



## TOWN OF VINALHAVEN BOARD OF SELECTMEN

### AGENDA

Tuesday, December 8<sup>th</sup>, 2020

**5:30 PM**

Virtual Meeting\*

- 1. Roll Call**
- 2. Approve Agenda**
- 3. Minutes** – Approve the minutes from the November 10<sup>th</sup>, 2020 Meeting and the November 24<sup>th</sup>/27<sup>th</sup>, 2020 Meeting
- 4. Approve and Sign Treasurer’s Warrants #23**
- 5. Communications**
  - a. MeDMR – Renewal of Limited-Purpose Aquaculture (LPA) Licenses for 2021
- 6. Speakers from the Floor**
- 7. Committee and Department Reports/ Appointments**
  - a. Appointment to the Budget Committee
  - b. Road Commissioners Report
  - c. Engineer Report
- 8. Old Business**
  - a. Knox County Sheriff 2021 Contract
- 9. New Business**
  - a. Foreclosed Property
  - b. Fire Alarm Upgrades
  - c. Server Hardware Upgrades
  - d. Assistance to Firefighters Grant Request
  - e. Ambulance Billing Settlement Request
- 10. Report from Town Manager**
- 11. Report of Members**
- 12. Adjourn**

*\*If you wish to participate in the discussion, please email or call Andrew Dorr, Town Manager for log-in info. He can be reached at [townmanager@townofvinalhaven.org](mailto:townmanager@townofvinalhaven.org) or 863-2042.*



## TOWN OF VINALHAVEN BOARD OF SELECTMEN

### MINUTES

Tuesday, November 10, 2020

5:30 pm

Virtual Meeting

1. **Roll Call** - Selectmen Eric Gasperini, Phil Crossman, Pam Alley, Donald Poole, and Jacob Thompson; and Town Manager Andrew Dorr.  
  
Also attending virtually - Gabe McPhail, Matt Jablonski, Janann Sherman, Pat Lundholm, and Amy Lear.
2. **Approve Agenda** - *Motion by Eric Gasperini to approve the agenda as presented. Second by Pam Alley. Vote 5-0-0. Motion carried.*
3. **Minutes** - Approve the minutes from the October 27, 2020 meeting. *Motion by Phil Crossman to approve the minutes. Second by Eric Gasperini. Vote 5-0-0. Motion carried.*
4. **Approve and Sign Treasurer's Warrant #19** - *Motion by Donald Poole to approve and sign Treasurer's Warrant #19. Second by Eric Gasperini. Vote 5-0-0. Motion carried.*
5. **Communications** –
  - a. **Vinalhaven Land Trust** - The board received a letter from the Land Trust with their PILOT payment.
6. **Speakers from the Floor** – None
7. **Committee and Department Reports/Appointments**
  - a. **SLR Committee Resignation** - *Motion by Eric Gasperini to accept Joe Reynolds resignation from the SLR Committee. Second by Pam Alley. Vote 5-0-0. Motion carried.*
  - b. **Planning and Community Development Updates** – See Ad-Hoc Committee Updates
  - c. **Ad-Hoc Committee Updates** –
    - i. **Downtown Committee** - The Committee has finished the Downtown Master Plan, but it has not dissolved, but they are not currently active.
    - ii. **Community Development Corporation Committee** - This is the new committee that was formed to look into community funding. They had their first meeting which was more for orientation. They will be meeting once a month and will provide regular updates to the Board. The Committee will be meeting with Islesboro's CDC to get tips and hints

- iii. **SLR Committee** - The committee is focusing on data collection projects and working on the Tide Monitoring Project. Also involved in a citizen science project that allows anyone at any time to collect data or note changes using an online web tool from wherever they are. There are also Climate Change projects going on within smaller workgroups in the committee.
  - iv. **FIBTF Broadband Report Presentation** - Gabe gave an overview of the FIBTF's work and gave an overview of the 2020 Vinalhaven Internet Planning Document. The report will be available on the town's website by the end of this week, or beginning of next week, and it will be presented in full at a community presentation on December 3 at 6 pm, via zoom. The Committee will continue on community outreach and engagement.
- d. **Road Commissioners Report** - The board reviewed the commissioners report. The new backhoe has hose issues.

## 8. Old Business

- a. **Committee Inventory and Best Practices** - Matt went over an ad-hoc committee vs. a standing committee and the purposes of those committees. Matt and Gabe have been working with committees to clarify goals and their relationship to the town admin and the select board, improve outcomes, and reinforce productivity. They are also helping committees communicate more effectively, either among themselves and being able to schedule meetings etc., and with the Town.
- b. **Transfer Station Swap Shop Survey Results** - Pat Lundholm was present to go over the participation on the swap shop survey. Only 7 out of 172 responses said they have never used the swap shop. Andy and Pat had discussed using the Public Works building after they have moved to their new building in Louds Pit. This may become a seasonal location but it is possible it could be staffed by volunteers and items could be assessed before being accepted. The committee is asking for the Board to endorse further investigation into options for reopening the swap shop. One concern is the ability to manage the space and control what is coming in and being thrown away (things that can be recycled were recycled, trash is thrown away, and other items disposed of properly).

*Motion by Phil Crossman to endorse the Waste Watchers Committee to improve the current swap shop location and continue planning for reopening. Second by Pam Alley. The Committee will come up with a proposal on reopening to present to the Board. Vote 5-0-0. Motion carried.*

## 9. New Business

- a. **Portrait of a Graduate Presentation** – There was no presentation at this time.
- b. **Sign Municipal Quit Claim Deed for Easement to Access to certain parcel** - *Motion by Eric Gasperini to sign the Municipal Quit Claim Deed. Second by Jacob Thompson. Vote 5-0-0. Motion carried. The deed was passed for signatures.*
- c. **FY22 Budget/Town Meeting Process** - The Board discussed when to schedule the Annual Town Meeting. It was thought that it should be scheduled towards the end of June so if the auditorium is used then school is not in session, and it also gives more time to schedule virtual meetings with committees and departments.

10. **Report of Town Manager** – The Board reviewed the Town Manager's Report. There was discussion on making some upgrades to the virtual system at the Town Office to enhance and make continued virtual meetings easier (Zoom Connector, microphones, and headphones). *Motion by Phil Crossman to purchase*

virtual support equipment (est. cost of \$1490). Second by Pam Alley. Vote 4-1-0.            voting No.  
Motion carried.

There was discussion on the contract with Knox County. The contract is still with their lawyers. There is a deputy interested in the island position.

**11. Report of Members –**

**a. Phil Crossman**

- i. Asked about the work on the Indian Creek Footbridge. Chris Kolofsky and Luke Philbrook did work to the grate and granite steps. Public Works put a new surface across the bridge.
- ii. Asked about getting the framing and wrap around the Galamander. Andy said it is on the list for the Public Works crew (or Andy) to do.

**b. Pam Alley**

- i. She is waiting to meet with someone about marking trees to cut at Lawsons. And waiting for an estimate from Chris Kolofsky on railings at Booths.

**c. Jake Thompson** – Jake received a call about having a trap compactor at the Transfer Station. He put them in touch with Gabe to work out the details. They have a program to compact traps and recycle the metal.

**d. Donald Poole** – Asked about the fireworks disturbance last weekend. There was discussion on laws and ordinances for setting off fireworks. There was discussion on how to approach the property owner (sending the fire chief to remind them of the fire danger etc.)

**12. Executive Session** – pursuant to 1 M.R.S.A. §405(6)(A) for a personnel matter. – Motion by Eric Gasperini to enter into executive session at 6:58pm. Second by Donald Poole. Vote 5-0-0. Motion carried.

