



MINUTES

HARRISON SELECT BOARD MEETING

Thursday, January 11, 2024 – 6:00PM

All regular select board meetings are held the 2nd Thursday of each month. Meetings are recorded and posted on the Town Website and on Lake Region Television usually in 2 days.

Please practice social distancing. Reminder to the attending public: Select Board meetings are open to the public, but the public may not speak unless recognized by the Chair or Vice Chair only during Public Participation. Comment time is limited to 2 minutes per speaker. Matters related to personnel will not be heard or discussed.

Present: Chairman Matthew Frank, Vice Chair Philip Devlin, Select Person Frederick Ross, Select Person Nathan Sessions, Select Person Colleen Densmore, Town Manager Cass Newell, Secretary Denise Dumont, Public Services Director Dennis Michaud, Finance Officer Mauren McAllister, James Fahey Assistant Code Enforcement Officer

Absent: None

Public: LRTV, attendance sheet attached GoTo Meeting participants: John Bellino (Kennebec Consulting), David Houghton (Municipal Resources, Inc. – MRI)

I. Call the Meeting to Order

II. Pledge of Allegiance

III. Public Participation (Non-Agenda Items)

Richard Sykes – 25 Front Street – Inquiring about a brush dump. We could go to Dyer, but they closed it, then we could go to Bridgton and now we don't have anything. We haven't had one in a while, and I would like to know if you are doing anything about it.

Town Manager Cass Newell replied that we have been actively searching and are working on something, but we do not have anything at this point.

Raymond Rynkowski - 41 Main Street 1) on Dec 14th there was a Revitalization Presentation – I was not notified as a property on Main Street of these changes. What and where are notifications. Need more public notification. Agendas put in the newspaper.

Chairman Frank stated that this is preliminary. These were some things identified by the Public Hearing we had with public participation. We have not yet identified priorities and grant work is in progress.

Town Manager Cass Newell: As Chairman Frank stated this is preliminary. We will be having more public hearings; surveys etc. also still need to be done. The agenda was not in the newspaper, we set the agenda 3 business days in advance as things are always changing, as with the Adjustments to the Agenda section.

IV. Adjustments to the Agenda Adjustments to the Agenda

A. Request to remove discussion on Treasurer's Disbursement of Warrants until February 8, 2024, Select Board Meeting

V. Consent Agenda

A. Approval of Unsigned Warrants #32- #35 - Approved by signature **Informational**

B. Approval of Select Board Minutes – December 14, 2023

**Motion to Approve the Select Board Minutes from December 14, 2023 made by S. Devlin
2nd S. Densmore Approved 5-0**

C. Approve Liquor license for Greenwood Manor Inn

**Motion to Approve the renewal of the Liquor License for Greenwood Manor Inn made by
S. Ross 2nd S. Colleen Approved 5-0**

VI. New Business

A. Fire Study Presentations

- Decision needed/Request to move forward with ARPA funding - motion made after Executive Session

1st Presentation on GoTo meeting was done by John Bellino of Kennebec Consulting. There was a question-and-answer period that followed.

Chairman Frank: Will you do this study by yourself, or do you have a team?

Mr. Bellino: Mostly by myself but could have someone help depending on the number of interviews etc.

S. Devlin: Who will be part of the interviews?

Mr. Bellino: The Town Manager, Officers & Staff of the FD depending on the roster of the members of the FD.

Raymond Rynkowski – 41 Main Street: You mention Boston we are much smaller than that how would that affect what you are doing?

Mr. Bellino: I did work in larger FDs and smaller ones like now. Having an awareness of how other departments, large and small are run gives a perspective of how things might be done or what you do not want to do.

S. Densmore: How many studies have you done?

Mr. Bellino: 3 cardiac arrest studies, 2 FD feasibility studies.

How are benchmarks measured?

National FD standard, Maine FD standards, MFPA, similar size towns Professional & National standards. I look at tax base/call volume and current trends in communities similar in size to yours.

S. Devlin: Cumberland County is doing a study of a data feasibility study for sharing resources. Are you aware of this and would you also use this?

Mr. Bellino: Yes, I am aware of this study and am also waiting to see what they will bring forward. Some towns are interested in collaborating and sharing resources, and some are not interested. That is something else I would look into researching with this study. I see that your town does have shared resources for ambulance services.

S. Ross: Do you identify problems as well as facility, personnel and equipment?

Mr. Bellino: In one study I did they wanted to get a ladder truck but I could not help them in a feasibility study they were able to collaborate with a neighboring town and share it so it worked out that way.

2nd Presentation on GoTo meeting was done by David Houghton of Municipal Resources, Inc. – There was a question-and-answer period that followed.

They have a team of people who work on the study which includes road maps for cost, equipment, personnel, buildings. We are a larger company, but we concentrate mostly in New England.

