**Minutes**



**Town of Vinalhaven**

**Board of Selectmen**

**Tuesday, December 11th, 2018**

**Immediately Following MeDOT Lane’s Island Bridge Public Presentation (6:00 PM)**

**TOWN OFFICE**

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

*Also present were George Kendrick and Betsy Hopkins.*

1. **Minutes – Approve the minutes from the November 27th, 2018 Meeting –** *Motion by Phil to approve the minutes from the November 27th, 2018 Meeting. Second by Pam. Vote 5/0/0. Motion carried.*
2. **Approve And Sign Treasurer’s Warrants # 24 –** *Motion by Eric to approve and sign Treasurer’s Warrants #24. Second by Pam. Vote 5/0/0. Motion carried.*
3. **Approve Agenda –** *Jake motioned to add the following items to the agenda, 8d Police Rental Housing;*

*8e Stevens Land Use Case Update; 9d Harbor Reserve Allocation. Second by Eric. Vote 5/0/0. Motion carried*

1. **Communications**
	1. **Town of Islesboro –** *It was agreed that Andy should reach out to the other islands’ MSFS Advisory Board representatives and town managers/administrators acknowledging the desire to speak with a shared voice. The MSFS management has gone too long without adequately recognizing the needs and recommendations of the Advisory Board and they should look to re-establish their standing with the Department.*
2. **Speakers from the Floor –** *No speakers from the floor*
3. **Committee and Department Reports/Appointments**
	1. **Appoint Registrar of Voters & MSFS Advisory Board Members –** *Eric motioned to appoint Darlene Candage as Registrar of Voters. Pam Second the motion. Vote 5/0/0. Motion passed.*

*Pam motioned to appoint Andrew Dorr as the MSFS Advisory Board Member. Second by Donald. Vote 5/0/0. Motion passed.*

*The board decided to wait until the next meeting to appoint the alternate as there are multiple interested in serving on the board. Phil will contact Lindsay Davis.*

* 1. **Ambulance Reports –** *See attached report from Pat. No applicants at this time for the Interim Ambulance Director position. Andy, Marc, and Pat continue to meet and brainstorm ideas for the position and how to reallocate resources within the Public Safety building for Emergency Services.*
	2. **Housing Committee –** *Phil reported that the committee has nominated five members to officially serve. While the BOS have set a higher number for the committee, they wanted to offer five for now and see how their next few meetings progress.*

*Eric motioned to appoint Kathy Young, Evan Brown, Pam Kitteridge, Jeff Aronson, and Elin Elisofon to the Housing Committee. Second by Jake. Vote 5/0/0. Motion Carried.*

* 1. **Road Commissioner –** *See attached report. Andy reported that he had some complaints come in for the condition of York Rd. He stated that he had called to try and get some numbers for milling the surface as a precursor to paving as its current condition will not allow for hot mix to be added. There are also some significant drainage concerns on the road.*
	2. **Sea-Level Rise –** *The committee met with Gabe and George to discuss the work with the Downtown Master Plan. They provided them with information about what the committee has been up to and what they have learned about the anticipated flooding concerns.*

*The committee has been in touch with the SLR team at the Island Institute to explore the possibility of presenting at a conference this spring.*

* 1. **Tick Working Group –** *Betsy provided a quick update on the Tick Group’s progress. The drag studies that have been conducted will help tell a story about the ticks and Lyme Disease. The group is planning to have a mini-conference on the island, tentatively May 4th that would bring presenters from the medical field, pest control specialists, trail/property managers, and a chance to conduct another tick drag.*

*Andy is looking into being a preceptor for a Masters of Public Health intern to assist the group. The intern lives on the island and approached him about any potential projects and the tick-borne diseases and work the groups is currently doing is of interest.*

* 1. **Transfer Station –** *Revenue is up from last year and nearly 50% from the same month last year. Jake asked if we knew why it was so much higher and Andy said it may have just been the timing of the bill cycle and wouldn’t know for sure until the following month.*

*Single stream recycling is moving along, and folks generally seem satisfied. Our compacted loads seem to be a little lighter than expected and Kenny has been troubleshooting issues he has with the compactor.*

* 1. **Treasurer’s Report –** *The department accounts appear to be where we would expect. Only the Assessor and CEO/LPI are up slightly on the YTD report. Andy suggested that it is due to the increased demand for those services in the summer/fall with a more active building season and people have questions with their assessments prior to the first tax payment.*

*Andy is in the process of drafting a Capital Improvement Plan. He will be looking to department heads for input on their needs over the next 10 years.*

