



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
January 8, 2024

Present:

Select Board:

Citizens:

Guests:

JT *DC* *LJ*
Jeff Tarbox, Donna Curry, and Lisa Jenassen
Brian Mackie, April Thibodeau (Town Clerk)

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

Business Conducted:

1. Warrants:

- Donna motioned to approve Payroll Warrant #59 for \$3,757.66; Jeff 2nd; Vote: 3-0
- Donna motioned to approve the Accounts Payable Warrant #60 for \$24,541.22; Lisa 2nd; Vote: 3-0. This amount includes History Committee charges that need to be taken out of capital reserve account.
- Donna motioned to approve the Payroll Warrant #61 for \$5,000; Lisa 2nd; Vote 2-0 (Jeff abstaining due to Fire Dept. Membership). This amount includes Fire Dept. stipends.
- Donna motioned to approve Payroll Warrant #62 for \$1,885.62; Jeff 2nd; Vote 3-0
- Donna motioned to approve Accounts Payable Warrant #63 for \$7,654.48; Lisa 2nd; Vote 3-0.
- Donna motioned to approve Payroll Warrant #64 for \$1,887.59; Jeff 2nd; Vote 3-0
- Donna motioned to approve Accounts Payable Warrant #65 for \$33,516.03; Jeff 2nd; Vote 3-0. Jeff noted that this amount includes the Burgess Technology charge for purchase and installation of new computers for the Town Office and most social service organization donations approved at Town Meeting last June.

2. Minutes:

- Donna motioned to approve the minutes of the 12/21/23 Select Board Meeting; Lisa 2nd; Vote: 2-0 (Jeff abstaining because he was not present)

3. Citizen's Issues: Donna spoke about the possibility of reviving the window insert project the town did years ago to help residents reduce heating costs. Donna has reached out to Dennis Dunbar who suggested she speak with Bill Hopkins. Donna would like to pursue volunteers to work on this.

4. **Roads:** Jeff noted that there will be blow downs and electrical issues with the upcoming storm. Jim Cromwell has Randy Russell on standby, and the WVFD was also helpful in removing obstructions in the last storm. The Select Board commended Dale Reno for his positive communication on Facebook. Jeff noted that there is a hole on Post Office Road due to a hole in the culvert below. Jim will patch that.
5. **2024 Animal Control Contract:** April explained that the contract with the Lincoln County Sheriff's Office is up for renewal. The LCSO has added language shifting liability for mishaps during dog calls onto the town. Before signing, the Select Board wanted to know about the possibility of receiving unredacted incident reports, and more information on their process for resolving complaints. April emailed Sheriff Brackett and he replied that the town could most likely receive unredacted reports and he will look into it. He also shared that the LCSO must follow state law regarding complaints and can't do anything unless the town has an ordinance allowing further action. Lisa offered to look into town ordinances regarding animal control. Donna noted that we haven't received the 2024 contract, and once we do, we can send it to our attorney to review the liability language. April will follow up on getting the 2024 contract from the LCSO.
6. **Correspondence:**
 - a. Jeff noted an email from the Dept. Of Marine Resources to the Select Board and Town Clerk regarding an annual report due on 4/1/24. April is aware of the report and due date but did not receive the email. Jeff will forward.
 - b. Donna shared a thank you letter from Spectrum for our donation.
7. **Administrative Items:**
 - a. **New office service layout:** Donna shared that a citizen had reached out about having to wait outside for service. As a result, the Town Office staff have come up with a new service layout. April shared that people will now be able to come all the way into the interior hallway to get service from any of the three staff members, and if everyone is busy, they can wait in the community room.
 - b. **Draft Committees policy:** April shared that she has been working on a comprehensive Committees Policy to replace the patchwork of policies currently in place. It will be sent out to Committee Chairs for review and feedback before the Select Board votes on it in February.
 - c. **Squire Tarbox Inn Liquor License:** They are seeking a renewal of their liquor license. Donna motioned to approve; Jeff 2nd; Vote 3-0
 - d. **Sarah Griffiths Election Clerk Appointment:** Donna motioned to approve Sarah Griffiths' appointment as an Election Clerk; Lisa 2nd; Vote 3-0
 - e. **February meeting schedule (and March/April schedule for RSU presentation):** 2/5, 2/19, 3/04, 3/18, 4/1, 4/15, 4/29.
 - f. **Town Hall Rental Applications**
 - i. Nita Greenleaf – 1/21 Surprise Party for Buddy Greenleaf; Donna motioned to approve with no charge; Jeff 2nd; Vote 3-0
 - ii. Barbara Cray – 2/4 Democratic Caucus; Donna motioned to approve with no charge; Lisa 2nd; Vote 3-0. Donna noted that the space would also be available to the Republicans to caucus free of charge if they want to use it.
8. **Other:**

- a. **Ordinance Review Committee:** Lisa provided an update on the activities of the Ordinance Review Committee. They have been focused on drafting a possible Junkyard Ordinance. They are reference nuisance ordinances from other towns. Since there is a state statute on junkyards, a nuisance ordinance might be more useful for us. They have also updated the Building Permit Application. The Road Committee is working on road-related ordinance issues and will report back to the larger Committee. Ron Stoodley has provided language for the Harbor Ordinance.
 - b. **Wormwood Matter:** Lisa shared that Gary Richardson, Code Enforcement Officer, has drafted a letter to the Wormwoods informing them they are in violation of state law and asking them to apply for a junkyard permit or remove materials. Donna motioned to approve CEO letter contingent on corrections; Jeff 2nd; Vote 3-0
9. **Adjournment:** Donna motioned to adjourn; Lisa 2nd; Vote: 3-0. Meeting adjourned at 8:01 pm.

Minutes taken and prepared by April Thibodeau, Town Clerk

A True Copy, Attest:

