

SELECT BOARD MEETING

June 24, 2021 5:30PM

(Remote)

Quorum noted

A. 5:30 PM: Meeting called to order by Chairperson Orestis.

B. Roll Call: Mr. Orestis, Mr. Donhauser, Mr. McPherson, Mr. Widi, and Ms. Dow.

C. Public Comment:

There was no public comment.

D. Approval of Minutes of Previous Meeting(s)

There were no minutes tonight.

E. Department Head/Committee Reports

5:31 PM 1) Town Manager Report

Ms. Granfield said that we are in union negotiations with the Police and we are starting Public Works. We talked about having staff reports that I think will be helpful to you in the future, starting the next meeting. We are organizing everything, providing sample motions, and kind of in a nutshell, have a cover segment with back-up data. Let me know how you like that and what you want changed as it goes along. Regarding the bicentennial meeting, they have been moving forward. Town flags will be sold at Town Hall. They do have a time capsule and they ask, if the SB or departments have items that they think would be appropriate for the 2020 year relating to the Town, to think about that because they would like to incorporate some items. We did have a good meeting with Underwood on the Route 236 Water and Sewer Project timeline. One of the next things is that towards the end of August they are going to have some public information sessions, which will be helpful to the public to understand what's happening. It may be informative because there may be some folks that are under the impression that, because the work is there, they will all be able to hook onto the system, and that's not the case. It will only be for a limited number because it's really for the TIF Project. They will go over all of that but I think it's important for the public to attend. Our new Assessor, Brent Martin, did start this week. Stop by when you're in the building. Updating on the status of in-person meetings. The Governor did sign into law LD32 regarding remote participation. There is a 30-day extension from when the emergency went into effect, so that extends to July 30th. Initially, I thought we would start those meetings in September but it appears that, once that ends, starting in August there can be kind of a hybrid meeting. You need to meet in person but you can have a hybrid. We talked about the equipment that we would purchase to put in the meeting room so

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that will be the best of both worlds. Boards will not be able to have total remote meetings like they have now. They have to be in person but, under certain stipulations, members of the board(s) can be remote; that the public can be remote. The requirements apply solely to the Board and public so it doesn't limit, for example, legal counsel or staff; that they can still provide updates, and such, as they do now. Also, we can count those members on boards that are remote as part of the quorum but you will have to continue to take roll call votes. In order to allow that, the SB has to adopt a policy; that it should be adopted at one of your July meetings. I'm seeing if MMA has any type of model that we can modify accordingly but you have to adopt that in order to allow hybrid meetings. I will let the other boards know about this. I don't know, seeing that that will be adopted and you continue remote meetings in July, in August you can start the hybrid. I don't know if everything is going to be up-and-running ready to do that so, you may, or may not, want to consider maybe just the second meeting in August, unless there's a lot of activity. Then we can have strictly in-person if we're not ready for the combination hybrid. I'm hoping, at that time, that you might be able to schedule some interviews, strictly in-person if we're not ready, with Town Manager candidates and you can think about the scheduling for that. July will continue as it is and at one of your next two meetings, we'll have that policy for you to adopt and that will apply to all the boards. I know that some weren't ready to come back but they will have the opportunity for the hybrid once the SB adopts that policy. Also, the Town Clerk's office will be closed on June 30th at 3PM for year-end to finalize some of the transactions and we listed that on the web site. July 29th is the PB Chair's last meeting and I wonder if the SB Chair, on behalf of the Board, would like to present a Proclamation and Certificate of Appreciation. We can draft something for you. He has done outstanding service and that's one of the critical boards, I think, that we have with all the activity. Lastly, we talked about the orientation for the SB and it seems know that, perhaps I'll see if the dates work – either July 19 and 20 or July 26 and 27. The first dates were not going to be workable for all members so I will send you something on that to see what might work. And later in the agenda when you make the appointments, we'll have those available through the weekend and laid out in my office for you to come in to sign. They can't be docu-signed.

5:37 PM

Mr. Orestis said that the letter to the PB Chair would be fantastic. Would make sense to reach out, individually, just to see how everyone is feeling about meeting in person. That way, if someone is not okay with it, we don't have to... I think that's something that I could do. It's been expressed to me that meeting in person is sometimes a lot easier; that I can just take that upon myself and just gauge how everyone is feeling about it.

The SB agreed.

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5:38 PM 2) May Financials

Mr. Orestis said that I know that these are typically put in at the end of a quarter or monthly. Mr. Miles, I don't know if you have anything specific on this that you want to call out.

Mr. Miles said that I think, when we do the carry-forwards, I'm going to give you a brief summary up to now for the whole year for everything so, if you want to wait, you can just wait until then.

The SB agreed.

5:39 PM 3) Sewer Allocations

These are standard residential allocations.

