



MINUTES

HARRISON SELECT BOARD MEETING

Thursday, February 08, 2024 – 6:00PM

All regular select board meetings are held on 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

I. Call the Meeting to Order

II. Pledge of Allegiance

III. Public Participation (Non-Agenda Items)

Rick Sykes asked if there will be a Fishing Derby this year. It has been several years since there was one. He couldn't find anything on the website. In fact, the calendar had nothing listed at all. He asked if we still have an active Recreation Department.

Chairman Matthew Frank stated that a Fishing Derby is being worked on for the end of February. The last few years ice conditions have not allowed us to have a fishing derby.

Town Manager Cass Newell said that information is on the website, she was not sure about the calendar but would check on it. There is also an active Facebook Page which has all the information on it. The Recreation is active, and the Recreation Manager was working very hard. As the Chairman said we have to be safe and ice conditions have allowed us to proceed with the fishing derby in the past. We yield to recommendations from Maine Inland Fisheries. She stated that other activities are proceeding. There is going to be ice skating in the morning before the Super Bowl, and the Winter Festival will be on February 25th. She couldn't remember all the things off the top of her head, but it is something that is always in her Town Manager Report toward the end of the meeting.

IV. Adjustments to the Agenda

A. Downtown Revitalization Presentation (Old Business)

V. Consent Agenda

A. Approval of Unsigned Warrants #35- #46 - Approved by signature **Informational**

B. Approval of Select Board Minutes – January 11, 2023

Motion to approve the Minutes of January 11, 2023 made by S. Ross, 2nd by S. Densmore approved 5-0

C. Approve ATV Policy Review (Otisfield Trail Blazers) (Cass/Bill Sprague)

Mr. Sprague hopes to continue the relationship with the Town and be able to use the roads.

Town Manager, Cass Newell: No issues that we know about or heard about.

Motion to approve ATV Policy made by S. Devlin, 2nd S. Densmore Approved 5-0

D. Approval of Event Permit – Race for Recovery (Tucker House) (Cass)

Motion to approve the Event Permit – Race for Recovery made by S. Ross, 2nd S. Densmore Approved 5-0

E. Approval of Event Permit – Christmas in Harrison 5K (Cass)

Motion to approve the Event Permit – Christmas in Harrison 5K made by S. Densmore, 2nd by S. Devlin Approved 4-0 (1 abstention, S. Sessions)

F. Approval of Event Permit – 9th Annual Earth Day Cleanup (Cass)

Motion to approve the Event Permit for Earth Day Cleanup S. Devlin, 2nd by S. Fred Approved 4-0 (1 abstention, S. Sessions)

VI. New Business

A. Road Posting March 1, 2024 to May 1, 2024

Motion to approve the Road Posting (following the State mandate) from March 1, 2024, to May 1, 2024, or earlier if necessary, S. Ross, 2nd S. Sessions Approved 5-0

B. Building Permit Requirements Ordinance - (Cass/John/Jim) ***Discussion/Motion**

Motion to present as written the Building Permit Requirement Ordinance at the Public Hearing on February 15, 2024, before placing on the June Warrant made by S. Devlin, 2nd S. Densmore Approved 5-0

C. Floodplain Management Ordinance - (Cass/John/Jim)***Discussion/Motion**

The State of Maine updated this Ordinance. It needs to be adopted by us by June 20, 2024, to be eligible to participate in the NFIP. (Citizens to be eligible for Flood Ins.)

Motion to present as written the Floodplain Management Ordinance at the Public Hearing on February 15, 2024, before placing on the June Warrant made by S. Sessions, 2nd S. Densmore Approved 5-0

VII. Old Business

A. Downtown Revitalization Presentation – Jeff Preble & Kalle Maggio/Wright-Pierce, Darryl Sterling, Grant Writer

B. Financial Policy (Cass)

- Treasurer's Disbursement of Warrants – Yearly update needs to be signed by the Board following the meeting

Motion to approve stand-alone Treasurer's Disbursement of Warrants made by S. Devlin, 2nd S. Densmore Approved 5-0

- Town of Harrison Internal Control Policy - no changes

- Petty Cash Procedure – no changes

C. Fire Study Update

Town Manager, Cass Newell updated the Board. The Fire Study is progressing. Meetings have begun, and meetings will be ongoing with Municipal Resources, Inc. (MRI). FYI, you may periodically see new people around the Fire Department and Town. The study will be complete

in a little over 2 months, in time for the upcoming budget season. Should there be recommendations from this study for the '24-'25 fiscal year, they will be included in this year's submissions for the proposed budget.