Motion by            to come out of executive session at           . Second by           . Vote 5-0-0. Motion carried.

**13. Adjourn** – Motion by            to adjourn. Second by           . Vote 5-0-0. Motion carried.

*Respectfully Submitted,*

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*Elizabeth Bunker, Deputy Town Clerk*



## TOWN OF VINALHAVEN BOARD OF SELECTMEN

### MINUTES

Tuesday, November 24, 2020  
5:30 pm, Town Office  
Virtual Meeting

1. **Roll Call** - Selectmen Eric Gasperini, Pam Alley, Donald Poole, Jake Thompson, and Phil Crossman (remotely); and Town Manager Andrew Dorr.

Also present remotely: Gabe McPhail, Yvonne Thomas, Matt Jablonski, and Val Peacock

2. **Approve Agenda** – Add Old Business – Capital project work orders; add New Business Ambulance Billing; Remove Executive Session. *(Poor internet connection – nothing was heard by anyone outside of the Town Office meeting room.)*
  3. **Minutes** - *(Poor internet connection – nothing was heard by anyone outside of the Town Office meeting room.)*
  4. **Approve and Sign Treasurer’s Warrants #21** - *(Poor internet connection – nothing was heard by anyone outside of the Town Office meeting room.)*
  5. **Communications** - None
  6. **Speakers from the Floor** – Gabe gave a brief update on the Broadband Report. It is available for the public to read and/or download from the Town's website. She also sent it directly to Board members, along with an invite to the community presentation of that report at 6pm, December 3, on Zoom. Notices to the community will go up on the Town's website, Facebook, and Instagram.
1. **Committee and Department Reports/Appointments**
    - a. Appointment to the Budget Committee - *(Poor internet connection – nothing was heard by anyone outside of the Town Office meeting room.)*
    - b. Road Commissioners Report - *(Poor internet connection – nothing was heard by anyone outside of the Town Office meeting room.)*
  2. **Old Business**

- a. **Capital Project Work Orders and Agreement Form** - (Poor internet connection – nothing was heard by anyone outside of the Town Office meeting room.)

*Due to poor internet connection. Meeting was postponed to Friday, November 27<sup>th</sup>, 2020 at 4:00 pm.*

## MINUTES

Friday, November 27, 2020  
(Postponed from Tuesday, November 24, 2020)  
4:00 pm, Town Office  
Virtual Meeting

3. **Roll Call** - Selectmen Eric Gasperini, Pam Alley, Donald Poole, and Phil Crossman (remotely); Town Manager Andrew Dorr. Jake Thompson was absent. Also present remotely: Gabè McPhail, Yvonne Thomas, Matt Jablonski, and Val Peacock
4. **Approve Agenda** - This meeting will only address 8a., 9a, and 9c. *Motion by Eric Gasperini to approve the agenda as amended. Second by Pam Alley. Vote 4-0-0. Motion carried.*
- ~~5. **Minutes**~~
- ~~6. **Approve and Sign Treasurer's Warrants #21**~~
- ~~7. **Communications**~~
8. **Speakers from the Floor**
- ~~9. **Committee and Department Reports/Appointments**~~
  - ~~a. Appointment to the Budget Committee~~
  - ~~b. Road Commissioners Report~~
10. **Old Business**
  - a. **Capital Project Work Orders and Agreement Form**- Work order 8 continues Woodard and Curran's work on the salt shed and Public Works building. Work order 9 continues Woodard and Curran's work on Carrying Place Bridge. *Motion by Eric Gasperini to authorize the Town Manager to sign Work Orders 8 and 9. Second by Pam Alley. Vote 4-0-0. Motion carried.* There is also an Agreement Form with Jake Barbour's Company for the Bridge work to be completed by May 2021. *Motion by Eric Gasperini to authorize the Town Manager to sign the contract with Jake Barbour. Second by Pam Alley. Vote 4-0-0. Motion carried.*
11. **New Business**
  - a. **Portrait of a Graduate Presentation** - This is a community and school project (facilitated by the Barr Foundation) to identify the skills that we want our graduates to have. The project began with combining Islesboro, East Grand School (Danforth, ME), and Vinalhaven to total 100 high school kids, but due to Covid restrictions Islesboro has stepped away from the project. There is a workgroup made up of teachers/staff and community members that have continued to meet and are very excited about this project. The group's first steps have been identifying what the

“portrait” currently looks like. What skills and experience a graduate of the school has by the time they get their diploma. Next steps will be surveying the school and community based on questions that have come up in the group. The group is asking the board to think about what might be some connections between this project and the issues the Town is currently working on. Eric Gasperini and Phil Crossman agreed that the Sea Level Rise Committee would be a good example of how students could participate in issues currently facing the Town. Donald Poole said it would be nice to know what a younger generation wants out of their education and their future and how the Town can support that. Pam Alley thought it would be great if more, younger people were more civic minded. It’s hard to find younger people that are interested in the local government and community. The Board thanked Yvonne and Val for a very interesting and exciting project.

b. ~~Foreclosed Property~~

- c. **Ambulance Billing** - Medical Reimbursement Services provided a draft contract. Andy and Kerry have had a meeting with the owner of the company. *Motion by Eric Gasperini to authorize the Town Manager to sign a year contract with Medical Reimbursement Services and terminate the contract with T. G. Higgins. Vote 4-0-0. Motion carried.*

~~12. Report of Town Manager~~

13. **Report of Members**

14. **Adjourn** - *Motion by Eric Gasperini to adjourn at 4:26 pm. Second by Donald Poole. 4-0-0. Motion carried.*

*Respectfully Submitted,*

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*Elizabeth Bunker, Deputy Town Clerk*



STATE OF MAINE  
DEPARTMENT OF MARINE RESOURCES  
21 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0021

PATRICK C. KELIHER  
COMMISSIONER

*Limited Purpose Aquaculture License Program (DMR), 32 Blossom Lane, Augusta ME 04330  
(207) 215-9134*

Attn: Town of Vinalhaven Selectmen & Harbormaster

Subject: Renewal of Limited-Purpose Aquaculture (LPA) Licenses for 2021

Sites Requesting Renewal: FBRO117, FBRO217, FBRO317, FBRO417, KCOO116, KCOO216, KCOO316, KCOO417, PGAS117, PGAS217, PJEK420, ELAN117, ELAN217, ELAN317, ELAN417, HMAR119, HMAR219, HMAR319, HMAR419

Dear Selectmen and Harbormaster:

The LPA licenses listed above are located in state waters in your municipality and are proposed for renewal for 2021. The Department of Marine Resources is accepting written comments on the proposed renewal until December 18, 2020. We respectfully request that during the 14-day comment period you post this letter as a public notice in your Town Office and/or virtually.

For information on the location of these LPAs please visit the following website and zoom into your town: <http://www.maine.gov/dmr/aquaculture/leases/decisions/index.html>

Comments concerning the renewal of this license should be sent or emailed to:

**Post:** Maine Department of Marine Resources

Attn: Cindy Burke (LPA Program)

32 Blossom Lane

Augusta, ME 04330

**Email:** [DMRaquaculture@maine.gov](mailto:DMRaquaculture@maine.gov)

Thank you for your assistance in this matter.