Ms. Dow asked in what situation would we say no.

Mr. Orestis said that I believe it would be based on the amount of sewer allocation that we have left. If we didn't have enough, we would probably say no. It is my understanding that we have plenty, at this point.

Ms. Granfield said that I don't know the exact amount but I do know it's plenty, so it's not over-extending the sewer allocation. That is something we would bring forth if that was the situation.

Mr. Orestis said that we negotiated with Kittery Water District for X number of gallons/day.

5:41 PM Ms. Dow said that, if we were close to being out of gallons we were supposed to be using, that would be when we would say no.

Ms. Granfield said that we would make you aware of that, show the request, and indicate it's not recommended because it's not sufficient.

Mr. Widi moved, second by Mr. McPherson, that the Select Board approve the sewer allocations for 4 Pheasant Lane, 11 Pheasant Lane, 13 Pheasant Lane, and 49 Village Drive.

Roll Call Vote:

Mr. Orestis – Yes

Mr. Donhauser – Yes

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Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

5:42 PM 4) 2021 Carry Forwards

Mr. Miles briefly reviewed how the year has ended so far. There are still some bills that will come in in the next few weeks that will still be allocated towards last year's budget. I've put together a spread sheet, sharing his screen for the SB. Regarding revenue, at the beginning of last year in June, we voted on estimated revenues of \$3,324,025. We came in a little short this year and a lot of that ended up being COVID, with ECSD especially being shut down. So, we were at \$3,292,391, which is still about 99% collected on our revenues and is pretty impressive, especially during the COVID year. All the columns you see in red came in a little under, mostly ECSD. Luckily, revenue-sharing was way up almost \$200,000, excise numbers were up. We ended up really well, overall, for the year at 99% collected. When you compare that to the expense side of things, overall, we spent about 91% of the budget. There were some that were pretty tight. In Administration we had a few things come up that put us at about 100% after all the transfers and what reserve amounts we have to use to cover, like the sick leave for people who left, and things like that. Other than that, everybody was really good, especially for such a weird year. The department heads really did a great job keeping things under- budget or within their budgets, at least. With that being said, we had \$616,000 that wasn't expended and we were only \$31,000 under on revenues, so I have some proposals for carry-forwards for you that I think will actually help us moving forward for the budget process next year. If we have this money allocated and carried forward, we don't have to raise it again next year. We can kind of keep taxes level. The first one I have is for the Police Department. The reason this budget has so much left over in it is because they had an officer resign, and they didn't fill the position, so most of that money left over was wages and benefits for that officer. I would suggest several reasons for carrying it forward. The Police Chief needs his cruiser replaced, there's some personnel matters that will have to be dealt with, there's a police contract being negotiated, and we could use some of this towards the new SRO position and stretch it out over a couple of years to reduce the tax impact. That's all up to you guys and you'll probably have executive sessions for it. I know there's been other contracts that get negotiated and there are certain things that come up and we have to search for money. If we carry this forward, then that's one less thing to search for and we can use the budget for what it was actually planned for. The next one is for Public Works. Mr. Robinson was, again, way under budget on a lot of things. He's done really well with his budget, cutting a lot of things down. I propose we carry

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forward \$20,000 for that budget for their contract settlements, just in case anything comes up. If nothing comes up and we don't need it, that can always drop back through to Fund Balance. So, it's not wasted but we don't have to raise it next year or try to find it when we don't have it. Finally, for snow and winter maintenance, as everyone knows we had a pretty light winter. There's about \$60,000 left in the salt line and I propose you carry that forward and put it in the salt reserve. Again, just to save us some money in future years so we don't have to budget for a worst-case scenario. I will send you the spreadsheet after the meeting so you can look it over.

5:47 PM Mr. Orestis said that, regarding the salt reserve, that's typically what happens if there's something left over. That's the whole idea behind it. We budget a level amount and, if there is something left over, we add it to the reserve. Obviously, if we have a really heavy winter, we can pull from that reserve.

Mr. Miles agreed. We used to budget for worst-case scenario every year, then have a light winter, and it's really not fair to the taxpayers that we charge them for something they might not need. We can roll this forward and draw from it as we need to.

5:48 PM Ms. Dow asked how often we carry forward these sorts of funds. Is this something we do regularly or is this out of the ordinary.

Mr. Miles said that it's not out of the ordinary. It's actually stated in the Charter that says when the Board deems it necessary, if you have unexpended funds, you can carry it forward but it has to go towards the budget it's being carried from. Last year we carried forward \$19,000 for the election because the June election didn't happen, it happened in July, so we carried it forward to use for that. Typically, a lot of stuff we end up dropping through to Fund Balance because that's how you build up your savings in the Town for if anything happens and you don't have it. Our Fund Balance, in the past couple of years, has actually been increasing really well. We haven't touched our TAN (Tax Anticipation Note) in two years. I usually let a lot of stuff drop through to Fund Balance if we don't spend it because, budget-wise, we are over budgeting, for instance. But there are certain things that I saw this year that I thought would really help and the best way to do it is to not have a tax impact on the people. They've already approved to have this money spent so, instead of raising it again in the future, I think it's better to just do it now.

