MINUTES



**Town of Vinalhaven**

**Board of Selectmen**

Tuesday, September 10th, 2019

6:00 PM

Vinalhaven Town Office

1. **Roll Call -** *Selectmen Eric Gasperini, Pamela C. Alley, Phillip Crossman, and Donald W. Poole; Town Manager Andrew J. Dorr; and Deputy Town Clerk Elizabeth Bunker. Jacob Thompson arrived late.*

*Also present were George Kendrick, Gabe McPhail and Elin Elisofon.*

1. **Minutes – Approve the minutes from the August 27, 2019 Meeting** - *Motion by**Donald Poole to approve the minutes from the August 27, 2019 Meeting. Second by Eric Gasperini. Vote 3/0/1- Phil Crossman abstained. Motion carried.*
2. **Approve and Sign Treasurer’s Warrants # 11 -** *Motion by Eric Gasperini to approve and sign Treasurer’s Warrants #11. Second by Donald Poole. Vote 4/0/0. Motion carried.*

*Jake Thompson arrived*

1. **Approve Agenda -** Add 7e. Sea Level Rise, 7f. Waste Watchers, and 9j. Ambulance Reserve. Strike 8b. Personnel Policy Review.*Motion by Eric Gasperini to approve the agenda as amended. Second by Donald Poole. Vote 5/0/0. Motion carried.*
2. **Communications -** *None*
3. **Speakers from the Floor -** *None*
4. **Committee and Department Reports/Appointments**
	1. **Accept & Appropriate Donations** - *Motion by Eric Gasperini to accept and appropriate the donations received. Second by Donald Poole. Vote 5/0/0. Motion carried.*
	2. **Ambulance Reports** - *The Board reviewed Kerry’s report.*
	3. **Road Commissioner’s Report** - *Donald asked if the paving project was on schedule. Andy said no, due to trucks not getting on the ferry as anticipated, and asphalt available. As of right now, they will not get to the additional road the Selectmen had asked for. There will likely be funds remaining from the approved maximum amount budgeted.*
	4. **Woodard & Curran Status Report** - *The Board reviewed the Status Report.*
	5. **Sea Level Rise Committee Update** - *The SLR Committee will be ready to report at the next meeting. They will be meeting with someone from St. George to discuss what our committee’s process has been and their findings.*
	6. **Waste Watchers Update** - *David Arey has moved material that was not on Town property, but this still leaves material piles where the composting project would be located. There was discussion on having Mills move the material to the new Public Works site and have David continue to screen it, or have Mills use the large Loader and pile material higher at the same location.
	Motion by Eric Gasperini to have Mills move the material to the new Public Works site, as long as the former quote is still valid. Second by Phil Crossman. Vote 5/0/0. Motion was amended by Eric Gasperini to include ‘not to exceed $10,000’. Second by Donald Poole. Vote 5/0/0.*
5. **Old Business**
	1. **Selectmen Goals – Workshop Schedule** - *The Selectmen discussed a possible workshop schedule. Donald will be gone until October 12th. It was agreed to set up a schedule when Donald is back.*
	2. ~~Personnel Policy Review -~~
	3. **Ambulance Bid Update** - *The Town placed the highest bid for the 2009 ambulance in Kennebunk. Their BOS meets tonight (Sept 10, 2019) and they will be making a decision then. If our bid is accepted, the ambulance will then go for new tire chains and decals before coming to the island.*
	4. **Broadband RFP** - *Andy met with Stephanie from the Island Institute. She has concerns with the design request so Andy will work with her, Janann, and Kathleen (Stonington), to refine the request. It is still anticipated to be back for the budget process.*
6. **New Business**
	1. **Quitclaim Deed – 197 Poole’s Hill Rd** - *Andy has been informed that the funds are in an escrow account and the Board just needs to sign the deed to have those released. Motion by Eric Gasperini to sign the Quitclaim deed for 197 Poole’s Hill Road. Second by Phil Crossman. Vote 5/0/0. Quitclaim Deed was passed for signatures.*
	2. **Draft Downtown Master Plan** - *George and Gabe gave an overview of the process they have been though to create the plan. They have created a sequenced ‘road map’ of all the current and future projects happening along Downtown. Each Board member was given a copy of the Master Plan for review. After George and Gabe have met with the board members again, then the final Plan can be shared with stakeholders and the community.*
	3. **Proposal FEMA LOMR** - *The Board reviewed Ransom’s proposal letter. They will review FEMA’s mapping of Carver’s Harbor and determine the likelihood that the flood maps could be revised. Donald asked Andy to inquire if this study would cover Carver’s Harbor only, or a broader scope of the island. Motion by Donald Poole to hire Ransom to conduct a study of the FEMA maps at a cost not to exceed $3500. Second by Phil Crossman. Vote 5/0/0.*
	4. **Helicopter Ordinance Review and**
	5. **Quarry Ordinance Review** - *Tabled for the next agenda*
	6. **Selectmen’s Bylaws Review** -
	*Motion by Eric Gasperini to change 4d. to read “The Secretary shall ~~be the Town Manager~~ the Town Clerk or Deputy Town Clerk or, in his/her absence, any member of the Board.”. Second by Donald Poole. Vote 5/0/0. Motion carried.

