



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

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

Town of Westport Island
Selectboard, Assessors and Overseers Meeting
Convened at Town Office, 6 Fowles Point Road, Westport Island, ME 04578
December 11, 2023

Present:

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

Citizens: Jim Cromwell (Road Commissioner), April Thibodeau (Town Clerk), Bailey Bartlett, Stacey Hutchison, Ralph Jacobs (via Zoom), Brian Mackie (via Zoom)

Meeting Convened: Donna called the meeting to order at 7:00 pm

Business Conducted:

1. Warrants:

- Donna motioned to approve Payroll Warrant #55 for \$1,885.62; Lisa 2nd; Vote: 3-0
- Donna motioned to approve the Accounts Payable Warrant #56 for \$100,274.11; Jeff 2nd; Vote 3-0; Donna explained that over \$70,000 of this is for the RSU 12 bill.

2. Minutes:

- Donna motioned to approve the minutes of the 11/27/23 Select Board Meeting; Lisa 2nd; Vote: 2-0 (Donna abstaining because did not attend)

3. Citizen's Issues:

- a. Jeff brought up an issue with the Town Hall kitchen being locked for winterization. Jeff clarified that there is no need to lock the kitchen and there should be no locks put on any town property without permission from the Select Board and notifying the Town Clerk. The lock has now been removed.
- b. Bailey Bartlett addressed the need to update the Town Hall Committee instructions for renters and the process for ensuring the space is ready for renters and properly cleaned and shut down by renters. Bailey and April will work together to make sure Bailey is aware of all upcoming Town Hall events, and to update the renter paperwork and processes.

- 4. Roads:** Jim Cromwell reported that there was minimal damage from the recent rainstorm. He has ordered some gravel to fix a few minor areas. Jim also brought up a concern with some inaccurate Facebook posts regarding the roads and road plowing.

Jim has prepared a statement to address these matters and Dedee will post it for him. The statement will include a meet-and-greet with our snow removal contractor, Dale Reno, on December 18 at 5:30 pm at the Town Office.

5. **Website:** April gave a brief synopsis of the research and recommendation of the Broadband & Technology Committee regarding moving the town website to a new web builder. The Committee is recommending a Google Site. April will give a more detailed report at the next Select Board meeting.
6. **Capital Reserve Account Transfers:** The Select Board voted to approve the transfer of funds from several Capital Reserve accounts into the Town's operational accounts.
 - a. Jeff explained that the History Committee, in cooperation with Helping Hands, has explored options for a new security system to protect the Wright Landing House. The Simply Safe security system was found to be the most cost effective and comprehensive, protecting the building from intrusion, fire, and water damage. Jeff motioned to transfer \$457.68 for a Simply Safe security system for the Wright Landing House from the History Committee Reserve Account to the History Committee's operational account; Lisa 2nd; Vote 3-0
 - b. Fire Chief Stacey Hutchison shared that the cistern on the property donated by the Bradfords on the south end of the island has been completed and is now operational. Jack Shaw of Woolwich and Precast of Topsham did a great job on the installation. The cistern will provide 10,000 gallons of water year-round. Donna motioned to move \$35,000.00 from the Fire Department Capital Reserve Account to the operational account; Lisa 2nd; Vote 3-0;
 - c. Paving: Road Commissioner Jim Cromwell explained that we needed to pave portions of Post Office and East Shore Road with a cost in excess of the \$25,000 approved at the Town Meeting. Donna motioned to transfer \$15,285.52 from the Paving Reserve Account to the operational Paving account; Lisa 2nd; Vote 3-0
7. **Correspondence:**
 - a. Jeff shared correspondence from Dennis Dunbar regarding a stakeholder meeting for early next year for those affected by the proposed work to Post Office and East Shore Roads as part of Phase 2 of the current Community Resilience Partnership grant. Dennis will be working on setting a date.
 - b. Lisa reported that Dennis Dunbar had reached out to the Select Board with another opportunity for a second Community Resilience Partnership Grant. We don't qualify for the first round of funding since we are already recipients of a CRP grant, but we can apply for the second round of funding in the fall of next year. This will give us time to investigate how those funds might be used. Lisa is currently investigating town property energy efficiency measures.
8. **Ordinance Review Committee Report:** Lisa reported that the Ordinance Review Committee will be meeting tomorrow. They have a draft junkyard ordinance to review, and Ted Christie will be coming to address the Waterways and Harbor and Mooring Area ordinances. They will also be working on revamping the building permit application form.
9. **Administrative Items:**

- a. Donna motioned to appoint Meg Skidmore Election Clerk; Jeff 2nd; Vote 3-0. April explained that we are low on Election Clerks for the March and possibly June elections, and she will be working on appointing a few more people in the coming weeks.
 - b. The Select Board worked out the meeting schedule for the first few weeks of 2024. They will be moving to an every-other-week pattern. Upcoming meetings include 1/8/24, 1/22/24, & 2/5/24.
 - c. Donna motioned to approve the minutes of the Kiley/Baldwin ramp/float hearing; Lisa 2nd; Vote 2-0 (Jeff abstaining due to not attending the hearing); Donna motioned to grant the Kiley/Baldwin ramp/float license; Lisa 2nd; Vote 2-0 (Jeff abstaining).
 - d. Donna reported that Tax Collector and Treasurer Ashley Murray has requested that a "Loose Change" warrant item be included in the warrant for the next Town Meeting. This would prevent people from being disruptive by paying property taxes in change or small bills. Donna motioned to include a Loose Change warrant item in the next Town Warrant; Lisa 2nd; Vote 3-0.
 - e. April requested that the Select Board set the next Town Meeting date for Sat. 6/22/24. This is the last Saturday within the required 14-day window after the election on 6/11/24. Jeff motioned to schedule the Town Meeting for 6/22/24; Donna 2nd; Vote 3-0
- 10.** The Select Board discussed asking Committees and Town Officials to report at Select Board meetings. Richard Devries & Mary Coventry will be coming to a Select Board meeting early next year to give an update on RSU 12 activities. Donna will invite others now that the early 2024 meeting schedule has been set.
- 11. Adjournment:** Donna motioned to adjourn; Lisa 2nd; Vote: 3-0. Meeting adjourned at 8:08 pm.

Minutes taken and prepared by April Thibodeau, Town Clerk

A True Copy, Attest: _____