



TOWN OF WESTPORT ISLAND
6 Fowles Point Road
Westport Island, ME 04578

Office of the Select Board, Board of Assessors, & Overseers of the Poor

Town of Westport Island
Selectboard, Assessors and Overseers Meeting
Convened at Town Office, 6 Fowles Point Road, Westport Island, ME 04578
April 24, 2023

Present:

Select Board: Jeff Tarbox, Donna Curry, Ross Norton

Citizens: Ralph Jacobs, Richard Devries, Lisa Jonassen, Julie Casson, Joanna Jacobs, Kim Lynch, Jim Hatch, Jim Cromwell (Road Commissioner), April Thibodeau (Town Clerk)

Guests: Susan Johns (Wiscasset News), Charlotte Boynton (Lincoln County News)

Meeting Convened: Donna called the meeting to order at 7:01 pm

Business Conducted:

1. Warrants
 - Donna motioned to approve Payroll #91 for \$4,134.01; Jeff 2nd; Vote 2-0 (Ross abstain)
 - Donna motioned to approve Accounts Payable #92 \$9,149.43; Jeff 2nd; Vote 2-0 (Ross abstain)
 - Donna motioned to approve Accounts Payable #93 \$108.94; Jeff 2nd; Vote 2-0 (Ross abstain)
2. Minutes of 04/17/23 Select Board Meeting: Donna motioned to approve minutes of 04/17/23 Select Board Meeting; Jeff 2nd; Vote 2-0 (Ross abstain)
3. Citizen's Issues: Donna fielded a complaint last week that the State DHHS Child Care Subsidy is not accepted by the Wiscasset Community Center daycare program, apparently because the program does not qualify. Westport Island pays into the daycare program for Westport Island residents to be able to participate. The Select Board agreed that Donna will get in touch with them and see if this can be changed. Richard Devries asked if the town could get the subsidy and pay it to the daycare program. Donna will look into that as well.
4. Roads
 - Kim Lynch asked about the grading of Bay Shore Rd., and the slight berms it left on both sides of the road. She is concerned about drainage. Jim Cromwell explained that this was a result of being careful not to pull materials from outside

the road into the road, and that Baker Road will be getting some heavy work later this year to help address the drainage, including adding gravel.

- Richard Devries asked if the State will be removing the sand buildup on Main Rd. Jim will check with them.
 - Jim reported that the cold patching of potholes is done. The gravel roads will be graded again later this summer. Paving will begin in July.
 - Richard Devries reported that there is a washout on the south side of Ferry Rd. Jim will get some 2" rock and Richard will spread it through the washed out area to prevent future washouts.
 - Jeff reported that he put in a bid for salt for next year for 80 tons, about 2.5 loads. We'll need to take at least 2 loads but could take 3 if we wanted more. We'll hear back on the price sometime in May or June
5. Budget Review: Jeff gave a presentation on the town's financial status overall, capital reserve accounts, and the Fire Dept. budget requests. See attached handout.
- Financial Status: Overall the town is in a strong financial position. Some concern was expressed about the health of our bank, First National, and how our assets with them are secured. Jeff will investigate that.
 - Capital Reserve Accounts: These accounts are permanent accounts that do not need to be approved each year, and the town can add to as needed. Input was given by attendees about the origin and purpose of some of our 13 reserve accounts:
 - Municipal Landing Fund: The Select Board is not sure how this account is funded. Richard Devries said he believes the money comes from boat taxes.
 - Veterans Graves Fund: There is money in the Cemetery Fund that belongs in this fund which will be transferred.
 - Ferry Reserve Fund: Small account, no one is sure what it is for. It will probably be rolled into the Municipal Landing Fund.
 - Land for Westport's Future: Ross believes this account was created to set aside funds for matching grants to purchase land. Donna thinks it may have something to do with the Conservation Commission.
 - Revaluation: This account is for collecting funds to pay for the reassessment we will need to do in 2 years. Jeff proposes adding \$10,000 - \$20,000 this year.
 - Salt & Sand Shed: Jim and Ross recommend that this account be maintained and added to as we can expect future corrosion issues that will need repair.
 - Jeff proposed an Office Capital Reserve Fund to help with updating technology such as computers and printers.
 - Fire Department Budget Requests:
 - Article 1: Operating expenses: \$69,000. Fire Chief Stacey Hutchison would like to roll the training funds which have previously been approved separately into operating expenses to allow more flexibility.