	Motion by Jake Thompson to change 4e to read “A regular notice shall run in the Wind announcing Board of Selectmen, date, time, place, agenda, [and] must be submitted by ~~noon~~ the Friday ~~ten days~~ before the meeting.”. Second by Eric Gasperini. Vote 5/0/0. Motion carried.

	Motion by Eric Gasperini to change 7a to read “~~The regular meeting of the Board shall be held every two weeks~~ The Board will hold meetings on a regular basis at the Town Office unless otherwise posted by the Town Manager. ~~A meeting held primarily for the purpose of considering the weekly expense warrant shall be held at 5:00pm on the alternate Mondays from the Boards regular meetings and shall also be held at the Town Office unless otherwise posted by the Town Manager.~~”. Second by Donald Poole. Vote 5/0/0. Motion carried.

	There was a consensus of the Board to add to the Town’s website a list of where Board Meeting notifications will be posted (4e and 8a).

	Motion by Eric Gasperini to change “Unfinished Business” to “Old Business” (10b.6 and 10f). Second by Donald Poole. Vote 5/0/0. Motion carried.

	Motion by Eric Gasperini move 10b.10 Speakers from the floor to follow 10b.4 Communications. Second by Donald Poole. Vote 5/0/0. Motion carried.*
	7. **Washington School Repairs** - *An alarm triggered by a septage issue led to an inspection of the building. Andy found clapboards to be significantly deteriorated and a more thorough assessment is needed. Matt Crossman has viewed the building, but the bushes by the handicap ramp will need to be removed to get better access to the building. The Board agreed to remove what is necessary to get at the building.*
	8. **FY 20/21 Budget Process** - *The Budget process and schedule were discussed. Andy starts getting department worksheets out in November to have them back by December. Budget books are typically ready by the end of January. There was discussion on having the BOS and the Budget Committee meet with department heads at the same time vs. having the heads come to each meeting separately.
	The Board discussed setting a date for Town Meeting, keeping in mind at least 5 weeks prior are needed to have the warrant and town report printed.

	Motion by Phil Crossman to set the date of the Town Meeting for May 13, 2020. Second by Eric Gasperini. Vote 5/0/0. Motion carried.*
	9. **Certificate of Settlement - 2019 Taxes** - *Motion by Eric Gasperini to sign the Certificate of Settlement. Second by Donald Poole. Vote 5/0/0. Motion carried. Passed for signatures.*
	10. **Ambulance Reserve** - *If the bid for the new ambulance is accepted it will need chains put on ($3500) for the winter and the decals replaced.*
7. **Report of Town Manager -** *(Town Managers Memo)**1b. The Board is ok with closing October 2nd and 3rd for the clerks to attend the Annual MMA Convention.

