



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
September 12, 2022

Present:

Select Board: Donna Curry, Jeff Tarbox, and Ross Norton

Citizens: Julie Casson, George Richardson, Jimmy Cromwell, Lucinda Tilas, Jeff Exter, Dick Tucker, and Jason Kates

Guests: None

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

Business Conducted:

1. Opening of Pre-Paving Bids: Jeff opened and read aloud the bids received by 6:00 pm today for the Pre-Paving work for the portions of Greenleaf Road and East Shore Road. See attached for complete bids.

- SR Griffin Construction, Inc.
 - i. Total for scope of work without bonding: \$138,000.00
 - ii. Total for scope of work with bonding: \$142,140.00

The bid from SR Griffin Construction, Inc. does not include an overflow culvert.

- Chesterfield Associates, Inc.
 - i. Total for all work as described in advertised bid \$195,000.00
 - ii. Proposed extra 15" culvert new 48" culvert on East Shore Road \$ 7500.00

Chesterfield Associates, Inc. bid includes all bonding and insurance.

Jeff made a motion that they accept the lower bid from SR Griffin Construction, Inc. with bonding of \$142,140.00; Donna, 2nd; vote: 3-0.

Jeff Exter asked to see a copy of the contract and who was responsible for oversight of the work. Jeff explained that the Road Committee would be responsible.

2. Warrant: Jeff motioned to approve the Payroll Warrant No. 21 for \$6,070.34, Donna, 2nd; vote: 2-0, Ross abstained; Jeff motioned to approve Accounts Payable Warrant No. 22 for \$4,110.65; Donna 2nd; vote: 2-0, Ross abstained; Jeff motioned to approve Payroll Warrant No. 23 for \$1,740.95; Donna 2nd; vote: 2-0. Ross abstained; Jeff motioned to approve Accounts Payable Warrant No. 24 for \$5,438.46, Donna, 2nd; vote: 2-0, Ross abstained.

3. **Minutes:** Jeff motioned to approve the minutes of August 29, 2022, Donna, 2nd; vote: 2-0, Ross abstained.
4. **Correspondence:** Jeff shared that Maine Boats, Homes & Harbors Magazine published an article on www.maineboats.com about Westport Island. The article included Lulu's Barn, Sasanoa Brewing, Westport Island Pottery, North End Lobster Co-op, Wright Landing, and the Westport Island History Trail among other sites.

Dick Tucker was there to share that we received letter confirmation of being accepted into the Community Resilience Program. Dick further shared that the Conservation Commission has been interviewing consultants for water studies to upgrade the Statex Study and further research on island wells will need to be done. Dick explained that they will need to send out a survey on the wells on the island and develop a monitoring program. The first round of funding is this fall and another opportunity for funding will be in March 2023.

Jeff shared that he received notice that Coastal Community Grants are available for municipal projects and applications are due October 14th.

Jeff also let the Board know that another property in the McCarty Cove subdivision plans to split. This will be the fourth one this year and it will be going to the Planning Board per the McCarty Cove subdivision covenant.

5. **Citizen's Issues:** George Richardson asked the Board if MDOT had sent a letter to the Bakers Road property owner. Jeff responded to George saying the local engineer has been down to do a site visit on Friday and that there is no letter yet, but Pete Coughlan of the Maine Local Roads Center talked to their legal department (MDOT) and has seen the draft of the letter informing the owner of their liability. Jeff also stated that there is now the possibility to have a coordination between MDOT legal and our legal team if we move forward with any legal action.

Jason Kates informed the Board that the aids to navigation under the bridge (red and green lights) are no longer illuminated. Jeff said he would inform MDOT.

6. **Roads:** Jeff shared that Garry Cromwell, Road Commissioner, has submitted his resignation. Jeff stated that they Board would enter Executive Session under 1 MRSA § 405 (6) (A) Personnel Matters at the end of the meeting to discuss.

Jeff asked the Board to sign the Local Roads Assistance Program (LRAP) certification.

7. **CEO Actions:** Jeff shared that Gary Richardson, CEO, informed him that no action has been achieved with the resident who has an unpermitted trailer. There have been three notices and Gary would like the Board to back his next actions. Jeff motioned to back up Gary on any action take to enforce compliance with this property; Donna, 2nd; vote: 3-0.

The Board discussed the potential violations of the business of the Hippy Bus being not licensed as a business and the septic system being not certified for the number of people staying on the property among other questions. Jeff suggested waiting for Gary to investigate.

8. Administrative Updates:

Jeff shared he arranged for Morton Mendes to receive the Boston Post Cane on the afternoon of Saturday, September 24, 2022. He will let the press know.

Jeff announced that there would be a workshop for the Town Office staff and Select Board on Thursday, September 22 at 2:30 pm to for a staff discussion on Town Office operations.

Jeff shared that the Lincoln County Budget Advisory Committee is having their caucus on Thursday, September 15, 2022, to elect the municipal representative for the district to serve on the Lincoln County Budget Advisory Committee. The presence of Select Board members from each town is requested. Jeff shared that he plans to attend.

Jeff shared that he is working with MMA's Risk Management and Martha to make sure that all of our insurance needs are covered.

Jeff announced that we have received the resignation of Neil Cavanaugh from the Board of Appeals. He will be moving away from the Island.

Julie shared that she rented out the Town Hall on Saturday, September 17, 2022, for a memorial service.

Julie asked the Board to considered closing the Town Office on Election Day, Tuesday, November 8, 2022, for the General Election. Julie shared that other towns close on the election so that staff may be at the polls. Julie suggested that we only plan to close on larger elections such as the upcoming Gubernatorial election or in 2024 when there is a Presidential Primary and election, when we expect larger turn outs at the polls. Ross motioned to close the office so that staff may be at the polls on Tuesday, November 8, 2022; Jeff, 2nd; vote: 3-0.

Julie asked the Board if Gaye Wagner, Deputy Town Clerk, should begin with setting up the individual emails for the Select Board members at this time. Jeff motion for Gaye to proceed with setting up the emails for the Select Board; Donna, 2nd; vote: 3-0.

Julie requested that we set our Town Meeting Date for 2023 to plan for next years Town Hall usage and other statutory deadlines. Julie explained that with a bifurcated Town Meeting we need to schedule within 14 days of the June election. Julie requested the meeting be set for Saturday, June 24, 2023. Jeff motioned to set the Town Meeting for 2023 to be Saturday, June 24, 2023; Donna, 2nd; vote: 3-0.

9. Other Legal Business: Jeff shared that the Select Board will have a discussion with the Town's Attorney, James Katsiaticas, regarding the Bakers Road situation in two weeks.

Jeff proposed that property tax information be updated throughout the year, there was discussion that Ross as Chair of the Assessors did not feel that it was possible. Jeff felt that it could be done and was recommended by the assessor and the tax collector. Jeff also wanted to reassess how we assess business properties for personal property as right now we only assess for utilities. This was left with the need for further discussion.

Executive Session:

10. Entrance into Executive Session at 8:23 pm: Jeff motioned to go into executive session pursuant to 1 M.R.S.A. § 405(6) (A) for Personnel Matters; Donna, 2nd; vote: 3-0.

11. Exit Executive session and Enter into Regular Session at 9:09 pm: Jeff motioned to exit executive session; Donna, 2nd; vote: 3-0.

12. Meeting Adjourned: Donna motioned to adjourn the meeting at 9:10 pm; Jeff, 2nd; vote: 3-0.

Minutes taken and prepared by Town Clerk Julie Casson.

A True Copy, Attest: _____