

WARRANT
THE TOWN OF WESTPORT ISLAND, MAINE
SECRET BALLOT ELECTION AND OPEN TOWN MEETING
JUNE 14 and 25, 2022 (for Fiscal Year 2023: July 1, 2022 – June 30, 2023)

State of Maine

Lincoln, ss.

To: Amos Greenleaf, Constable of the Town of Westport Island, in the County of Lincoln, State of Maine

GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of said Town of Westport Island; in said county and state, qualified by law to vote in Town affairs to assemble at the Town Hall in said Town on Tuesday, the 14th day of June, AD, 2022, at 8 a.m., and then and there to act on Articles 1 and 2. The polls for voting on Article 2 and for voting on RSU #12 school budget items, which are provided here for information only and are not a part of this warrant, shall be opened at 8 a.m. and will close at 8:00 p.m.

Article 1. To choose a Moderator to preside at said meeting.

Article 2. The polls will be open at the Westport Island Town Hall on order of the Moderator for voting on the following:

To choose by secret ballot, a First Selectperson for a term of three years, and

A Road Commissioner for a term of 3 years.

RSU #12-1: **School Budget.** Do you favor approving the Regional School Unit No. 12 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

RSU #12-2: **Budget Validation Referendum Process.** Do you wish to continue the budget validation referendum process in Regional School Unit No. 12 for an additional three years?

INFORMATIONAL NOTE ON QUESTION 2:

A “YES” vote will require Regional School Unit No. 12 to continue to conduct a referendum to validate its annual school budget for the next three years.

A “NO” vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the voters of Regional School Unit No. 12.

And to notify and warn said inhabitants to reconvene at the Westport Island Town Hall in said Town on Saturday, June 25, 2022, at 9:00 o’clock in the forenoon, and then and there to act on Articles 3 through 50 as set out below, to wit:

GENERAL GOVERNMENT

Article 3. To see if the Town will vote to raise and appropriate \$5,870.00 for the sixth of ten annual payments for the Squam Creek Preserve Loan.

Recommended by the Select Board

Article 4. To see if the Town will vote to authorize the transfer of funds from the following accounts to reduce the mil rate for the 2022/2023 tax year: tax interest collected - \$4,635.81; lien fees collected - \$1,447.64; tree growth reimbursement - \$4,945.56; and bank interest - \$5,152.00 for a total of \$16,181.01.

Recommended by the Select Board

Article 5. To see if the Town will vote to appropriate \$31,674.66 from Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan Act or ARPA funds) plus incident bank interest received by the Town from the federal government to fund one or more infrastructure improvement project(s) previously approved by residents and listed in the 2019 Comprehensive Plan and/or the Westport Island section of the 2021 Lincoln County Hazard Mitigation Plan, said project(s) to be selected by the select board in their discretion, e.g., electronic sign at the head of the island, firefighting water cistern, vegetation management on roadways, etc.

Recommended by the Select Board

Article 6. Shall an ordinance entitled “Waterways and Harbors Ordinance, as Revised June 2022” be enacted? The updated Ordinance, prepared by the Harbor Master and the Harbor Committee, includes the following changes to improve the safety of municipal waterways and the management and equity of mooring assignments: creates a “Schedule of Mooring Permit Fees” managed by the Select Board based on recommendations from the Harbor Committee and the Harbor Master; and establishes a system of annual renewal of mooring permits and collection of fees (currently \$10) instead of a one-time application and payment. Collected fees will be dedicated to

supporting the management and enforcement of this Ordinance. The Harbor Committee approved this Ordinance subsequent to a Public Hearing on June 1, 2022.

(A copy of the proposed revised Ordinance with the draft Schedule of Mooring Fees is available for review and inspection at the Town Clerk's Office; and will also be on the Town's website at: <http://westportisland.us/news/2022-annual-town-meeting>)

Recommended by the Harbor Committee, the Harbor Master
and the Select Board

Article 7. To see if the Town will vote to deposit the Mooring Permit Fees for FYE 2022, and following years, into the Capital Reserve Mooring Account, to be a dedicated Mooring Account carrying over from year to year for the purpose of paying the Harbor Master's annual stipend, costs associated with enforcement of the Waterways and Harbors Ordinance, administrative costs of the Harbor Master and the Harbor Committee, and any other expenses approved by the Select Board until rescinded or revoked.