Sincerely,

*DMR Aquaculture Program*

Email: [DMRaquaculture@maine.gov](mailto:DMRaquaculture@maine.gov) Phone: 207-215-9134



## Weekly report for the Public Works Dept. 11/23/20-11/25/20.

Daniel Bickford <Bickford27@msn.com>

Sun 11/29/2020 3:42 PM

To: Andrew Dorr <townmanager@townofvinalhaven.org>

Cc: VH\_DPW <vhdpw@townofvinalhaven.org>

Hi Andy:

Enclosed please find the weekly report for the Public Works Dept. 11/23/20-11/25/20:

<u>DATE</u>	<u>JOB DESCRIPTION</u>	<u>WORKERS INVOLVED</u>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>MATERIAL USED</u>
<b>OTHER</b>					
11/23/20	DEL FILTERS ETC TO KENNY	ROLLY	7:00AM	8:00AM	
	CHECK RDS	ROLLY	8:00AM	1:00PM	
	RIG 4700 FOR SNOW	JEREMY/DUSTY	7:00AM	2:00PM	
		ROLLY	1:00PM	2:00PM	
	FIX CAM. AIRSTRIP	NICK/JEREMY	2:30PM	4:00PM	
11/24/20	PAPER WORK	NICK	7:00AM	2:00PM	
	B/H MAINT	JEREMY/DUSTY/ROLLY	7:00AM	10:30AM	
	CLEARING CULVERTS/DIT.	JEREMY/DUSTY/ROLLY	10:30AM	12:30PM	
	SHOP WORK	JEREMY/DUSTY/ROLLY	12:30PM	2:00PM	
11/25/20	TRUCK TO SKOWHEGAN	JEREMY/NICK	6:00AM	4:30PM	
	CHECK ABOUT GALA.	DUSTY/ROLLY	7:00AM	8:00AM	
	CHECK RDS BUSHES	DUSTY/ROLLY	8:00AM	12:00PM	
	SIGNS	DUSTY/ROLLY	12:00PM	2:00PM	

550 is in Skowhegan for repairs. Hopefully it will be done this week. 8500 and 4700 are rigged for snow.

I will stop in on Monday for weekly briefing.

Sincerely,

Daniel Bickford

DATE	JOB DESCRIPTION	WORKERS INVOLVED	TIME IN	TIME OUT	MATERIAL USED	OTHER
11/16/20	P/U HORSE MANURE	NICK	6:00AM	3:00PM		
	TREE CLEAN UP	JEREMY/DUSTY	7:00AM	9:00AM		
	CHECK RDS	ROLLY	7:00AM	11:00AM		
	FIN. RAMP SAND	JEREMY/DUSTY	9:00AM	12:00PM		
		ROLLY	11:00AM	12:00PM		
	SIGNS INSTALL	JEREMY/ROLLY/DUSTY	12:00PM	1:00PM		
	HEAD GEAR 8500	JEREMY/ROLLY/DUSTY	1:00PM	2:00PM		
11/17/20	RIG 8500 FOR SNOW	JEREMY/DUSTY/ROLLY	7:00AM	2:00PM		
	DAY OFF	NICK				
11/18/20	DUMP RUN	ROLLY	7:00AM	7:30AM		
	B/H MAINT	JEREMY/DUSTY	7:00AM	9:00AM		
		ROLLY	7:30AM	9:00AM		
	CHINS ON 8500	JEREMY/DUSTY/ROLLY	9:00AM	11:30AM		
	P/U HORSE MANURE	NICK	6:00AM	12:30PM		
	TRES LAWSONS	JEREMY/DUSTY/ROLLY	11:30AM	12:00PM		
	FIRE EXTING	ROLLY/DUSTY	12:00PM	2:00PM		
	MIX SAND/SALT	JEREMY	12:00PM	2:00PM		
	COMPUTER WORK	NICK	12:30PM	2:15PM		
11/19/20	LAWSONS QUARRY	JEREMY/NICK/ROLLY/DUSTY	7:00AM	10:00AM		
	SAND TO BOX THORFA	NICK/ROLLY	10:00AM	11:00AM		
	PILE SAND	JEREMY	10:00AM	12:00PM		
	COMP WORK	NICK	11:00AM	2:00PM		
	SHOP WORK	ROLLY	11:00AM	2:00PM		
		DUSTY	10:00AM	2:00PM		
	MIX SAND/SALT	JEREMY	12:00PM	2:00PM		
11/20/20	CATCH BASIN HIGH ST.	JEREMY/NICK/DUSTY/ROLLY	7:00AM	12:15PM		
	ORD WING POLE 4700	JEREMY	12:00PM	12:15PM		
	MIX SALT	NICK	12:00PM	2:00PM		
	REP SIDE BRDS 4700	JEREMY/ROLLY/DUSTY	12:00PM	2:00PM		

The 550 has to go to HPFairfield for hydraulic clutch repair on Monday. The crew will be rigging trucks to

DATE	JOB DESCRIPTION	WORKERS INVOLVED	TIME IN	TIME OUT	MATERIALS USED	OTHER
11/9/20	TOLD TO STAY HOME BY ANDY	NICK	7:00AM	10:00AM		
	COMPUTER WORK	JEREMY/NICK	3:00PM	4:30PM		
	PARTS FOR B/H	JEREMY/ROLLY/DUSTY	7:00AM	7:30AM		
11/10/20	PUT TRASH CNS AWAY	NICK	6:00AM	12:30PM		
	P/U WESTERN STAR	JEREMY	7:30AM	11:00AM		
	MAINT ON GARAGE	DUSTY/ROLLY	7:30AM	2:00PM		
		NICK	12:30PM	2:00PM		
	MIX SALT/SAND	JEREMY	11:00AM	2:00PM		
	RET B/H DUMP	JEREMY/ROLLY	2:00PM	2:15PM		
11/11/20	HOLIDAY					
11/12/20	SAND BX TO THOROF.	NICK/ROLLY	7:00AM	8:00AM		
	BACKHOE MAINT.	JEREMY/DUSTY	7:00AM	8:00AM		
	FOLLY PD. CLR CUL.	JEREMY/NICK/ROLLY/DUSTY	8:00AM	9:00AM		
	LINE UP TRIPS MANU.	NICK	8:30AM	8:45AM		
	FIX PUSHER FOR B/H	JEREMY/NICK/ROLLY/DUSTY	8:00AM	12:00PM		
	STOP SIGN CAL NECK	ROLLY/DUSTY	12:30PM	2:00PM		
	FISH HD. SIGN	NICK	12:30PM	2:00PM		
	COMPUTER WORK	JEREMY	12:30PM	2:15PM		
	MIX SALT/SAND	NICK	10:00AM	11:00AM		
11/13/20	DITCH BY RABBIT LDG	JEREMY/NICK/ROLLY/DUSTY	7:00AM	10:00AM		
	CALL D/S AND COM WK	NICK	10:00AM	11:00AM		
	MIX SAND/SALT	JEREMY/DUSTY/ROLLY	10:00AM	2:00PM		
	LOADING RAMP FX	JEREMY/DUSTY/ROLLY	10:00AM	2:00PM		

I will be in on Monday for the weekly briefing.

# Status Report

NOVEMBER 13, 2020

This memo is a status report of the Project Team's efforts on Town of Vinalhaven projects and describes:

- Highlights of the work completed over the previous four weeks;
- Identification of the work anticipated over the next four weeks;
- Discussion of any outstanding issues that need to be addressed; and
- Schedule update.