Chairman Frank: How many people will you use?

Mr. Houghton: 2-3 because of the timeframe and depending on the number of people to interview etc.

Chairman Frank: You said you are just finishing up 3 studies can you tell us who they are? How many studies have you done?

Mr. Houghton: Kennebunkport, Fairfield & Benton. They are Fire & EMS. In the past 4 years I have had 16 different cases, only in New England. We use people in the region most are at least ½ time active FD, EMS & Hazmat officers. I am a retired Fire Chief but am still active in the FD. We are not old school; we are up to date and active within the force. We believe this is an important aspect as we go forward with our studies.

Motion to allow the Town Manager to proceed with MRI (Municipal Resources, Inc.) to complete the Harrison Fire Study. We will use available ARPA funding to pay for the study in the amount not to exceed \$17,500 made by S. Devlin, 2nd S. Densmore Approve 3-0 (2 abstained)

B. Schedule for Budget Season 2024-25

Motion to approve the Schedule for Budget Season 2024-25 (with modifications 1) time change 2/18 to 12 – 2pm and 2) word change Monday, March 25th wording to say last Budget Workshop) **made by S. Sessions, 2nd S. Densmore Approved 5-0**

VII. Old Business

A. Financial Policy

- Asset Capitalization Policy

Questions about

No formal changes at this time.

- ~~Treasurer's Disbursement of Warrants~~

- Policy & Rules (Insufficient Fund Policy/BMV Registrations)

Wording Changes Bookkeeper changed to Finance Officer in 1.1, 1.2 & 1.3. Also in 1.3 change The Deputy Clerk to the Town Clerk's Office

B. ARPA Funds – Available funds update

Town Manager Cass Newell we have \$74,920.57 after what we have allocated already

If you go with option 1: Kennebec Consulting \$7,500 amount will be \$67,420.57

If you go with option 2: Municipal Resources Inc \$17,500 \$57,420.57

Town Manager Cass Newell has not been able to find a bus that fits the \$35,000 allocated.

Even though I feel strongly that it is needed I will relinquish that amount if you would like me to. S. Ross & Chairman Frank suggested that they keep it in for now and perhaps during the budget we can use the rest through Capital Reserves. The rest of the Board agreed and thought that it was a good idea to approach it that way for the safety of the kids and to benefit the Town.

VIII. Other Business - Informational

A. Change to March Select Board Meeting will be held on Thursday, **March 21, 2024** at 6pm due to a conflict of a Select Board Member.

Motion to Approve the modify the March Select Board Meeting to Thursday, March 21, 2024 at 6pm made by S. Sessions, 2nd S. Ross Approved 5-0

IX. Town Manager's Report

Town Manager's Report – January 11, 2024

1) ADMINISTRATION-

- a) Interaction with Harrison Citizens and Employees - visits/calls/emails
- b) Worked on Day-to-Day Administration
- c) New Public Works Facility.

2) TOWN CLERK – I am preparing for the Presidential Primary Election on March 5th. Megan has started preparations for the Town Report and her and Angelina have been busy at the counter.

I have submitted an application and proof of all of my training to MMA to become a Certified Clerk about a month ago and I just received a letter that the committee has met and approved my application. This means that they will email me a test on February 1st. So far, I have received 2 Boston Post Cane Nomination Forms and another person picked one up last week. It hasn't been returned as of yet.

3) PUBLIC SERVICES (PUBLIC WORKS/PARKS) – During the month of December, we have had a fun month dealing with storm damage. Rebuilding the dirt end of Summit Hill RD then clearing trees and limbs all over town. Filling in driveways and shoulders that washed out from the 6.5 inches of rain that the town received. We have stopped roadside clearing for the time being to deal with the snow for the season. I'd like to ask that the residents of Harrison be patient during the winter season as we are doing all we can to make the roads safe to travel.

As always, we appreciate the support of our citizens.
Respectfully submitted Dennis Michaud

The Transfer Station had 2529 visits in December. We had 4 very busy days. Sunday 12/3...270 visits. Sunday 12/17...202 visits. Friday 12/22...224 visits and Wednesday 12/27...270 visits.

The following was shipped:

Trash 9 loads to Ecomaine

Recycle 4 loads to Ecomaine

Demo 4 loads to Riverside

Batteries 39 shipped to Call/to/Recycle

Electronics 4066 lbs picked up by Northcoast

Bottles 3290 picked up by Paynes Redemption

Clothing 2740 lbs picked up by Salvation Army

We processed 12 mattresses.

Copper picked up by West Paris metal (separating the copper was an experiment & and is something we plan to continue)

The main power line to the station was taken down by a large tree on Monday Dec 18th forcing us to close. We were also closed Wed Dec 17 due to no power.