Recommended by the Harbor Committee and the Select Board

Article 8. Shall the Town authorize the Select Board to adopt a municipal resolution committing to participation in the State's Community Resilience Partnership, which supports community leadership through technical assistance and action grants to increase resilience to extreme weather and climate change, and to reduce greenhouse gas emissions, including establishing/designating a citizen committee or town employee to coordinate climate resilience activities?

Recommended by the Conservation Commission and the Select Board

Article 9. To see if the town will vote to authorize the Select Board to expend the following amounts on compensation for the employees and officials listed below, and to raise \$101,317.00 from taxation, carry forward \$3,600.00, and appropriate \$6,991.00 in revenue received during FY2022 from motor vehicle agent fees, lien fees, vital records fees, dog fees, shellfish fees, and mooring fees toward said purpose:

	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>PROPOSED FY 2022-23</u>
1 st Selectman	\$ 3,997.	\$ 4,067.	\$ 4,138.00
2 nd Selectman	\$ 3,997.	\$ 4,067.	\$ 4,138.00
3 rd Selectman	\$ 3,997.	\$ 4,067.	\$ 4,138.00
Chair of Select Board	\$ 3,737.	\$ 3,802.	\$ 3,869.00
Assessing Support	\$ 4,091.	\$ 4,163.	\$ 4,236.00
Tax Coll./Treasurer/Admin. Asst.*	\$29,071.	\$29,580.	\$ 34,320.00
Municipal Agent*	\$13,782.	\$14,023.	\$ 19,968.00
Town Clerk/Reg. of Voters*	\$12,920.	\$13,146.	\$ 27,300.00
Archivist/Deputy Clerk	\$ 3,600.	\$ 3,600.	\$ 3,663.00
Custodian	\$ 2,484.	\$ 2,527.	\$ 2,571.00

Constable & Animal Resource Officer	\$ 1,061.	\$ 700.	\$ 712.00
Deputy Constable	\$ 257.	\$ 0.	\$ 0.00
E-911 Addressing Officer	\$ 412.	\$ 419.	\$ 426.00
EMA Director	\$ 1,050.	\$ 1,068.	\$ 1,087.00
Harbor Master**	\$ 957.	\$ 974.	\$ 991.00
Health Officer	\$ 339.	\$ 345.	\$ 351.00
TOTAL	\$85,752.	\$86,548.	\$111,908.00***

The proposed amounts represent a 1.75% COLA (except for Tax Coll./Treasurer/Admin. Asst., Municipal Agent and Town Clerk/Reg. of Voters). See * **Note**.

Notes:

*The salary amounts indicated for past years 2020-21 and 2021-22 are *plus fees*; the amounts indicated for the coming 2022-23 year represent pay increases consistent with the current market, with the value of any fees incorporated into salaries. The salary increase for the Town Clerk also reflects an increase in work hours from 16 to 25 hours/week to cover the demands of an increasing workload.

**The funds for the Harbor Master stipend will be paid from the Mooring Account.

***Total budgeted salaries will be offset by carryover, fee transfers, and fund transfers from the Mooring Account; the raised and appropriated amount is: \$101,317.00 (\$14,769 more than last year)

Recommended by the Select Board

Article 10. To see what sum of money the Town will raise and appropriate for the Social Security and Medicare taxes to be paid for Town employees.

Recommended by the Select Board that \$12,000.00 be raised

Article 11. To see if the Town will vote to increase the property tax levy limit of \$1,254,314.00 established for Westport Island by State law in the event that the municipal budget approved under these articles will result in a tax commitment that is greater than the property tax levy limit.

Recommended by the Select Board

Article 12. To see what sum the Town will raise and appropriate for a Maine Certified Assessor to update assessment factors based on current values and handle assessments on new construction, land splits, transfers, state valuation returns and LD-1; and for the consultation with taxpayers, preparation and court time as required.

Recommended by the Select Board that \$11,643.60 be carried forward, and \$4,356.40 be raised for a total available of \$16,000.00.

Article 13. To see what sum the Town will raise and appropriate for the Boards and Committees to pay operating expenses including publication of newsletters and flyers, and to reimburse members for their out-of-pocket expenses.

	<u>Carry Forward:</u>	<u>Raise:</u>	<u>Total:</u>
Board of Appeals	\$373.75	26.25	\$ 400.00
Planning Board	555.00	245.00	\$ 800.00
E-911 Addressing	0.00	500.00	\$ 500.00
Cemetery Committee	<u>\$ 389.40</u>	<u>\$ 10.60</u>	<u>\$ 400.00</u>
TOTAL	\$1,318.15	\$ 781.85	\$2,100.00

Recommended by the Select Board that \$781.85 be raised and \$1,318.15 be carried forward, with any remaining account carryover lapsing, for a total of \$2,100.00

Article 14. To see if the Town will vote to raise and appropriate \$3,000.00 for the CAI Digital Tax Maps to fund the annual contracted hosting service at \$2,400.00 and the annual update of tax maps at \$600.00.

