

Select Board & Board of Assessors Meeting- Minutes

January 24, 2022 @ 7:00 p.m.

Meeting to be Held Virtually

Present: Board Members- Joel Lind, Tor Glendinning, Rob Nelson, Karen Paz, and David Levesque. Staff Members- Sarah Macy-Town Manager. Charles (Rem) Briggs-Comprehensive Plan Committee and Ben Frey-Planning Board Chair.

Minutes transcribed by Michelle Cameron-Town Clerk

1. Call to Order : Lind called the meeting to order at 7:09 pm

2. Pledge of Allegiance

3. Amendments to the Agenda (Pending Approval)

4. Minutes

4.1 January 10th: **On motion Nelson/Paz moved to approve the January 10 meeting minutes. Vote 5-0**

5. Public Comments on Items Not on the Agenda

The Board requests that public comments are limited to five (5) minutes per subject.

6. Selectmen Future Agenda Items

7. New Business

(7.5)Updates to Comprehensive Plan: Briggs gave the background of the Comprehensive Plan Committee's history and work on the Comprehensive Plan. The current plan, with State required updates, has been submitted to the State and is waiting for review. Briggs stated that once the Comprehensive Plan is approved the Board will need to appoint a Comprehensive Plan Implementation Committee. Macy stated that the Board does not need to vote on the updated Comprehensive Plan until the town receives approval from the State. Discussion ensued regarding when the plan will go on a warrant for voter approval.

(7.7) Update to Fee Schedule for Land Use Permit: Frey stated that it had come to the Planning Board's attention that large-scale commercial utility and services projects may not be represented accurately on the fee schedule. Frey recommended a ten cents per square foot permit fee for utilities and services. The current fee is \$100. Discussion ensued regarding the fee change and how it is calculated. **On motion Nelson/Paz moved to add a utilities and service use permit fee for ten cents a square foot to the fee schedule. Vote 5-0**

7.1 Authorization for Town Manager to Execute Annual Contract with Nobleboro / Jefferson Transfer Facility: Macy stated that the only change in the contract is the fee schedule, which is gone from \$108,000 to \$113,000. Discussion ensued on what representation the town has in regard to the fees of the Transfer Facility. **On motion Glendinning/Paz moved to approve the annual contract with the Nobleboro/Jefferson Transfer Facility. Vote 5-0**

7.2 Authorization for Town Manager to Execute Contract with Lincoln County for "Marine Law Enforcement Services": Macy stated that this contract is for our Shellfish Warden. **On motion Paz/Nelson moved to authorize the Town Manager to execute the contract with Lincoln County for Marine Law Enforcement Services. Vote 5-0**

7.3 Amendment to Personnel Policy: Macy said the only change in the policy is recognizing Juneteenth as a holiday and adding that language into the personnel policy and updating any reference to the "Board of Selectmen" to Select Board. Discussion ensued regarding changes in years past and whether the policy has had a comprehensive review. **On motion Levesque/Nelson moved to approve the changes to the personnel policy. Vote 5-0**

7.4 Amendments to Select Board By-Laws: Macy stated the only changes to the by-laws were updating any reference to the Board of Selectmen to Select Board, any reference to Administrator to Town Manager and

updating the Board's meeting time and place. It was noted that "Jr." needed to be added to Clayton V. Huntley on page 3, add an "s" to the word hold in section 3, in the second paragraph in section 5 change "members" to member, and in section 8 in the second paragraph add the word "meetings" after regular. Discussion ensued regarding potential future amendments to the Board by-laws. **On motion Nelson/Paz moved to accept the amendments to the Select Board By-Laws. Vote 5-0**

7.5 Updates to Comprehensive Plan: Lind moved this agenda item to 7.1.

7.6 Authorization to expend up to \$25,000 of ARPA funds under Allowable Use Category 1.7 to install an Air Filtration System in the Community Room: Macy updated the Board on the approval process for expending ARPA funds and the reasoning behind the need for the air filtration system. Lind also gave an update on the installation and functionality of the filtration system. The Board discussed the benefits and need for the system as well as possible expansions and expenditure of the ARPA funds. **On motion Glendinning/Nelson move to allow the Town Manager to proceed with the installation of the filtration system in the community room with a spending limit of \$25,000. Vote 5-0**

7.7 Update to Fee Schedule for Land Use Permit: Lind moved this agenda item to 7.2

8. Manager's Report: Macy updated the Board about a few concerned residents that have called the town office about the 45 mile per hour speed limit increase on a section of North Newcastle road. Macy stated that a speed limit sign and post was stolen from North Newcastle road.

9. Fiscal Warrants

8.1 Town Warrant- \$258,875.09: **On motion Nelson/Glendinning moved to approve the town warrant for \$258,875.09.** The Board gave verbal approval to the Town Manager to sign the warrant on their behalf.
Vote 5-0

10. Adjournment: **On motion Nelson/Levesque moved to adjourn at 8:45 pm. Vote 5-0**

Upcoming Events

Select Board – Monday, February 14th - Fire Station Community Room - 86 River Rd.

Town Office Closed – Monday February 21, 2022 – Presidents' Day