



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

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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**  
**August 28, 2023**

**Present:**

**Select Board:** Jeff Tarbox, Donna Curry, and Lisa Jonassen

**Citizens:** Adam Webber, Gary Webber, Joe Dikitanan, Demi Martinez,  
Bailey Bartlett, Gaye Wagner, Becki Dikitanan (via Zoom) Jim  
Cromwell (Road Commissioner), April Thibodeau (Town Clerk)

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

**Business Conducted:**

**1. Warrants:**

- Donna motioned to approve Payroll Warrant # 22 for \$1,886.77; Lisa 2<sup>nd</sup>; Vote: 3-0
- Donna motioned to approve the Accounts Payable Warrant #23 for \$342,455.41; Jeff 2<sup>nd</sup>; Vote: 3-0

**2. Minutes:**

- Donna motioned to approve the minutes of the 8/21/23 Select Board Meeting; Jeff 2<sup>nd</sup>; Vote: 3-0

**3. Citizen's Issues:**

- Joe Dikitanan & Demi Martinez brought a concern that people have been parking on the side of the road along their front lawns during events at the Town Hall. There was discussion about requiring traffic cones or traffic control when events exceed a certain number. April will add parking guidance to the Town Hall Rental Guide and ensure that Town Committees are also filling out Rental Applications and receiving the Rental Guide for their events.
- Gaye Wagner shared that the History Committee found the Town Hall dirty when they arrived to set up for their event on Sunday. April will notify the previous renter, the Shore Run organization, that the Town Hall was not adequately cleaned, and request that they make sure they clean if they continue to rent the

venue in the future. April will work on adding a cleaning deposit to the Town Hall Rental Agreement, and a process for inspecting the Town Hall following events.

- Gaye Wagner shared that Westport Island archival records are now online in the digital repository of the Maine State Library: Digital Maine. This will allow the public to view, download, and search town documents. Gaye asked if Select Board minutes should also be included. This would allow our website to link to Digital Maine rather than documents stored by Town Office computers or software. Donna made a motion to have the Select Board minutes digitized on Digital Maine; Lisa 2<sup>nd</sup>; Vote 3-0

#### **4. Roads:**

- Jeff reported that a draft Request for Proposals has been prepared ditching and culvert replacement on Bayshore Rd. This project will involve 3,900 ft of ditching, replacing 4 culverts, and applying riprap to prevent erosion. The invitation to bid will go out this week, with bids due 9/11, a Select Board decision on 9/18, and work completed by 10/31; Donna motioned to approve the Request for Proposals; Lisa 2<sup>nd</sup>; Vote 3-0
- Road Commissioner Jim Cromwell reported that the DOT has started shouldering on Birch Point Road and will likely be shouldering Main Road soon. Dale Reno has made arrangements with the town's supplier of winter sand to deliver it himself. Those deliveries will start tomorrow. The Fowles Point, Post Office, and Sortwell Road culvert and ditching work will start this week.

#### **5. Correspondence:** Donna received an email from SL Cyber Security, affiliated with the US Dept. of Homeland Security, regarding the state & local government cybersecurity grant program. They are asking all municipalities to fill out a form to give input on their cybersecurity needs. April and Gaye will work on this.

#### **6. Board of Assessors Meeting:**

- Donna motioned to adjourn the Select Board meeting; Jeff 2<sup>nd</sup>; vote 3-0; Select Board meeting adjourned at 7:59 pm; Donna motioned to enter a Board of Assessors meeting; Jeff 2<sup>nd</sup>; vote 3-0; Board of Assessors meeting was called to order by Jeff at 8:00 pm.
- Jeff reported that the town would need to raise the property valuation by approximately 22%. Usually, towns adjust the property valuation with their 10-year revaluations, but high real estate demand has led to large increases in value and our next revaluation is not for another 2 years. We are currently too far behind the state's valuation, and risk losing some forms of state funding if we don't catch up. This won't raise taxes for most taxpayers, as the mil rate will go down to compensate for the rise in value. Tax Collector/Treasurer Ashley Wright and Assessor's Agent Evan Goodkowsky are finalizing the numbers this week. Jeff motioned to hold a Board of Assessor's meeting on Friday, 9/1/23, at 4:00 pm to review and approve the tax commitment; Donna 2<sup>nd</sup>; Vote 3-0.
- Jeff also reported that the town must revise the 2022 commitment because we had said we were at 100% of the state valuation, and the state disagreed. We will need

to increase the valuation for 2022 to 95%. This will not affect property taxes. The town will need to reimburse the state approximately \$2,000. Jeff moved that the Select Board approve the revised 2022 tax commitment to reflect the change from 100% to 95% valuation; Donna 2<sup>nd</sup>; vote 2-0 (Lisa abstaining because she was not a member of the 2022 Board of Assessors)

- Jeff moved to adjourn, Lisa 2<sup>nd</sup>; Vote 3-0; Board of Assessors meeting adjourned at 8:07 pm; Donna moved to re-open the Select Board meeting; Lisa 2<sup>nd</sup>; Vote 3-0; Select Board meeting re-opened at 8:08 pm.

#### **7. Administrative Items:**

- Donna reported that the Select Board has prepared a letter to those who qualified for the Property Tax Stabilization for Senior Citizens Program, explaining that they will have their taxes frozen at the 2022 level for the 2023 tax year, unless their taxes went down, in which case they will be billed the lower amount. The letter also explains that the program was repealed and offers other tax relief programs still available. Donna motioned to approve the letter; Jeff 2<sup>nd</sup>; Vote 3-0.
- Donna read out loud a proposed Town Property Security Policy which lays out which town officials and volunteers are entitled to which keys and security codes. Donna motioned to approve the policy; Lisa 2<sup>nd</sup>; Vote 3-0.
- Municipal Agent Dedee Greenleaf-Hodgdon is requesting that the Select Board approve an application for the town to accept credit card payments for vehicle registrations. There is no loss of revenue for the town. Donna motioned to approve and sign the application; Jeff 2<sup>nd</sup>; Vote 3-0
- Town Clerk April Thibodeau shared some work she has been doing to update the Town Hall Rental Agreement.
- Donna shared a letter received from auditor William Brewer seeking the town's commitment to hire them for the 2023 audit. Donna motioned to sign the engagement letter; Jeff 2<sup>nd</sup>; Vote 3-0

#### **8. Other Legal Business:**

- Donna reported that the Select Board has received a deed for the town dump property that needs to be approved for the transfer to be official. The deed includes a covenant that the property won't be used for residential purposes. Jeff motioned to approve the deed; Lisa 2<sup>nd</sup>; Vote 3-0. Donna is communicating with the abutters and the company that will do their water testing.

- 9. Adjournment:** Donna motioned to adjourn; Lisa 2<sup>nd</sup>; Vote: 3-0; Meeting adjourned at 8:31 pm.

Minutes taken and prepared by April Thibodeau, Town Clerk

A True Copy, Attest: \_\_\_\_\_