## Completed Work over the Previous Month

- Carrying Place Bridge: Prepared conformed construction contract for Jake Barbour, Inc. based on revised bid price. Received signed copy of construction contract for Jake Barbour
- Public Works Facility:
  - Participated in virtual meeting with Select Board to discuss required renovations and improvements to Mills Building for future Public Works building on October 7<sup>th</sup>.
  - Conducted a site visit with the Town and Sheridan Construction to evaluate the required renovations to the Mills Building on November 11<sup>th</sup>.
  - Coordinated with Rubb Building on design of the new Salt Shed.
- Finalize and submitted PER for Downtown Main Street Corridor Improvements to the Town on October 13<sup>th</sup>
- Participated in a meeting with the Town and MEMA about possible FEMA Grant opportunity on October 8<sup>th</sup>

## Anticipated Work over the Next Month

- Carrying Place Bridge: Conduct a pre-construction meeting with the Contractor.
- Public Works Facility: Coordinate with Sheridan Construction on design and pricing of renovations/upgrades to Mills Building
- Provide additional costs on wastewater and stormwater infrastructure for FEMA BCA assessment the week of November 16<sup>th</sup>.
- Schedule Meeting with Harbor Management Plan Advisory Team as soon as possible.

## Outstanding Items

- Town to identify members for Harbor Management Plan Advisory Team.
- Town to review and comment on construction administration services Work Orders (# 8 and #9) for the Public Works Facility and Carrying Place Bridge.

## Schedule Update

- None

## Closing

If you have any questions or concerns, please contact Brent Bridges ([bbridges@woodardcurran.com](mailto:bbridges@woodardcurran.com), 207.558.3807) or Megan McDevitt ([mmcdevitt@woodardcurran.com](mailto:mmcdevitt@woodardcurran.com), 207.558.3785).

**COUNTY OF KNOX  
CONTRACT FOR SHERIFF'S DEPUTY SERVICES  
FOR THE TOWN OF VINALHAVEN**

This agreement is made between the COUNTY OF KNOX, acting through the Knox County Commission and the Knox County Sheriff, hereinafter called "County", and the TOWN OF VINALHAVEN, acting through its Board of Selectmen, hereinafter called "Town".

This contract has been negotiated for the purpose of providing the Town with law enforcement services and protection to the Town, as requested by Town Officials.

**1. — Deputy Staffing Level and Services Provided**

The County will ~~make every effort attempt~~ to provide the Town with 40 hours of police services of a Deputy Sheriff or Deputy Sheriffs per week, contingent upon the hiring availability of personnel ~~by~~. To the extent that personnel is available, in the sole discretion of the Sheriff, the County, ~~as follows:~~

~~The County, through the Knox County Sheriff, in consultation with the Board of Selectmen, shall~~ may designate a qualified Maine Criminal Justice Academy Graduate full-time Deputy (or a ~~mutually agreed upon~~ Maine Certified Law Enforcement Officer if an academy graduate is not available) to provide law enforcement services to the Town. ~~The~~ To the extent reasonably possible the County ~~shall endeavor to will~~ designate a ~~single one specific~~ Deputy Sheriff to provide the services specified by this contract, but shall nevertheless retain the right, in its sole discretion, to assign other Deputies on a rotating or other basis. ~~The County shall, in any event, provide a replacement Deputy in~~ In the event of the absence of the regularly-scheduled Deputy ~~for any reason, including illness, vacation, work stoppage, or assignment~~ the County will, to temporary or other duty. Such services shall the extent reasonably possible, provide a replacement Deputy.

Services provided may include patrolling the Town, responding to citizens' calls for assistance, enforcement of statutes and local ordinances, rendering assistance in emergencies, and exercising the statutory and common law powers and duties of a Deputy Sheriff for the benefit of the Town. ~~The full-time services provided in this contract shall include 40 hours service per week from the designated full-time Deputy (or the mutually approved designee).~~

~~The County agrees that the Town shall receive all services of the Sheriff otherwise routinely provided, in addition to those services specifically provided herein.~~

~~The provision of services, standard of performance and discipline, shall remain under the control of the Sheriff. The Town, through its Town Manager and Board of Selectmen, will~~ may identify to the County, through the Sheriff, ~~desired provisions of other or particular~~ services, which, ~~within the limits of ability it desires. The provision of such additional services is in the sole discretion of the Sheriff. Payment for such additional services is in addition to those described above, and shall be based upon 100% of the cost to County of such services, as provided in section 2, below.~~

The standard of performance of all services provided under this agreement shall be in the sole control, and in good faith ~~be the exclusive province of, the Sheriff will agree to provide~~ County, through the Sheriff. Town shall have no right or other authority to direct or control the services provided under this agreement, nor shall Town have the authority or other right to discipline or in any manner or fashion control the actions of the deputies assigned to the Town.

The Sheriff, or designee, shall provide the Selectmen with ~~a monthly~~ the following:

A copy of the daily KSO report of law enforcement activities on within the Town, upon request of the Town;  
A minimum of a monthly-in-person check-in with the BOS or Town Manager; and  
A monthly report summarizing the law enforcement activities within the Town of Vinalhaven.

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**2. Wages and Benefits Payment by Town**

The

Except as provided otherwise herein, the Town agrees that in consideration of the services provided for by the County, it shall reimburse the County for 50% of all expenses and costs reasonably incurred by County in providing the services contemplated by this contract, including, but not limited to, the following: wages and benefits paid to or for the Deputy(ies) assigned to the Town, or any replacement, to include wages (including holiday leave, vacation leave, sick leave, training or any other leave), FICA and Medicare at 7.65%, prevailing rates, health insurance at prevailing rates, workers compensation insurance at prevailing rates, \$25.00 per day of the regularly scheduled work week, not to exceed a total of \$100.00, and retirement benefits consisting of ICMA at 7% and MainePERS at the current rate commencing July 1, 2019 through to and including December 31, 2021, all of the foregoing as provided in the Collective Bargaining Agreement between the County of Knox and the Fraternal Order of Police (FOP), Knox County Deputy Sheriff's Association Lodge 700 in effect on the date of this contract. Reimbursement shall be payable from an invoice submitted to the Town by the County and will be based on 50% of the actual expense incurred by the County. Payroll records shall be submitted as supporting material with the request for payment. The County shall pay wages and benefits for the Deputy according to County policies. County records of wages and benefits paid for the Deputy assigned to the Town shall be open to the inspection of the Town for the duration of this agreement. In the event of contract termination, the Town shall pay a pro-rata portion of the Deputy's wages and benefits, and as amended during the life of this contract. The foregoing are only examples of expenses and costs reimbursable under this contract, and the parties agree that it is their mutual intention that Town be responsible for 50% of all expenses and costs reasonably incurred by County in providing the services contemplated by this contract, however denominated.

County shall submit an invoice for 50% of the costs and expenses as aforesaid. The invoice will be submitted on a monthly basis. Town shall pay the invoice within 25 days of submission. County records of all costs and expenses for which reimbursement is sought shall be made available to Town at its request. In the event of contract termination for any reason, the Town shall nevertheless be responsible for its 50% share of costs and expenses through the date of termination.

Notwithstanding any provision to the contrary in the CBA referenced above, or elsewhere in this contract, Town shall pay County an additional \$75.00 per day of the regularly scheduled work week, not to exceed \$300.00 per officer, for each deputy who resides on the island fulltime, or who stays on the island overnight and who is available for call out. These amounts shall be invoiced as provided in the preceding paragraph.

