MEMBERS – *Eric Gasperini informed the Board that he (and Steve Eldridge) would be attending the MSFS Advisory Board Meeting in Rockland tomorrow.*

10. REPORT OF TOWN MANAGER

- a. Tort Claims Act & b. Sidewalks** – *As there were many questions about liability issues with sidewalks and roads at the last meeting; Steve provided the pages from the Maine Municipal Association Roads Manual referencing Liability including the Maine Tort Claims Act and other laws. Sample ordinances on sidewalk snow removal were also provided.*

Steve reported Delong has done a great job on the SHIP Grant Pier Project especially under the conditions. When the ice is gone they will be back to finish.

Steve notified the Board that he would be out of the office but available by phone on March 5th, 6th, 13th and 16th.

11. SPEAKERS FROM THE FLOOR – *None*

12. EXECUTIVE SESSION - Executive Session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter concerning the Assessor Contract – *Not needed*

13. ADJOURN – *Motion by Emily Lane to adjourn at 7:48 PM. Second by Dennis Warren. Vote 4-0-0. Motion carried.*

Next Board of Selectmen's Meeting: Wednesday, March 18th, 2015 - Immediately Following the Public Hearing

Respectfully Submitted,

Darlene M. York, Town Clerk