5:49 PM Mr. Orestis said that there are obviously bills still coming in but do you know about how much is going to drop through to Fund Balance, total.

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Mr. Miles said that, if you do all the carry forwards, it will be about \$436,000. If you don't do it, it will be about \$616,000.

Mr. Orestis asked if Mr. Miles knew how much we have in Fund Balance right now.

Mr. Miles said that it was roughly \$4.7 million. We're right on target with what the auditors want. There are so many ways to do it but, the way I look at it, if you have 4 months of school payments and all your regular bills in the bank, then you're in really good shape as a Town.

5:50 PM Mr. McPherson moved, second by Mr. Donhauser, that the Select Board carry forward into fiscal year 2022 up to \$100,000 from the Police Department main budget for the following items: Police Chief Cruiser Replacement, personnel matters, police contract settlement, and Small Resource Officer Funding.

DISCUSSION

Mr. Orestis asked if it waits until the end of the next fiscal year to drop through to Fund Balance or can you do it through the course of the year. The motion says 'up to' \$100,000.

Mr. Miles said that the reason I put 'up to \$100,000' was just in case we had any surprise bills come in and we have to say we have less than that that we can still carry forward. But, also, that's why I drafted the motion to say 'into fiscal year 2022' instead of after 2022 as there would have to be another vote to be carried forward or it's going to drop through. I don't want it to be an ongoing thing. I don't think that's fair to taxpayers. If you carry it forward for that one year, everybody knows what it's for and why it's happening. I think that's the best way to do it, for the taxpayers especially.

Ms. Dow asked if this money could be used for other things or only what is outlined in the motion.

Mr. Miles said just the motion.

DISCUSSION ENDED

Roll Call Vote:

Mr. Orestis – Yes

Mr. Donhauser – Yes

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Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

5:52 PM Mr. McPherson moved, second by Mr. Donhauser, that the Select Board carry forward into fiscal year 2022 up to \$60,000 from the Winter Maintenance Budget to be placed into the Salt Reserve Account.

Roll Call Vote:

Mr. Orestis – Yes
Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

Mr. McPherson moved, second by Mr. Donhauser, that the Select Board carry forward into fiscal year 2022 up to \$20,000 from the Public Works Budget for the purpose of contract settlements for the Public Works Department.

Roll Call Vote:

Mr. Orestis – Yes
Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

5:53 PM 5) 2021-2022 Select Board Administrative Authorities

Ms. Granfield said that this has been done in previous years and it authorizes you to handle those matters.

Mr. Miles said that Ms. Albert just texted me and said that it's part of the Town Referendum Meeting Ordinance and they have to be adopted every year. They

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used to be on a secret ballot but now they're done this way because of the ordinance.

5:55 PM **Mr. Orestis moved, second by Mr. Donhauser, that the Select Board approve the Select Board Authority to Act on all Administrative Matters usually acted upon at the Annual Town Meeting for fiscal year July 1, 2021 through June 30, 2022, reference §10 - Referendum Town Meeting Ordinance, as presented.**

DISCUSSION

Mr. Donhauser said that, when reading down through 'here', it allows us to borrow money. It doesn't make any reference to the TIF and that's probably going to be a very substantial bond issue. I don't know if we need to add that authority or maybe do it in a later meeting.

Mr. Miles said that that was covered when you did the question on the referendum in November that allows you to do that.

DISCUSSION ENDED

Roll Call Vote:

Mr. Orestis – Yes
Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

5:57 PM **6) 2021 Appointments of Town Officials/Employees**

Mr. Orestis said that we do this year after year. This is just appointing Town officials and employees. I would entertain a motion.

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Mr. Widi moved, second by Mr. Donhauser, that the Select Board appoint the following people to the following positions:

<i>POSITION</i>	<i>OFFICIALS NAME</i>
Animal Control Officer	Kristina Buckley
Assessor	Brent Martin
Building Inspector/Code Enforcement Officer	Rochelle Bishop
Civil Emergency Preparedness Director	Jay Muzeroll
E911 Municipal Coordinator/ Addressing Officer	Rochelle Bishop
Election Warden	T. Peter Dennett
Election Warden	Marvann Place
Excise Tax Collector	Wendy Rawski
Freedom of Access Officer	Wendy Rawski
General Assistance Administrator	Melissa Albert
Harbor Master (Interim)	Thomas Phillips, III
Local Plumbing Inspector	Rochelle Bishop
Road Commissioner	Steven Robinson
Sewer Superintendent	Steven Robinson
Tax Collector	Brenda Harvey
Town Clerk	Wendy Rawski
Treasurer	Jordan Miles

DISCUSSION

Mr. McPherson said that we are appointing Mr. Phillips as Harbor Master. Is that position still open. Is that Interim Harbor Master or has that position been filled.

