



**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**  
**December 19, 2022**

**Present:**

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

**Citizens:** Julie Casson (Town Clerk), Dedee Greenleaf-Hodgdon (Municipal Agent), Jimmy Cromwell (Road Commissioner), Gary Richardson (CEO), E. Davies Allan, Nancy Shaul, Dennis Dunbar, Jeff Exter, Melissa Longobardi, Andreas Longobardi, and Richard Tucker

**Guests:** Charlotte Boynton (Lincoln County News)

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

**Business Conducted:**

- 1. Warrant:** Jeff motioned to approve the December 12<sup>th</sup> Payroll Warrant No. 50 for \$6,661.75, Donna, 2<sup>nd</sup>; vote: 3-0; Jeff motioned to approve the December 12<sup>th</sup> Accounts Payable Warrant No. 51 for \$4,175.95; Donna, 2<sup>nd</sup>; vote: 3-0; Jeff motioned to approve the December 19<sup>th</sup> Payroll Warrant No. 52 for \$1,618.44; Donna, 2<sup>nd</sup>; vote: 3-0; and Jeff motioned to approve the December 19<sup>th</sup> Accounts Payable Warrant No. 53 for \$97,870.74; Donna, 2<sup>nd</sup>; vote: 3-0.
- 2. Minutes:** Jeff motioned to approve the minutes of December 5, 2022, Donna, 2<sup>nd</sup>; vote: 3-0.
- 3. Citizen's Issues:** Dick Tucker let the Board know that we received confirmation of the grant award for the water study and that a member of the Board will need to sign the award confirmation for \$48,000. Dick also let the Board know he was entering into contract negotiations with consultants to do the well studies. The two consultants that they are considering are those that have participated in the original water study of the Island. Jeff Exter questioned if there should be a more competitive bid process? A discussion ensued and the Board responded that the process is following procedures that the State agency that is issuing the grant approves. Dick let everyone know that he will be the one doing the reporting to the grantors, but Martha will be handling the finances. Jeff moved to accept the grant, Donna, 2<sup>nd</sup>; vote: 3-0. Donna then signed the form.

Dennis Dunbar informed the Board that the next grant opportunity will be in March and the next focus based on the last workshop will be on the infrastructure of roads and bridges subject to the risk of rising sea levels. The Conservation Commission will be looking at this for the March grant round and will be looking to the Select Board for input. Jeff suggested a working subcommittee of the Conservation Commission and he would like to be involved.

- 4. Correspondence:** Jeff shared we received the letter from William H. Brewer & Co. sharing their plan for the audit which we received late as the audit has already started.

Jeff shared an email that was received to staff reporting damage to River Road by property owner Ben Laflin. It stated that the Town's plow contractor plowed the road and damaged the road. Jeff responded to Mr. Laflin saying that that it was not plowed by the direction of the Town, and we did not authorize the plowing of a private road. This would be something to take up with G&D as the contractor.

- 5. Minutes of Special Town Meeting of December 12, 2022:** Jeff motioned to accept the minutes of the Special Town Meeting of December 12, 2022; Donna, 2nd; vote: 3-0.
- 6. No Action Letter for Longobardi:** The property owners removed their appeal before the Board of Appeals and requested that the Board have a public hearing where they issue a letter stating that there would be no action through no fault of their own on the violation. Jeff is suggesting that this takes place in mid to late January. Jeff suggested that they get the advice of the Town's attorney first.
- 7. Consent Agreement Letter for Davis:** Jeff shared the draft letter for Doug Davis as follow up to the CEO's work on code violations issuing penalty (\$150.00) and a consent agreement. Jeff motioned to issue the letter; Donna, 2nd; vote: 3-0.
- 8. Election of Select Board Chair:** Jeff nominated Donna. By secret ballot, the vote was 2-0 for Donna.
- 9. Other Legal Business:** Jeff shared invoice from Hagar for an additional 98 cubic yards of sand. Jeff moved to accept invoice; Donna, 2nd; vote: 3-0.

Jeff shared issue with Haskell Road and the turnaround now having a picnic table there. There is no easement, and the property owner told the Town the turnaround is no longer available for use by the Town and G&D as representatives of the Town. Jeff prepared a letter from the Select Board to G&D Cromwell informing them of the decision of the property owner. Donna made a motion to accept letter to send to G& D Cromwell; Jeff, 2nd; vote: 3-0.

Jeff suggested that the Town's attorney review the Longobardi appeal, and the Haskell Road situation and that Donna take the lead.

The Board decided to hold a full Select Board meeting every Monday in January at 7:00 pm.

#### **Executive Session:**

- 10. Exit Regular Session and Entrance into Executive Session at 8:10 pm:** Donna motioned to go into executive session pursuant to 1 M.R.S.A. § 405(6)(A) for Personnel Matters in selecting a new town clerk; Jeff, 2<sup>nd</sup>; vote: 3-0.
- 11. Exit Executive session and Enter into Regular Session at 8:27 pm:** Donna motioned to exit executive session; Jeff, 2<sup>nd</sup>; vote: 3-0.

**12. Regular Session continued:** Coming out of Executive Session, Donna shared that the Board would like to offer Michelle Chartier the position of Town Clerk. Jeff motioned to appoint Michelle Chartier as Town Clerk upon Julie's resignation; Donna, 2nd; vote: 3-0.

The Board left her a voice mail offering her the position. Julie agreed to assist with training at no fee.

**13. Meeting Adjourned:** Jeff motioned to adjourn the meeting at 8:42pm; Donna, 2<sup>nd</sup>; vote: 3-0.

Minutes taken and prepared by Town Clerk Julie Casson.

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