Should the Town request or receive law enforcement services other than those specified in section 1 of this contract, the Town shall be responsible for reimbursing the County for ~~wages and benefits paid to or for the Deputy(ies) providing such services, to include wages (including holiday leave, vacation leave, sick leave, training, or any other leave), FICA and Medicare at 7.65%, health insurance at prevailing rates, workers' compensation insurance at prevailing rates, and retirement benefits consisting of ICMA at 7% and MainePERS at the current rate commencing July 1, 2019 through to and including December 31, 2019, payable from an invoice submitted to the Town by the County. Reimbursement for these additional services will be at 100% of the actual expense incurred by the County. Payroll records shall be submitted as supporting~~

~~material with the request for payment. The County shall pay wages and benefits to the Deputy(ies) according to County policy. County records of wages and benefits paid for the Deputy(ies) assigned for these additional services shall be open to the inspection of the Town for the duration of this agreement. 100% of all expenses and costs associated with such additional services. An invoice for such additional services shall be submitted by the County, and paid by the Town, as provided above.~~

### 3. ~~—~~ Scheduling and Work Hours

~~Work hours for the Sheriff's Deputies shall be in accordance with the Federal Labor Standards Act, any laws as enacted by the State of Maine, FOP contract, and County Policy, i.e. a forty (40) hour work week, with any hours worked over forty (40) considered to be paid at the rate of time and one-half of the regular hourly rate of pay. Any Deputy working over the normal forty (40) hour workweek must do so in accordance with Departmental Policy and Procedure. (Permission to work more than forty (40) hours in a given week must be granted by a supervisor, except for bona fide emergencies.)any applicable collective bargaining agreement contract, and County Policy. While the County will attempt to provide 80 hours of police services per week, it is clearly understood by the parties that such level of service is an aspirational goal, and not a contractual term or other obligation. County shall have the sole discretion over the scheduling and work hours under this agreement.~~

~~The Sheriff and Selectmen shall mutually determine the work schedule of said Deputy in a manner, which affords the most effective and efficient use of his/her services, consistent with the County's union contract.~~

### 4. ~~—~~ Uniforms and Training Provided

~~The County agrees to provide for the uniforms and training of the Sheriff's Deputies assigned to the Town, as necessitatednecessary.~~

### 5. ~~—~~ Housing and Lodging

~~The Town shall provide a housing allowance, including heating fuel and electricity, for ~~the~~any full-time, resident Deputy(ies) assigned to the Town. Housing rental payments will be capped at \$75012,000.00 per ~~month~~year and the heating fuel and electricity costs will be capped at \$4,5005,000.00 per year. The full-time deputy will cover all costs in excess of these amounts. Said dwelling ~~County~~ shall be maintained in good, habitable condition; however, the Deputies who use said housing are responsible for normal day to day cleaning and disposal of trash. The Deputy is responsible for providing his own personal telephone at his residence and all other housing costs. In the case of a rental unit,invoice the Town shall be responsible for any lease agreement and deposit. The Town will pay rent, fuel, as provided above, for actual housing and utility (heat and electricity costs for those months the Deputy is employed by Knox County up to the amount of the cap.) costs, on a monthly basis. In the event of termination, the rent and utility costs will be prorated accordingly.~~

~~The Town shall also provide separate housing for any Deputy or other law enforcement officer assigned to the Town to provide additional law enforcement coverage, at no cost to the County or the Deputy assigned should housing not be provided with that of the full-time Deputy assigned to the Town. Housing must meet State-housing codes, and be available for inspection by the County. Deputies utilizing the housing shall be responsible to pay for all personal long distance telephone calls. Said dwelling shall be maintained in good, habitable condition; however, the Deputies who use said housing are responsible for normal day to day~~

cleaning and disposal of trash. In the case of a rental unit, the Town shall be responsible for any lease agreement and deposit. Except as provided herein, the Town shall have no further obligation to the County with respect to housing of deputies under this agreement.

**6. — Police Vehicle Provision and Use**

The ~~Town~~County shall provide a police vehicle with all associated law enforcement equipment included for exclusive use of the Deputy(ies). Such vehicle shall be owned by the County. The County agrees to provide the same coverage as it provides on its own vehicles. The Town shall maintain and repair the vehicle and shall be required to. The Town will provide fuel at and routine annual maintenance (oil change, inspection, etc.) for the Town's vehicle at its own expense. Non-business related passengers are to be excluded from transportation in the vehicle provided.

**7. — Equipment, Office Space, Telephone**

The Town shall provide and assume the costs for:

~~An~~

- a. A secure office at the Public Safety Building with office equipment including a desk, chair, and file cabinets, computer with 24 hour access to the KCLES, and a printer. This office must be secure.
- b. Expendable office supplies to be used by the Deputy(ies) in the normal course of business.
- c. Internet service to support the office.

The County shall provide and assume the costs for:

- a. A computer with 24-hour access to the KCLES and a printer.
- b. A cell phone and data plan that is consistent with County policy.
- c. IT support for the deputy's computer and equipment that is consistent with the Sheriff's Office.

Additionally, all law enforcement equipment the Town currently owns shall be made available for the use of the Deputy(ies).

**8. Supplies, Transportation, and Utilities:**

The County and Town shall coordinate to provide and share the costs of the following on a 50% (Town)/50% (County) basis:

- e. a. Outside agencies providing transport for law enforcement and/or prisoners.
- d. b. All necessary costs and expenses associated with transportation to and from the Town and the mainland. This includes, without limitation, any necessary emergency transportation of persons in custody.

~~Additionally, all law enforcement equipment the Town currently owns shall be made available for the use of the Deputy and the Town shall repair said equipment if the Town or County believes the equipment warrants repair.~~

~~**8. Supplies, Transportation, and Utilities:**~~

~~The County shall provide and assume the costs of:~~

- ~~a. Mileage reimbursement for use of personal vehicle for business related travel outside the Town, if first approved by Chain of Command of the Sheriff's Department.~~

**9. Insurance and Agreement to Defend, Indemnify, and Hold Harmless**

The County shall maintain insurance-type coverage through the Maine County Commissioners Association Self-Funded Risk Management Pool, such coverage to include automobile liability coverage and law enforcement liability coverage. The amounts of such coverage shall be as determined by the Risk Pool and set forth in a Coverage Certificate provided annually by the Risk Pool to the County. The County shall have no obligation to the Town to procure any insurance coverage other than that afforded to the County through the Risk Pool. The County shall provide the Town with proof of the required coverage before the effective date of the contract, and on demand of the Town during the term of the contract.

The County and the Town agree that each will be responsible for defending itself in the event that a claim, demand, action, or cause of action, of any sort or nature whatsoever, is brought against it as a result of performance under this contract. Neither shall have the obligation to defend, indemnify, or in any way hold the other harmless for any claims, demands, actions, or causes of action asserted against either as a result of performance under this contract. Each waives any and all rights in law or equity to assert cross-claims, counterclaims, or third party claims for contribution or indemnification in any legal or equitable action that may be filed against either by third parties.

**10. Employee Status**

Any Deputy(ies) assigned to the Town, pursuant to this contract shall be considered an employee of the County, under the control and supervision of the Sheriff in cooperation with the County Administrator and the Commission, governed by the policies and procedures of the County, and covered by workers compensation provided by the County as may be required by law.

**11. Term of Contract**

The term of this contract shall be from ~~July~~**December 1, 2019**~~2020~~ through **December 31, 2019**~~2021~~. Either party may cancel this contract by giving ninety (90) days written notice, such notice to be sent to the addresses noted below:

Knox County Administrator  
County Administrative Office  
62 Union Street  
Rockland, Maine 04841



Town of Vinalhaven  
P.O. Box 815  
Vinalhaven, ME 04863

DATED AT ROCKLAND THIS ~~9<sup>th</sup>~~ \_\_\_\_\_ DAY OF ~~JULY, 2019.~~DECEMBER, 2020.