2b. Andy will get samples of material for winter sand. The Board agreed that they didn’t want a repeat of last year’s sand, but also don’t want to put the workers in danger working with heavier, wet sand.

4b. There is now a redemption center for Eldercare at the Transfer Station, but there are some concerns that it is in the way of the recycling trailer. If that compactor breaks down, the area occupied by the returnables is valuable space for Xactics for recycling. It was agreed to ask Kenny Martin if he had any ideas of a more favorable location for the returnables. It was also discussed that the Transfer Station staff is being asked questions about the returnable station, which is not part of their jurisdiction.

5a. Andy pointed out an article that has been circulating that introduces a new Vinalhaven deputy. That deputy is not planned to come to VH, and is actually slated for mainland patrol duty. But with new hires at the Sheriff’s Office we are scheduled for a rotating deputy.

6b. There is still $600 outstanding from the agreed upon repayment on one foreclosed property. It was agreed to give until the next meeting to try and contact the owners again.

6c. There has been only one float out at the Thoroughfare all summer. The second float from last year didn’t survive the winter and was not put back in the water. There may be a used float available on North Haven (Andy will get more details), or he has contacted Chris Kolofsky who estimates building a new open-grate top float at about $15,000.

Airport Extension: The Board reviewed an outline of the Extension project. Motion by Phil Crossman to commission a survey, to come from professional services, not to exceed $3500, as soon as possible. Second by Pam Alley. Vote 5/0/0. Motion carried.

Gabe wanted to mention that they would like to share the Downtown Mater Plan with Alan Brigham, USEDA, as he has been involved in SLR discussions.

Genesis Fund: Andy has been having conversations with the Genesis Fund about creating an entity to buy the Harborside Apartments. It is thought that an initial $25,000 will be needed as start-up. Elin Elisofon voiced concern that the Housing Committee was not aware of any of this. Andy said the impetus for moving quickly on this is the renewal date of the owner’s contract with HUD. It may be possible to postpone or extend the renewal date. It was suggested to meet with North Haven Sustainable Housing.

Andy wanted to mention they had been approached by Xerox about leasing copiers/printers from them. They are currently offering to buy out our remaining contract with Ricoh, offering a main copier for the office and two small copiers with color capabilities. They offer a 5 year service plan that includes equipment, parts, toner, etc. The Board agreed they were ok with changing companies to suit the needs of the office.*
8. **Report of Members -***Phil Crossman: Asked about reviewing the chain of command and where authority lies in making procedural changes at the Ferry Service.
Community/Employees? -> Tariff Advisory Board? -> Board of Selectmen -> Ferry Advisory Board
Phil also noted that customer service trainings (and other department trainings) are not being provided as discussed.

While discussing the Ferry, Andy asked what the Board would like to do about the stand-by line when they pave the Sands Road. Options being paint the center line not at the actual center, leaving a wider lane on the MSFS parking lot side, or having an engineer come to change the curve of the road to accommodate the stand-by lane. Phil mentioned that years ago it was discussed that the MSFS would move the parking lot guardrail back to allow more room in the stand-by line, but nothing ever came of that. The Board agreed that after paving to paint the lines as normal.

Pam Alley: Asked about boat trailers at the Fish Plant Wharf. The Harbor Ordinance doesn’t give the Town authority to move property, and would need clarification. The Board wants them moved.

Pam asked about mowing the Ball Ground. It is on Andy’s to-do list.

Pam asked if Kerry had moved into the Cottage Street rental yet. Andy said that she was in the process of moving and she will be taking over the lease in December.*
9. **Adjourn -** *Motion by Eric Gasperini to adjourn at 8:13 PM. Second by Donald Poole. Vote 5/0/0. Motion carried.*

**Next Board of Selectmen’s Meeting:**

*Respectfully Submitted,*

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*Elizabeth Bunker, Deputy Town Clerk*