Recommended by the Select Board

Article 15. To see what sum the Town will raise and appropriate for the annual operation and maintenance (heating, utilities, lawn mowing, minor repair, etc.) of the Town Hall.

The Town Hall Committee and the Select Board recommend that \$4,100.00 be raised for a total of \$4,100.00.

Note: This request is based on historical data for electricity, fuel, minor repairs, etc.

Article 16. To see if the Town will carry forward \$13,742.58, the existing amount in the Town Hall Committee Capital Expenses Account, in reserve funds towards anticipated and unexpected capital projects.

Recommended by the Town Hall Committee and the Select Board

Article 17. To see what sum the Town will raise and appropriate for the History Committee to continue the collection, preservation and organization of Westport Island's historical records and artifacts.

Recommended by the History Committee and the Select Board that \$500.00 be raised and \$1,684.68 be carried forward.

Article 18. To see if the Town will vote to raise and appropriate \$3,200.00 for contracted services (an annual on-call stipend, indirect costs, and response costs and investigations) with the Special Services Division, Lincoln County Sheriff's Department, for Animal Control Services. Part of the cost of this contract is defrayed by dog licensing fees collected by the Town.

Recommended by the Select Board

Article 19. To see what sum the Town will raise and appropriate for committee members to be covered under the blanket insurance package provided through the Maine Municipal Association.

Recommended by the Select Board that \$224.00 be raised to cover approximately 112 volunteer committee members and event volunteers

Article 20. To see if the Town will vote to carry forward \$7,506.41 for electricity and any necessary repairs for the sand and salt shed.

Recommended by the Select Board

Article 21. To see if the Town will authorize the Select Board to apply for, accept, and expend additional grant funds from the State, or other sources, for conservation or other approved projects on Westport Island. As most grants require a share of matching funds from the Town, \$10,000.00 is to be set aside in a fund for such grant matches. No new project matches shall exceed \$5,000.00 without voter approval. Unexpended funds will be carried forward in a Reserve account for grants for "Land for Westport Island's Future" or other Town approved projects.

Recommended by the Conservation Commission and the Select Board that \$10,000.00 be carried forward.

Article 22. To see if the Town will raise and appropriate \$24,000.00 for the Municipal Landing loan at The First, N.A.

Recommended by the Select Board

Note: This is a 30-year loan scheduled to be paid off in 2034; if payments continue at the rate of those made to date, the payoff would be in 2024.

Article 23. To see what sum the Town will raise and appropriate for the Conservation Commission to pay operating expenses for conservation activities, including study of conservation opportunities, improvement of water access points, trail work, maintenance of Clough Point Town Preserve, clean-up day on Westport Island and to reimburse members for their out-of-pocket expenses.

Recommended by the Conservation Commission that the balance of \$1,200.00 be carried forward for a total of \$1,200.00

Article 24. To see what sum the Town will raise and appropriate for the operation of the Town Office and maintenance of the Town Office Building:

	<u>FY 2021-22</u>	<u>FY 2022-23</u>
Advertising & Public Notices	\$ 375.00	\$ 375.00

Computer Tech Support*	14,200.00	\$15,170.00
Dues & Books**	3,000.00	\$ 3,000.00
Election Expenses	2,500.00	\$ 2,500.00
Insurance	12,000.00	\$12,000.00
Lien Filing & Discharging Costs	2,000.00	\$ 2,000.00
Office Supplies & General Exp.	6,000.00	\$ 7,000.00
Spectrum Internet		\$ 1,200.00
Internet Hosting	110.00	\$ 110.00
Postage	1,500.00	\$ 1,500.00
Annual Town Report & Meeting	1,500.00	\$ 1,500.00
Training	1,000.00	\$ 1,500.00
Electricity	2,000.00	\$ 2,500.00
Heat	3,000.00	\$ 3,500.00
Maintenance	2,000.00	\$ 2,000.00
Outdoor Maint. & Trash Removal	1,000.00	\$ 1,500.00
Telephone	2,000.00	\$ 2,000.00
Building Security	<u>288.00</u>	<u>\$ 490.00</u>
	\$54,473.00	\$59,845.00

* *Includes managed IT services with Burgess Technology Services and accounting program and support services with TRIO*

** *Includes MMA dues*

Recommended by the Select Board that \$59,845.00 be raised.