KNOX COUNTY COMMISSION

\_\_\_\_\_  
\_\_\_\_\_

~~Sharyn L. Pohlman~~ ~~Richard L. Parent, Jr.~~ – Commission Chair, District #23

\_\_\_\_\_  
\_\_\_\_\_

~~Richard L. Parent, Jr.~~ ~~Sharyn L. Pohlman~~ – Commissioner, District #32

\_\_\_\_\_  
\_\_\_\_\_

~~Dorothy G. Meriwether~~ – Commission, District #1

KNOX COUNTY SHERIFF

\_\_\_\_\_  
\_\_\_\_\_

~~Timothy K. Carroll~~, Sheriff

DATED AT VINALHAVEN THIS - \_\_\_\_ DAY OF \_\_\_\_\_, ~~2019~~DECEMBER,  
2020.

MUNICIPALITY OF VINALHAVEN

\_\_\_\_\_

Eric Gasperini, Chairman

\_\_\_\_\_

Phillip Crossman, Co-Chairman

\_\_\_\_\_

Donald Poole, Selectman

\_\_\_\_\_

Jacob Thompson, Selectman

\_\_\_\_\_

Pamela Conway Alley, Selectman

**RE Account 772 Detail**  
**as of 11/13/2020**

Name: HUNDLEY, WILLIAM G & HUNDLEY, ROBERTA I

Land: 24,900  
Building: 0  
Exempt: 0  

---

Total: 24,900

Location: 0 PEQUOT ROAD  
Acreage: 0.75 Map/Lot: 030-004  
Book Page: B540P243

Ref1: B0540P0243  
Mailing Address: 9807 Arnon Chapel Road  
Great Falls VA 22066

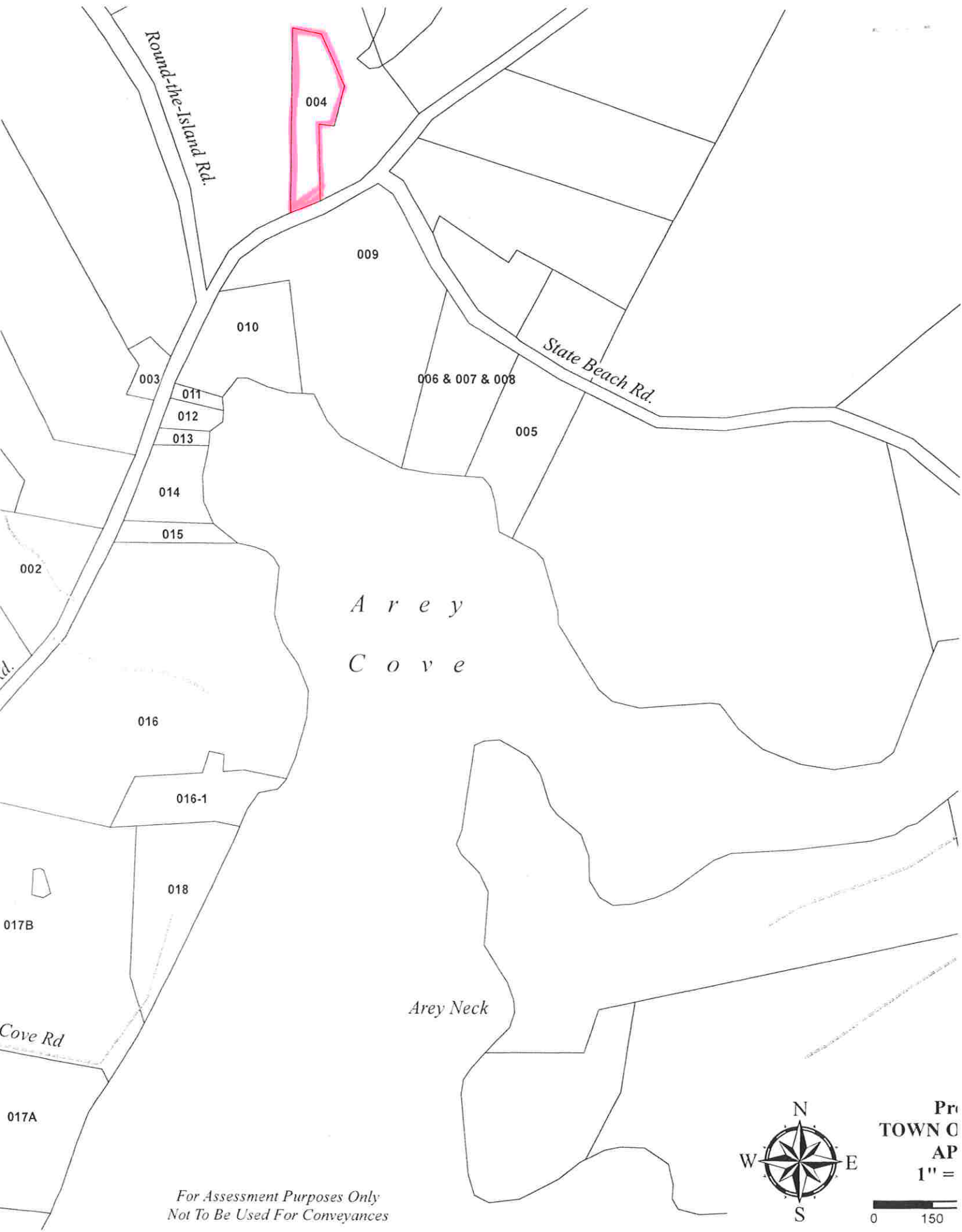
2021-1 Period Due:  
1) 170.11  
2) 169.69

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1	R				339.39	0.41	0.00	339.80
2020-1	L	*			320.46	20.26	57.95	398.67
2019-1	L	*			305.52	43.69	57.85	407.06
2018-1	L	*			284.11	55.44	67.55	407.10
2017-1	R				0.00	0.00	0.00	0.00
2016-1	R				0.00	0.00	0.00	0.00
2015-1	R				0.00	0.00	0.00	0.00
2014-1	R				0.00	0.00	0.00	0.00
2013-1	R				0.00	0.00	0.00	0.00
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
2002-1	S				0.00	0.00	0.00	0.00
Account Totals as of 11/13/2020					1,249.48	119.80	183.35	1,552.63

**Per Diem**

2021-1	0.0372
2020-1	0.0790
2019-1	0.0670
2018-1	0.0545
Total	0.2377

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.



Round-the-Island Rd.

004

009

010

State Beach Rd.

006 & 007 & 008

005

003

011

012

013

014

015

002

Arey  
Cove

016

016-1

018

017B

Arey Neck

Cove Rd

017A



Pr  
TOWN C  
AP  
1" =



For Assessment Purposes Only  
Not To Be Used For Conveyances



PROPERTY MAP  
 TOWN OF VINALHAVEN  
 KNOX COUNTY, MAINE

PREPARED BY  
 JAMES W. SEWALL COMPANY OLD TOWN, MAINE

SCALE 1 INCH = 100 ± FEET



Island Village Childcare, PO Box 285, Vinalhaven, ME 04863 (207) 863-4382

November 7, 2020

Dear Vinalhaven Town Selectmen,

As many of you know, Island Village Childcare (IVC) is a small nonprofit childcare here on Vinalhaven. We serve year round and summer families, focusing on play and hands-on learning for children 6 weeks-5 years old. IVC has operated for the past twelve years and we hope to continue, but we need your help.

IVC has been hit hard with the woes of Covid-19. We had to close for three months early on and then opened on a reduced schedule. We have had to add more staff hours for increased cleaning and to aid in smaller play groups and distancing the children. We have been unable to do our annual fundraisers because they typically generate a crowd. This has taken a significant toll on our finances as they are events that we count on. Additionally, our current space on Pleasant Street has been on the market for the past year, and is currently under contract. We are fortunate the folks buying the Parsonage are giving us until June to move, but June will be here before we know it. The reality is if we cannot find a solution soon, IVC may have to close, which would be devastating to our IVC families.

