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

Office of the Select Board

Town of Westport Island
Public Hearing & Meeting of the Select Board
January 10, 2022

Present:
Select Board: George Richardson, Jeff Tarbox, and Ross Norton
Citizens: Julie Casson (Town Clerk), Kinne Stires, and Jason Kates
Guests:

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

Select Board Business Conducted:

1. **Warrant:** George motioned to approve Payroll Warrant No. 58 for $1,569.09; Ross, 2nd; vote: 3-0; and then made a motion to approve Accounts Payable Warrant No. 59 for $9,814.39; Jeff, 2nd; vote: 3-0.

2. **Minutes:** George motioned to approve the minutes of January 3, 2022; Ross, 2nd; vote: 3-0.

3. **Correspondence:** George shared that he received a letter from Maine Municipal Association (MMA) that their 2022 adopted budget included a 3% increase in membership dues. Our annual dues for 2022 are $2,478.00. George will forward the invoice to Martha for remittance.

4. **Citizen's Issues:** Kinne Stires came to the board to let them know that he is interested in helping the road committee come up with solutions for salt usage on the roads. He expressed concern about the amount of salt used on the gravel roads and how the usage of large amounts of salt are harmful to the roads. Kinne explained from a science perspective how salt works and research he has been doing as to what other states have been doing regarding salt usage. George and Ross explained that the town has to look at salt usage as a public safety concern when roads ice over. All three Board Members invited Kinne to attend the next Road Committee meeting when it is posted.

5. **Website Management Transition:** Gaye shared that Pedro Guimaraes agreed to meet with her and work on transitioning the hosting of the website and management in the near future. He agreed to host until June 2022. Gaye is working to determine how to transition so we have higher level administrative rights to be able to manage the website. Jason Kates offered to assist.

6. **Town Office Records Management:** Gaye Wagner, Deputy Town Clerk, informed the Select Board that we are ready to move forward with the clean up and shredding of documents that have reached the disposition date per the local government records retention schedule. Documents that have personal, private, or other information that required by law to be destructed must be shredded. George made a motion to approve $160.00 for secure shredding for Town Office staff to purge records slated for destruction; Ross, 2nd; vote: 3-0.

   Gaye also requested that we create a cloud storage account for a digital repository of all archived town records. Robert Mooney is assisting to scan town records for archival purposes. The cost for cloud storage would be $120.00. George made a motion to approve $120.00 for cloud storage to create a digital repository for archival town records; Ross, 2nd; vote: 3-0.

7. **Appointment of Deputy Constable**: George motioned to appoint Gary Webber as Deputy Constable; Jeff, 2nd; vote: 3-0.

8. **Town Clerk's Updates:** Julie still had not heard back from Maine Municipal Association (MMA) regarding her request that there be a single public hearing for committees to adopt the remote meeting policy and still suggest individual meetings. Jeff mentioned that Ralph Jacobs of the Broadband Committee feels the policy only applies to statutory committees and not committees such as theirs. Julie will contact MMA again to verify. Julie also mentioned that she has begun work on the annual report and has already began receiving reports from public officers.

9. **Other Legal Business:** Jeff asked the Board why they could not meet bi-monthly. George explained it was because of the warrant.

   George shared the letter and book from William H. Brewer and Co. regarding the audit for each of the Board members to review.

10. **Meeting Adjourned:** George motioned to adjourn the meeting at 8:13 pm; Jeff, 2nd; vote: 3-0.

Respectfully submitted,

George D. Richardson, Jr.	Jeffery H. Tarbox	Ross Norton
1st Selectman	2nd Selectman	3rd Selectman