- Article 2: Stacey is proposing a Public Safety Capital Reserve fund of \$35,000 for things such as for fire-fighting water cisterns and replacement of vehicles.
 - Article 3: Raise funds to cover insurances for WVFD
 - Wiscasset Ambulance Service: Last year we paid \$18,000 and can expect this to go up.
 - EMA Director: Gets a stipend, will also need to pay for a subscription to emergency software.
6. Electric Sign Update: Ralph Jacobs recommended that the town consider alternates to a sign for keeping residents informed. Texts and robocalls are more effective in an emergency. Julie Casson shared that the EMA program has been working to get residents signed up for the “code red” alert system. Ralph also suggested that the town establish a Technology Committee, perhaps by expanding the scope of the current Broadband Committee. Ralph will bring this idea to the Broadband Committee and report back.
 7. Committee Reports: Wright Landing Committee: Richard reported that the floats are in early this year with the help of G&D Cromwell. We may have to pay for this in the future. This weekend they will be working on getting rid of all the sand.
 8. Correspondence: None
 9. Administrative Items
 - a. Election Update: April reported that nomination papers are in. Julie Casson and Lisa Jonassen are running for Select Board, Richard Devries and Barbara Cray are running for School Board, and Jim Cromwell is running for Road Commissioner, unopposed. April is working on preparing the ballot. Absentee ballot applications are available now and absentee ballots will be available May 16 for absentee voting. Election workers are all lined up, and April will have a budget request at the next meeting for covering their pay.
 - b. April requested \$200 out of office supplies to buy a Zoom Pro subscription for the town. Donna motioned to approve up to \$200 out of office supplies for that purpose; Jeff 2nd; Vote 2-1 (Ross opposed)
 - c. Donna announced that the shellfish ordinance hearing will be at the 5/15 Select Board meeting.
 - d. Ransom PFAS mitigation for old dump site: Donna reported that PFAS testing for the two residences adjacent to the site will cost \$13,000. The Maine DEP has said it will reimburse all the cost. The Select Board has voted to accept the property, but this will also need to be voted on at the Town Meeting. Ralph raised some concerns about accepting the property when it comes with liability such as the PFAS issue. Jeff explained that it was Ransom’s recommendation that the town take ownership of the property since we are liable no matter who owns it, and if we own it we have control over how it is managed. Jeff and Donna will be meeting with the DEP and will seek more certainty on the reimbursement before proceeding with the testing.
 - e. Security at the Wright Landing House: Jeff reported that to date the History Committee and Helping Hands have relied on Cunningham for security. Jeff investigated alternatives and found that Simply Safe can offer better security

for less cost. Jeff will seek the consent of Helping Hands before proceeding, and asked if the Select Board had any concerns. None were raised.

- f. .gov domain application: Donna made a motion to approve submission of a letter drafted by Gaye to apply for a .gov domain for the Westport Island website; Jeff 2nd; Vote 3-0
10. Other Legal Business: A date of 6/14 has been set for mediation in the Baker Road matter. This will be via Zoom at the Town Office and is not a public proceeding.
11. Executive Session: Per 1 M.R.S.A § 405(6) (A) to discuss personnel matters
- Donna motioned to leave the regular meeting at 8:34; Jeff 2nd; Vote 2-0 (Ross abstain).
 - Donna motioned to go into Executive Session per 1 M.R.S.A § 405(6) (A) to discuss personnel matters at 8:39 PM; Jeff 2nd; Vote 2-0 (Ross abstain).
 - Donna motioned to exit the Executive session at 9:10 PM; Jeff 2nd; Vote 2-0 (Ross absent).
 - Donna motioned to re-enter the regular meeting at 9:10. Jeff 2nd; Vote 2-0 (Ross absent).
12. Donna motioned that the town work with the computer technicians to restore deleted emails from an official town email account; Jeff 2nd; Vote 2-0 (Ross absent).
13. Donna motioned that the Select Board investigate providing medical benefits to town employees, the amount to be determined; Jeff 2nd; Vote 2-0 (Ross absent).
14. Adjournment: Jeff motioned that the meeting adjourn at 9:11; Donna 2nd; Vote 2-0 (Ross absent).

Minutes taken and prepared by Town Clerk April Thibodeau.

A True Copy, Attest: _____

TOWN OF WESTPORT ISLAND – FY 24 Budget Prep

Net Financial Position – Assets vs Liabilities (2022 audit page 7)

Current and Other Assets 6/30/22 (Cash, Receivables)	\$1,441,179.03
Capital Assets (buildings, land, equipment, less depreciation)	<u>\$2,255,229.50</u>
Total Assets	\$3,707,408.53
Current Liabilities (Notes Payable, current portion of LT debt)	\$ 227,264.43
Long Term Liabilities (Squam Creek Note)	<u>\$ 25,533.50</u>
Total Liabilities	\$ 252,797.93
 Net Position	 \$2,071,575.74

Long Term Debt (2022 audit page 25, adjusted for actuals)

	Balance 6/30/22	Payments	Projected Balance 6/30/23
The First - Wright Property	\$ 26,807.60	\$ 26,807.60	\$ 0
The First - Squam Creek	26,865.58	5,868.47	20,997.11 (2.98 % int)
<i>Scheduled to be paid off March 2027</i>			
PNC Capital - Fire Truck	0		
The First - Paving Bond	140,980.58	140,980.58	
Paving Phase II	<u>0</u>		<u>?</u>
	<u>\$ 194,653.76</u>	<u>\$ 173,656.65</u>	<u>\$ 20,997.11</u>

Unappropriated Surplus

“The general fund balance started at \$385,820.98 on July 1, 2021; unexpended funds lapsing to surplus totaled \$90,081.72; one account covered by surplus of \$6,400.00; and an increase in deferred tax revenue of \$7,069.27 leaves a balance of \$476,571.97 at June 30, 2022.” (2022 Audit, page 6)

*This Fund Balance is referred to as Surplus or Unappropriated Surplus in budget discussions.
Note – the auditors and the MMA recommend maintaining a general fund balance of approximately \$250,000 - \$270,000 based on the size of Westport Island’s budget.*

Cash Position As of 4/24/2023:

	Int. rate
Checking account balance =	\$1,500,890.40 3.75%
Money Market =	177,663.13 4.0%
ARPA Grant account =	12,098.92 4.0%
CD =	<u>162,793.23</u> 3.921%
Total	\$1,853,455.68

Capital Reserve Funds

(Audit – pages 37-38)

<u>Account</u>	6/30/2022 Balance	Purpose (no guidance given, these are assumptions)
Municipal Landing Fund	\$43,762.56	Provides funds for maintenance of the Wright Landing property
Capital Improvement Fund	9,077.21	Collects funds for future major capital improvements
Clough Point Fund	4,627.72	Provides funds for maintenance of the town's Clough Point property
Mooring Account	1,223.15	Funded from mooring fees, supports Harbor Master and their expenses
Town Hall Fund	13,866.65	Capital improvements / large projects for the Town Hall
Shellfish Fund	4,017.91	Inputs – fees
State Highway Fund	51,599.97	Receives State Local Road Assistance funds
Veterans Graves Fund	899.21	Supports maintenance of Veterans Graves (will be augmented by Mary Stacy bequest of \$6,000)
Ferry Road Reserve	243.60	??
Land for Westport's Future	27,852.26	Funds for future land purchases?
Paving	72,917.62	Funds for the paving of town roads
Revaluation	9,458.52	Collects funds to pay for reassessment, expected in 2025
Emergency Road Maintenance	35,490.28	Provides funds for emergency repair of town roads
Total	\$275,220.27	

Additional Reserve Accounts? Add funds?

- 1. Public Safety Capital Reserve Fund: fire-fighting cisterns, replacement vehicles**
 - a. \$35,000 initial
 - b. Add to it annually
- 2. Salt and Sand Shed Maintenance: Use ~\$7,000 remaining in funds from construction, add to it as needed**
- 3. Add to Revaluation Reserve Account this year - \$10-20,000?**
- 4. Capital Reserve account for regular replacement of Office Equipment: computers, printers**

Public Safety Budget and Warrant Articles

Fire Department - Requested by Fire Chief Stacey Hutchinson

Article FD1: Fire Department requests \$69,000 for Operating Expenses, training and member stipends

- Eliminate separate article for Emergency Medical training
- Last year \$62,000 was approved for Operating Expenses and Stipends, plus \$1000 for EMT training

Article FD 2: Create Public Safety Capital Reserve Fund - \$35,000 this year – see above

Article FD3: Raise funds so the Fire Department can be covered under the MMA's insurance for:

Workman's Compensation

Liability Insurance

Blanket Insurance for Responders

- Amounts TBD, based on info that will be requested from the MMA.
- \$6,197 was spent so far in FY23

Wiscasset Ambulance Service

- Warrant article to pay for the service
- FY23 bill was \$18,144
- Expect cost to be higher in FY24

EMA Director: Stipend of \$1.087 in FY23