We have been looking at houses on the market but all that we can afford needs significant improvements to be safe for our children and become a workable space for IVC. We have decided that purchasing land and a double wide is going to be our best and fastest option. It is our understanding that there is a piece of land on Poole's Hill Rd that is currently owned by the town. IVC is asking, *begging*, you to consider selling the property to us. This land would give us a starting point toward a permanent place for IVC in our community. A place where we can continue providing a fun and educational space for our island children.

Thank you for your consideration.

IVC Board of Directors

Megan Day, Elizabeth Carter Stanley, Melissa Andrews, Jennifer Feezor, Keeley Philbrook, Jeannie Henderson, Gina Jones, Brianna Hutchinson, and Ellen Brochu

# Schedule A/Proposal



P. O. Box A; West Rockport, ME 04865

(207) 236-4876 (Local) (800) 654-8800 (Toll Free) (207) 236-8517 (Fax)

www.seacoastsecurity.com (Website) customerservice@seacoastsecurity (E-Mail)

Client Office Use

Town of Vinalhaven 19 Washington School Rd. Vinalhaven, Me. 04863 207-863-4471	
---	--

*This Schedule A/Proposal May Be Withdrawn If Not Accepted Within 30 Days.*

Quantity	Description
	*Quote to install radio communicators at the town office, library, and fire dept.*
	Town office:
1	7788F-U LP-P - AES fire alarm radio communicator. (With fire alarm panel)
1	PW-PS1280F1 - 12 volt 8AH battery backup for the radio.
1	OE-PPS1650 - 16.5VAC transformer for radio power.
	Fire Department:
1	7788F-U LP-P - AES fire alarm radio communicator. (With Fire alarm panel.)
1	PW-PS1280F1 - 12 volt 8AH battery backup for the radio.
1	OE-PPS1650 - 16.5VAC transformer for radio power.
1	USS-2 - GAM antenna for radio signal. (Attic)
	Library:
1	7788F-U LP-P - AES fire alarm radio communicator. (With fire alarm panel)
1	PW-PS1280F1 - 12 volt 8AH battery backup for radio.
1	OE-PPS1650 - 16.5VAC transformer for radio power.
1	USS-2 - GAM antenna for radio signal. (Outside near bulkhead)
Misc.	Ferry fees, wire, hardware, connectors.
	*Monitoring through AES radio will be a rate of \$34.00 per month per location billed quarterly on a 5 year commercial contract.

Equipment:           \$2,485.00          

Labor:               \$1,120              

Tax:                   NA                  

Permit Fee:               TBD              

**NOTE: OPTIONAL RADIO BACK-UP IS AVAILABLE IN CASE OF TELEPHONE LINE FAILURE OR TAMPERING. Payment of balance will be made at completion of installation.**

**GRAND TOTAL:                           \$3,605.00**

-----  
Client (Please Print) Date Signature

-----  
Seacoast Security Authorized Acceptance Date Signature

**Thank You For Your Business!**

## Hardware

Description	Price	Qty	Ext. Price
Meraki MX64 Firewall with 5 Year Advanced Security License			
<b>MX64-HW Meraki MX64 Cloud Managed Security Appliance - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - 25 VPN - 5 x RJ-45 - Desktop, Wall Mountable</b> Meraki MX64 Cloud Managed Security Appliance - 5 Port - 10/100/1000Base-T Gigabit Ethernet - 25 VPN - USB - 5 x RJ-45 - Manageable - Desktop, Wall Mountable	\$358.00	1	\$358.00
<b>LIC-MX64-SEC -5YR Meraki MX64 Advanced Security License and Support, 5 Years - Meraki MX64 Cloud Managed Security Firewall Appliance - License 1 License - 5 Year License Validation Period</b> Meraki MX64 Advanced Security License and Support, 5 Years - Meraki MX64 Cloud Managed Security Firewal Appliance - License 1 License - 5 Year License Validation Period	\$1,055.00	1	\$1,055.00
Subtotal:			<b>\$1,413.00</b>



## Meraki MX64 Firewall

Prepared by:

**WGTech**

Alyssa Mascolo  
207-856-5316  
amascolo@wgtech.com

Prepared for:

**Town of Vinalhaven**

19 Washington School Road  
PO Box 815  
Vinalhaven, ME 04863  
Andrew Dorr  
(207) 863-2042  
townmanager@townofvinalhaven.org

Quote Information:

**Quote #: WG003320**

Version: 1  
Delivery Date: 11/16/2020  
Expiration Date: 12/14/2020

### Quote Summary

Description	Amount
Hardware	\$1,413.00
Total:	<b>\$1,413.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

This document and all attachments are considered private and confidential and may not be shared with any third party without prior written consent.

### WGTech

Signature: \_\_\_\_\_

*Alyssa Mascolo*

Name: Alyssa Mascolo

Title: Inside Sales Rep

Date: 11/16/2020

### Town of Vinalhaven

Signature: \_\_\_\_\_

Name: Andrew Dorr

Date: \_\_\_\_\_

## Hardware

Description	Price	Qty	Ext. Price
MS120-24-HW <b>Meraki MS120-24 1G L2 Cloud Managed 24X - 24 Ports - Manageable - 2 Layer Supported - Modular - Twisted Pair, Optical Fiber - 1U High - Rack-mountable, Desktop - Lifetime Limited Warranty</b>	\$1,115.00	1	\$1,115.00
LIC-MS120-24-5YR <b>Meraki Enterprise License and Support - Meraki MS120-24 Cloud Managed Switch - 5 Year License Validation Period</b>	\$165.00	1	\$165.00
		Subtotal:	<b>\$1,280.00</b>

## Meraki MS120 Cloud Managed Switch

Prepared by:

**WGTech**

Alyssa Mascolo  
207-856-5316  
amascolo@wgtech.com

Prepared for:

**Town of Vinalhaven**

19 Washington School Road  
PO Box 815  
Vinalhaven, ME 04863  
Andrew Dorr  
(207) 863-2042  
townmanager@townofvinalhaven.org

Quote Information:

**Quote #: WG003321**

Version: 1  
Delivery Date: 11/16/2020  
Expiration Date: 12/14/2020

### Quote Summary

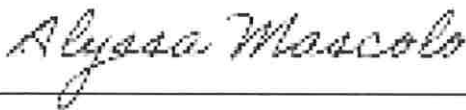
Description	Amount
Hardware	\$1,280.00
Total:	<b>\$1,280.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

This document and all attachments are considered private and confidential and may not be shared with any third party without prior written consent.

### WGTech

Signature:



Name: Alyssa Mascolo

Title: Inside Sales Rep

Date: 11/16/2020

### Town of Vinalhaven

Signature: \_\_\_\_\_

Name: Andrew Dorr

Date: \_\_\_\_\_



Vinalhaven Fire Department  
Marc Candage, Fire Chief / EMA Director / 911 Addressing Officer  
19 Washington School Rd. (Mailing) 56 West Main St. (Physical)  
Vinalhaven, Maine 04863

December 4, 2020

To – Board of Selectmen

Ref: - Regional Assistance to Firefighters Grant (AFG)

The Fire Department has received the opportunity to participate in a regional AFG. The grant is being prepared by Chief Chris Whytock from Rockland FD for the purpose of buying digital made ready (DMR) radios. The regional grant opportunity is available to any Town within Knox County that chooses to participate. It is a federal, competitive grant and there are no guarantees. There is some leg work that the local Fire Chiefs will have to complete, mainly providing Town demographics, run numbers, types of calls, etc. This information will be provided to Chief Whytock who will fill out the application and submit it as one grant request for all of the participating Towns.