Ms. Granfield said that I believe it's still interim.

DISCUSSION ENDED

Mr. Widi amended his original motion to appoint Thomas Phillips, III as Interim Harbor Master. Mr. Donhauser seconded the amendment.

Roll Call Vote:

Mr. Orestis – Yes

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Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

Mr. Orestis reminded the SB that they had to sign these in person.

F. New Business:

There was no new business.

G. Old Business:

There was no old business.

H. Approval of Warrant(s):

6:00 PM **Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve A/P Warrant #130 in the amount of \$49,897.29, dated June 2, 2021; A/P Warrant #132 in the amount of \$101,043.88, dated June 10, 2021.**

Roll Call Vote:

Mr. Orestis – Yes
Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

I. Selectmen's Report:

6:01 PM Mr. Orestis said that the Town Manager Search Committee has screened down to 10 applicants for pre-screen phone calls to be done next week. From there, they will schedule semi-finalists to meet with the Committee in mid-July. Then, those recommended finalists will come to us in August. Progress is being made. I don't have any inside information of any of the candidates but, this is good news.

Mr. Widi asked how many they are looking to send to us.

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6:02 PM Ms. Granfield said that the pre-screening interviews were conducted this week. So, next week the Committee will be meeting and they are narrowing it down based on that or interviews with the Committee in the next couple weeks, in July, with the hope of being able to send you, unless they need to add some additional ones, at least three finalists for the SB to interview in person.

6:03 PM Mr. Orestis asked if we have an updated list of those positions we are seeking for committees. You obviously mentioned the Planning Board. That's a big one. What are the positions that are open on the Planning Board, currently.

Ms. Lemire said that there are three regular member positions open, as Mr. Lentz is finished as of June 29th.

Mr. McPherson said that that's seven total members.

Ms. Lemire said that it is. It is five regular members and two alternates. We got really tight last week because Ms. Strange was excused because she was going to be away and then Ms. Magdziasz had an emergency come up. So, we had three members, total, there.

Mr. Orestis said that that's a big one. If we know anyone, send them. Or think of anyone.

6:04 PM Mr. Donhauser said that, in the Town & Country Magazine (MMA), there is a very good article about increasing property values and that we can expect, in the short term, reassessment of the Town by the Tax Assessor. It's going to make it more difficult for us to keep the taxes for individual taxpayers the same because their property values are going to go up. Even though we keep the mil rate the same, people are going to be complaining. I think we should, somehow, communicate to the public that with rising property values, it's all great to have your house become more valuable, but it also should increase the assessed value of your home. Therefore, your real estate tax will go up, too. It's a really good article about the problems that are happening, not only in Maine but in NH and Vermont.

Mr. Orestis said that that's a good point. We try to keep the mil rate the same but, if your house is worth a \$100,000 more, it's more money. We could put it out on the web. Mr. Widi do you have an update on the **Facebook page**. I know this is a

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tight part of the year for you. Is that something that we could even put out just as a notice.

6:05 PM Mr. Widi said that I don't have any updates on that. I've been busy at the farm. I was hoping I could kind of co-opt Ms. Dow to be my helper on that one because I know she's active on Facebook; that she might be able to help me out in my busy times.
Ms. Dow said that I would be happy to help.

6:06 PM Mr. Widi explained that it is just raw information and we shut off the comments. We're just trying to get information out to people. It's just an attempt to talk to people where they actually are instead of throwing it on a website that you maybe check before you go register your car.

Mr. Orestis said that there's a great email service that goes out to the Town, too. But, of course, they have to sign up for that. So that might be a good call. I know all the agendas for every meeting, all the dates, anything important comes out via emails.

6:07 PM Mr. Donhauser said that I would like to recognize our Town Treasurer. I think he's done a stellar job this year keeping the records straight and interactions between the Budget Committee and SB. I think we should commend him for a job well done.

Mr. Orestis agreed, saying great job, Treasurer. We're looking forward to the upcoming budget season, for sure.

J. Adjourn

Mr. McPherson moved, second by Mr. Orestis, that the Select Board adjourn.

Roll Call Vote:

Mr. Orestis – Yes

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

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The meeting adjourned at 6:38 PM.

Respectfully submitted,

Ellen Lemire, Recording Secretary

S/ Mr. Bob McPherson, Secretary

Date approved: July 8, 2021