Article 25. To see what sum the Town will raise and appropriate for the Capital Equipment Purchases Account (aka Town Office Reserve) for Town Office equipment.

Recommended by the Select Board that \$1,264.52 be raised and \$5,235.48 be carried forward for a total of \$6,500.00 in available funds

Article 26. To see if the Town will vote to raise and appropriate \$2,500.00 for the archival records preservation of original Town records.

Recommended by the Town Clerk's Office and the Select Board

Article 27. To see what sum the Town will raise and appropriate for contingent expenses and to authorize the Select Board to transfer funds to other accounts as necessary.

Recommended by the Select Board that \$10,000.00 be carried forward for a total of \$10,000.00 in available funds

Article 28. To see what sum the Town will raise and appropriate for a legal fund to be used on approval by the Board of Select Board.

Recommended by the Select Board that \$8,308.31 be raised;

\$6,691.69 be carried forward, and \$45,000.00 be transferred from surplus for a total of \$60,000.00 in available funds; \$15,000 available for routine legal services and up to \$45,000.00 available, if needed, to cover costs regarding the Baker Road litigation.

Article 29. To see what sum the Town will raise and appropriate for the Town's share of the Wiscasset Transfer Station operating expenses, and to authorize the Select Board to negotiate and enter into a contract with the Town of Wiscasset on such terms as they deem to be in the best interest of the Town.

Recommended by the Select Board that \$100,647.68 be raised

Article 30. To see if the Town will vote to convert Westport Island's digital domain for its website and email addresses from westportisland.us to westportisland.gov to increase web-based security as recommended by the Maine Secretary of State's Office and the U.S. Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) and to pay Burgess Technology Services up to \$280.00 to provide support for the conversion.

Note: This may be reimbursable by a federal grant.

Recommended by the Town Clerk's Office and the Select Board

HIGHWAYS, BRIDGES AND SNOW REMOVAL

Article 31: To see if the Town will approve the transfer of \$18,000.00 from Surplus to the Road Maintenance account to fund the maintenance of Town Roads and Bridges for FY 2022 as voted and recorded by the Select Board on May 16, 2022, pursuant to the overdraft authority granted them under 23 M.R.S.A. § 2705 which allows up to a 15% overdraft in municipal road budgets "when the amount appropriated is not sufficient to repair or maintain the ways".

Recommended by the Road Commissioner and the Select Board

Article 32. To see what sum the Town will raise and appropriate for Snow Removal and the procurement of sand and salt.

Recommended by the Select Board that \$164,945.00 be available (\$115,000.00 for contracted winter plowing services, \$40,700.00 for sand and transportation, and \$9,245.00 for salt) of which \$17,867.05 is to be carried forward and \$147,077.95

is to be transferred from the Motor Vehicle Excise Tax Fund to make a total available of \$164,945.00.

Note: *The funds referenced in this article are for all town roads and the state aid road.*

Article 33. To see what sum the Town will raise and appropriate for maintenance of Town Roads and Bridges.

The Road Commissioner requests that \$120,000.00 be raised

Article 34. To see what sum the Town will raise and appropriate for paving as recommended by the Road Commissioner.

The Road Commissioner requests that \$6,487.48 be raised and \$18,512.52 be carried forward for a total of \$25,000.00 available

Article 35. To see what sum the Town will raise and appropriate for the Emergency Only Road Maintenance Contingency Account.

The Road Commissioner requests that \$10,000.00 be raised

Article 36: To see what sum the Town will raise and appropriate to continue the Long-Term Paving Program as recommended by the Road Committee with funding for Phase Two of the Five-Phase Plan. Phase Two will be: 1) to apply a base layer to the unpaved portion of Greenleaf Road (150 feet), to apply a shim coat to the presently paved portion of Greenleaf Road, and to apply a finish coat for the combined 3,020 feet of the road; and 2) to apply a shim coat and a finish coat to East Shore Road from the north intersection with 144 for a distance up to 2,295 feet, and the hill by Tarbox Cove for 360 feet. Phase Two is estimated to cost up to \$500,000.00 including the cost of ditching, replacing culverts and shouldering the roads.

Recommended by the Road Committee and the Select Board that \$44,360.22 be carried over from Phase One and up to an additional \$455,639.78 be raised by a three-year loan for a total amount available of \$500,000.00 to be paid in three installments of up to \$180,000 annually.