We know, probably within the next 2-4 years that the Knox Regional Communications Center will be transitioning to digital. Each Town is responsible for replacing their current analog radios with digital compatible radios by the time this transition occurs. I recently did a radio needs/ inventory for the FD and identified that there are 13 mobile radios and 16 portable radios that need to be replaced. I have also done one for EMS and have identified 5 mobile radios and 11 portable radios that will need replacement. I have attached spreadsheets showing the replacement costs for each department. The figures I used were list prices from the vendor we currently do business with. It is assumed the cost per unit would be less than list price, but to be on the safe side, those are the figures I used. If the grant is awarded the Town would be responsible for up to 10% (possibly 5%) of the total project cost for our Town. You will see that of the \$20,789 estimated replacement cost for Fire and \$11,548 for EMS, the Town of Vinalhaven's commitment would be \$2079 and \$1155 respectively for each department. This would be a total savings of \$29,103 if the grant is awarded.

I am requesting two things, first permission to enter into the grant opportunity and second for the Board to commit up to the above figures (\$2079 for FD & \$1155 for EMS) to be taken out of each department's equipment reserve account for this project if the grant is awarded.

Thank You!

Marc Candage  
Fire Chief



# LOWRY & ASSOCIATES

I N J U R Y   A T T O R N E Y S

33 McAlister Farm Road, Suite 203  
Portland, ME 04103  
Phone: (207) 775-3819  
Fax: (207) 775-1848

Bangor Office (no mail)  
15 Columbia Street  
Bangor, ME

November 25, 2020  
**SENT VIA FAX: (207) 863-4538**

Town of Vinalhaven Ambulance  
c/o T.G. Higgins Business Services  
P.O. Box 409  
Winterport, ME 04496

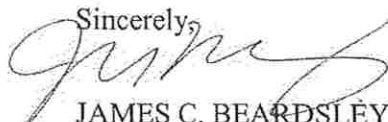
Re: Our Client: [REDACTED]  
Our File No.: [REDACTED]  
Run No.: 1907316/66541

Dear Sir/Madam:

We are in the process of bringing [REDACTED] case to a close and are in a position to discuss settlement of her outstanding account of \$885.00 for services performed on 7/27/19.

We are happy to report that through the efforts of our firm, we were able to achieve a settlement of this case. At this time, we are offering you \$590.00 in full payment of our client's outstanding account which reflects a proportionate share for attorney's fees.

If you would like us to send the funds directly to you please sign the bottom of this document and return to our office. If we do not hear from you within 14 days of the date of this letter we will consider that a rejection of our offer and close our file without any further action. Thank you for your time and assistance with this matter.

Sincerely,  
  
JAMES C. BEARDSLEY

JCB/lng/c

The above payment arrangement is accepted as payment in full of [REDACTED] account noted above:

Accepted by: \_\_\_\_\_  
Printed Name Signature

Date: \_\_\_\_\_



## TOWN OF VINALHAVEN BOARD OF SELECTMEN

### TOWN MANAGER'S REPORT 12/05/2020

#### **Law Enforcement**

The Sheriff is planning to join the meeting Tuesday, virtually of course, to provide some context to the proposed changes. He and I spoke on Friday about the changes, which you can see in your packet, and I shared my reactions/concerns for what was seen. Most notably,

- The December 2020 – December 2021 contract is for one deputy, 40 hours/week with an aspiration to cover up to 80 hours through continued search for a second deputy.
- Housing allowances increase from \$13,500 to \$17,000/year.
- 100% of the \$75/day stipend is proposed to be put on the Town
- Positive changes include the County accepting the vehicle replacement, providing improved communications with the BOS, and the continued 50/50 cost share for the FT deputy wages.

#### **HIF Tax Exemption and Tax Abatement**

Town attorneys have filed our 80B Respondant's Brief this week in response to HIF's 80B brief with regards to the tax exemption request. This matter is now with the court and we should be notified at some point as to whether the court will want oral arguments.

#### **COVID Grant Update**

The EOC team continues meeting weekly and as needed. We will plan to communicate with the community through our regular means in spite of the grant period ending. We will seek to purchase a few more items of PPE and necessary supplies to ensure the staff and buildings are equipped as best as possible.

#### **Strategic Plan**

Please review the Strategic Plan goals to see what has been accomplished and identify what should continue to be worked on. This will help inform the departments of things they may need to prioritize for their budget planning. Are there specific budget targets/service or program goals you will want us to reach?

#### **Capital Projects**

- DPW Facility - I am expecting estimates for the exact work to be completed on the purchased facility on Monday. Once shared with me, I can email to you for review. It will not be expected to have any approvals/final decisions on Tuesday, but the sooner it can be approved, they can move ahead.
- Carrying Place Bridge – A preconstruction meeting was held virtually yesterday and JBI is drafting their construction schedule so we can inform the community of some of the milestones. They will need to begin coordinating the mobilization of materials ASAP.

- 2021 Paving Needs – Dan and I will be meeting to talk about paving needs and the possibility of any 2021 recommendations. The bridge project will require some asphalt and with equipment on the island, it may be worth considering a larger project. With the low interest rates, it is an opportune time to consider approval from the taxpayers.
- Transfer Station – The engineers will be working on these plans and are expected to provide numbers for the FY 22 Budget planning cycle. We still need to decide if we will reconfigure the layout as part of this project to improve efficiencies and bring the transfer station fully into compliance with necessary setback/containment of certain waste piles. We should also be considering the need for another demo container stored on site as only having one at a time does create backlogs and customer service issues.

### **Workforce Housing**

Related to the capital projects, we are finding a significant challenge with finding housing options for work crews. We think we are going to find what is needed for the crews executing the DPW Facility work, but considering the list of capital improvements that we will need to accomplish, this is something that we should be actively thinking about. Some of these projects are once in 50 years, so we would need to be mindful of any solutions to the short-term workforce housing needs. One consideration could be to partner with an existing property owner to create some sort of workforce/co-housing option. There are also examples out there where the housing solutions for the project were left as affordable housing solutions for the community.

To help bring this into perspective and show the importance of this, consider the following:

- A typical construction project workday is 10-12 hours. The ferry schedule only allows for an 8-hour workday, and more like 6 in the winter. This would nearly double the length of a project costing us more money as a company would likely need to make up the difference for missing out on another job.
- When I estimated the costs associated with the DPW facility I assumed an 8-person crew with avg hourly rate of \$40, 5-day workweek for 16 weeks, and prevailing rates for various travel means, I found the following:
  - MSFS – 6 passengers, 2 trucks (incl. passenger), 5 days/week, 16 weeks = \$6,800 in fares and \$75,000 in crew wages (3 hrs/day)
  - PIA - \$75,200 in flight costs plus another \$12,500 in crew wages (30 mins/day)
  - Private vessel - \$64,000 in trip cost plus \$51,000 in crew wages (2 hr/day)
  - Monthly Rental Housing – 3 houses @ \$4,200/month for 4 months = \$16,800 with no additional crew wages. This would project for a project savings of \$65,000-98,000.

With additional capital project needs ahead, we should look for ways to secure housing during these projects to ensure project efficiency, lowest possible cost, and increased flexibility when projects can be completed.

**Coming Up** - This week I will be following up and continuing the following:

- Continue involvement with COVID planning/response
- FY 22 Budget planning
- Grant updates due for COVID and Harbor Planning.