* 1. **Wastewater Department – Certificate of Commitment of Sewer User Rates –** *Motion by Eric to approve and sign the Wastewater Department Certificate of Commitment of Sewer User Rates. Second by Pam. Vote 5/0/0. Motion carried. Certificate was passed for signatures.*
1. **old business**
	1. **Harbor Ordinance –** *Pam mentioned that she was looking at the 40’ setback for parking at the Fish Plant Wharf as previously discussed and thought that was too far. The board agreed to look at the wharf before the next meeting to get a better understanding.*

*Andy brought up some points raised by the Harbor Master clarifying the intent to of the proposed changes at the Town Parking Lot. The Harbor Master suggested that it may still be just as difficult to enforce the gear/equipment rule even if allowed for loading/unloading instead of 48 hours. The board agreed that the proposed amendments allow for loading and unloading only from May 15 to September 15, annually.*

*Andy asked if the board wanted to revisit the mooring fee suggestion raised by the Harbor Master. There was no decision at this time to include or expand the management of moorings in other coves/harbors on the island.*

* 1. **Law Enforcement on Vinalhaven –** *It was agreed to look at the info presented for a local police department at the next meeting.*
	2. **Public Works Garage –** *Andy provided an update that he and Dan Bickford visited the site again, since the siting of the septic design. Andy had not yet heard back from Joy with the proposed lot lines for the surveyor to consider. Phil said he would reach out to her. The well driller said they may be able to come drill on the island before spring.*

* 1. **Police Rental Housing -** *Andy has been in contact with Chris Petillo, owner of 9 Cottage Street and provided two draft lease agreements for the town and he to consider signing. Motion by Jake to allow the Town Manager to sign a one-year lease agreement with the owner of 9 Cottage Street. Second by Phil. Vote 5/0/0. Motion passed.*
	2. **Stevens Land Use Case Update -** *Town attorneys have provided the board with a promissory note for the defendant to pay the fees ordered by the court. Mr. Stevens will have three years to make the full payment at which time the town reserves the right to request foreclosure of the mortgage.*
1. **New Business**
	1. **Proposed Building Permit Fees 2019 –** *Last year, Andy suggested raising the rates of the CEO/LPI rates so as to increase revenue and meet the costs associated with the services. It was suggested that there be an application fee independent of the building fees. The board agreed that any changes to the rates should aim to cover 50% of the costs of the department. Andy will work with Faye to work up some numbers based on permit history and have available at the next meeting.*
	2. **Engineering Services –** *Andy suggested that the board consider utilizing an engineering firm in a similar capacity as we do legal services. Three engineering firms have responded to the request for services which were asked to range from project management to conceptual designs and even financing solutions. The three firms were Gartley & Dorskey, Landmark, and Woodard & Curran. The board will review the proposals and consider at the next meeting.*
	3. **Hurricane Island LPA Renewal Applications –** *Motion by Phil to sign the renewal applications for the LPA sites. Second by Jake. Vote 5/0/0. Motion carried.*
	4. **Harbor Reserve Allocation –** *Andy presented a quote from Fox Islands Diving for the replacement of ladders and pilings to attach said ladders. The proposal was for $5,000 to set four new pilings, ladders, and necessary hardware and included the removal of the existing ladders. Motion by Jake to appropriate up to $7,500 from the Harbor Reserve. Second by Phil. Vote 4/0/1. Eric abstained. Motion carried.*
2. **Report of Town Manager –** *MDOT will be on the island this week to discuss Light Capital Paving project. It is anticipated to take place next season.*

*Our email accounts are up for renewal and a representative from GoDaddy asked if we would want to upgrade to the new Outlook version they are offering. The cost is $1 or $2 more per month for each address depending on the capacity of the account. Upgrading would provide easier access and increased networking opportunities. There is also an opportunity to add Office365 licenses at a cheaper rate than we pay now. Recommend that we upgrade the email accounts with a total cost today of approximately $2,500 for 36 mos. Motion by Eric. Second by Jake. Vote 5/0/0. Motion Carried.*

*Woodard & Curran have completed a draft of the Fiscal Sustainability Plan. I will send a digital copy to all for review. Hard copies are available at the Town Office.*

*Budget process is upon us. I will be meeting with departments to review goals and budget needs. Aiming to have budget books available by end of January. We will need to set goals at January meeting.*

1. **Report of Members –** *None*
2. **Adjourn –** *Motion by Eric to adjourn at 8:13 PM. Second by Pam. Vote 5/0/0. Motion carried.*

**Next Board of Selectmen’s Meeting: Tuesday, January 9th, 2019 at 6:00 PM**

*Respectfully Submitted,*

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*Andrew J. Dorr, Town Manager*