4) CODE ENFORCEMENT – During the month of December: 11 new building permits were issued. YTD 164 building permits have been issued. A total of 5 new single-family homes were permitted during the month of December bringing the year-to-date total of 34.

A total of 4 plumbing permits were issued during the month. YTD 106 plumbing permits have been issued.

27 inspections were conducted for the month of December for a YTD total of 408.

41 Walk-in customers came into the office during the month. Since we began tracking walk-in customers in April, there have been 580 people who have ventured into the Code Department for some form of assistance between April 1 and December 31, 2023. That is an average of 64.44 people per month based on 9 months. That projects to 773 customers over the course of the entire year. Walk-ins include Realtors, contractors, and citizens. The revaluation continues with many calls and questions taking up considerable time.

Currently, there are over 14 open complaints/violations that are active on file. 3 of those have been given the green light to forward to the Legal Department.

I see no reason for business to slow down in 2024, especially with reports that interest rates have stabilized, and conjecture is the rate may even come down in 2024.

5) RECREATION - This month was a little crazy between the holidays, vacation time, and the storm!

Our senior lunch was a little smaller than normal, because of the storm people either couldn't get there or did not know if we were still having it! I assured everyone who showed up that we would not cancel, especially with a storm like that, if it is safe for us to host it! The next senior lunch will be on January 16th, we will have lasagna!

Ski program sign-ups wrapped up on January 3rd and we hit our mark of over 20 kiddos!

I am working on some fun and different ideas for the winter festival which I am hoping to have in February given that we have some snow!

I have reached out to BA about the use of the ice rink for our pre-Superbowl skating party!

I contacted Margaret Emery, Elementary School Principal, about using the gym for a pre-k basketball program and adult basketball! I am working with them on a schedule, and I am hoping to get at least adult basketball going. I am not sure if it is too late to throw in a pre-k basketball program for this year or if we are better off waiting until next year. I know I have had a lot of people reach out to me about adult basketball so that is my priority!

The annual MRPA conference is coming up again. I learned so much last year and it was so cool to be able to connect with all the other rec departments in the state!

6) FIRE DEPARTMENT – Total Incidents

Monthly Events/Details/Meetings: December 05 – Apparatus Checks
December 14 – Training –
December 19 – EMS Checks
December 26– Officers Meeting

- Many officers out sick, down with bad colds etc.

7) PUBLIC SAFETY-

ACO – Accumulative Oct. – Dec. 26

Missing Animals – 7

Dogs at large – 3

Owner Institutionalized/Deceased – 1

Court Violations/Seizer/Admin – 0

Animal Left in Vehicles – 0

Animal Left in Vehicles – 0

Animal Bites/Attacks w/injury – 2

Welfare/Abuse/Neglect – 3

Dead/Injured/ill/trapped – 3

Aggressive animals – 1

Agency Assist (CCSO/AWD/FRD) – 1

Livestock/Animal Trespass – 0

Exotic Animal Issue – 0

Miscellaneous – 0

Barking dog – 3

Stray/roaming Cats – 2
Kennel Insp/Reg/Vacc Status - 0

Cumberland County Sheriff's Office – Cumberland County Sheriff's Office – Report for 11/01/23 to 11/30/23. 137 total incidents. 1 Traffic Citations, 14 Traffic Warnings, Cases Assigned to Detective Division: 2 Death Investigations, 3 Drug investigations, (1* cleared) Sexual Assault Investigation
*some clearances involve an incident reported in a previous month.

Update: Our Primary Deputy (Deputy #1) is still unassigned. We still have 7 day/week coverage, between our 2nd Deputy, Deputy T. Meslin, and former Deputy Smith's hours are currently being covered by other Deputies who will continue to fill shifts until it is assigned. Next Wednesday, Deputy Mark Mitchell will be assuming Deputy Smith's old position. (Told just today by Capt. Joyce from CCSO.)

ON-GOING PROJECTS

- Downtown Revitalization –
- Public Works facility –

X. Select Board Items **None**

XI. Next Regular Meeting: **02/08/24**

Motion to move to Executive Session per 1 MRSA §405(6)(A) for a Personnel Matter at 8:02pm made by S. Densmore 2nd S. Devlin Approved 5-0

XII. Executive Session – 1 MRSA §405(6)(A) Personnel Matter

Motion to move out of Executive Session at 10:03pm made by S. Densmore, 2nd S. Devlin Approved 5-0

Motion to allow the Town Manager to proceed with MRI (Municipal Resources, Inc.) to complete the Harrison Fire Study. We will use available ARPA funding to pay for the study in the amount not to exceed \$17,500 made by S. Devlin, 2nd S. Densmore Approve 3-0 (2 abstained)

XIII. Adjournment

Motion to Adjourn at 10:03pm made by S. Devlin 2nd S. Ross Approved 5-0

Respectfully submitted,

Matthew Frank, Chairman

Denise Dumont, Secretary