Any funds remaining at the completion of Phase Two will be carried forward to support Phase Three.

Note: When approving Phase One, voters chose to pay the loan in three installments beginning in that fiscal year; accordingly, the Selectmen are recommending the same for Phase Two.

PROTECTION

Article 37. To see what sum the Town will raise and appropriate for the Westport Volunteer Fire Department.

The Westport Volunteer Fire Department requests that the sum of \$62,000.00 be raised: \$1,000.00 for direct payment; and \$61,000.00 for direct purchases, for stipends for qualifying fire department volunteers, and for a capital reserve account

Recommended by the Fire Department and the Select Board

Article 38. To see what sum the Town will raise and appropriate for the training of residents in approved emergency medical technician courses. Trainees must make a suitable commitment to serve the Town of Westport Island.

Recommended by the Fire Department and the Select Board that
\$1,000.00 be raised and appropriated

Article 39. To see what sum the Town will raise and appropriate for the fire department to be covered under the blanket insurance package and supplemental insurance provided through the Maine Municipal Association (\$6,197.00) and for workmen's compensation (\$1,300.00)

Recommended by the Fire Department and the Select Board that
\$7,497.00 be raised

GENERAL ASSISTANCE/SERVICE ORGANIZATIONS

Article 40. To see what sum the Town will raise and appropriate for Support of the Poor.

Recommended by the Select Board that \$2,000.00 be carried forward
for a total of \$2,000.00 in available funds

Article 41. To see what sum the Town will raise and appropriate for each of the following Service Organizations:

	Raised <u>2021-22</u>	Requested <u>2022-23</u>
Spectrum Generations	\$ 689.00	\$ 701.00
Maine Public Broadcasting	\$ 100.00	\$ 100.00
ME MidCoast Community Action	\$ 420.00	\$ 450.00
Healthy Kids	\$ 1,500.00	\$1,500.00
Lifelight Foundation	\$ 150.00	\$ 150.00
New Hope for Women	<u>\$ 745.00</u>	<u>\$ 745.00</u>
	\$ 3,604.00	\$3,646.00

Recommended by the Selectman that \$3,646.00 be raised

Article 42. To see if the Town will raise and appropriate \$1,042.55 for contracted services with Midcoast Humane for shelter services at their Edgecomb campus.

Recommended by the Select Board

Article 43. To see if the Town will vote to raise and appropriate \$4,308.00 for "Resident Status" for Westport Island residents at the Wiscasset Community Center.

Recommended by the Select Board

Article 44. To see if the Town will raise and appropriate \$18,144.00 as requested by the Wiscasset Ambulance Service.

Recommended by the Select Board

Article 45. To see if the Town will vote to raise and appropriate \$4,785.00 as requested by the Wiscasset Public Library.

Recommended by the Select Board

MISCELLANEOUS

Article 46. To see if the Town will vote, pursuant to 36 M.R.S.A. § 506, to authorize the Tax Collector and Treasurer to accept the prepayment of taxes not yet committed.

Recommended by the Select Board

Article 47. To see if the Town will vote to set a date when taxes are due and payable and when interest shall accrue and establish an interest rate for delinquent taxes.

Recommended by the Select Board that taxes be due and payable on September 30, 2022, and that interest accrue on taxes not paid by October 30, 2022, at the rate of 4% per annum.

Article 48. To see if the Town will vote to authorize the Select Board to dispose of tax acquired property according to state statutes. *(Note: This article is required by State Law.)*

Recommended by the Select Board

Article 49. To see if the Town will vote to authorize the Select Board to reimburse tax abatements and applicable interest granted during the 2022 fiscal year from the overlay.

Recommended by the Select Board

Article 50. Motion to adjourn.

The Registrar of Voters will be available at the meeting on both days to register new voters while the polls are open and to correct the voting list.

A person who is not registered as a voter may not vote in any election.

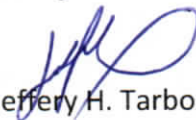
You are hereby required to serve this Warrant by posting attested copies in public places in the Town of Westport Island at least seven days before the time of this meeting and make your due return to the Town Clerk.

A copy of the warrant will also be available for review on the Town's website at:
<http://westportisland.us/news/2022-annual-town-meeting>.

Given under our hands this 6 day of June, 2022,


Select Board
Town of Westport Island


George D. Richardson, Jr.


Jeffery H. Tarbox


Ross A. Norton

A true copy of the warrant,

Attest: 
Julie Casson, Town Clerk
Westport Island