VIII. Other Business - Informational

IX. Town Manager's Report

Town Manager's Report – February 08, 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 – We are working on preparations for the Presidential Primary on March 5th. Absentees are available now until Feb. 29th. I will be open late on the 29th until 7:00 pm for absentee voting only. Nomination papers will be available on March 4th and due back by April 12th. Water District Elections will be on March 18th from 8am – 12pm.

Renewal dog licenses are now \$25 extra per dog per the State late fee requirement.

Are we choosing one of the two applicants that I received for Boston Post Cane? I haven't received any others.

3) PUBLIC SERVICES (PUBLIC WORKS/PARKS) – During January, we experienced a few cold weather events testing our capabilities to deal with what Mother Nature throws our way. Hopefully, we have made it so you can travel if needed during these events. In between storms, we have been doing maintenance to our trucks and equipment, so they are ready for Mother Nature's next curve ball. She never sends us two storms in a row that are the same.

On a personal note: I have been here in the friendly village now for 6 months, and I am still learning what the Town and residents' wants and needs are. I ask that you all continue to be patient during this process. Thank you!

As always, we appreciate the support of our citizens.

The Transfer Station had 2269 visits in January. Although the customer count was down, we were very busy dealing with snow and ice throughout the month.

The following was shipped:

Trash 9 loads to Ecomaine

Recycle 3 loads to Ecomaine

Demo 2 loads to Riverside

Bottles 1570 picked up by Paynes Redemption

Clothing 990 lbs. picked up by Salvation Army

4) CODE ENFORCEMENT – During January: The traditional period for permits has arrived with only 3 new building permits issued. Ironically, 2 of the 3 were new single-family homes.

A total of 6 plumbing permits were issued during the month.

17 inspections were conducted for the month, which is the same number performed last year.

50 Walk-in customers came into the office for research, questions, or assistance in some way.

The complaints continue to pile up and several notices of violation have been sent out. We continue to work with the landowners on voluntary compliance rather than going the legal/court system route.

- 5) **RECREATION** – I spent last Wednesday at the elementary school helping with the WinterKids Carnival. This program is about getting kids outside in the winter. Each week WinterKids sends out different challenges and schools get points for completing them. The winner receives \$10,000 (I believe) for the school! I had so much fun with them, and the kids are starting to recognize me as someone other than “Addy’s Mom”.

The ski program is going strong and has been very successful! There are lots of new skiers this year who are all doing great in their lessons and then skiing with me afterward! The Pre-Super Bowl Ice Skating Party is booked and planned for. So excited for this event. Great playlist, we will have a variety of healthy snacks and a few treats, and you can’t have a winter event without hot cocoa.

February 25th is our annual Winter Festival! I have a lot of things planned for this including a snowman-building competition, cardboard sledding, a winter potion-making station, mini snowman-style version of corn hole.

Senior lunch in January was average in attendance. Our next lunch will be on February 20th. We are having homemade macaroni and cheese!

I have had 4 counselors tell me they are planning on coming back this summer, including the lifeguard! I have had one interview so far and it went well. I am well into the planning for this summer and looking forward to seeing all the hard work come together.

- 6) **FIRE DEPARTMENT – 31 Total Incidents**

Monthly Events/Details/Meetings: January 02 – Apparatus Checks

January 09 – Training – Ice Rescue

January 16 – EMS Checks

January 23– Department Meeting

- 7) **PUBLIC SAFETY-**

ACO – January – Total of 8

Dogs at large – 3

Animal Bites/Attacks w/injury – 1

Welfare/Abuse/Neglect – 1

Dead/Injured/ill/trapped – 2

Barking dog – 1

Cumberland County Sheriff’s Office – Cumberland County Sheriff’s Office – Report for 12/01/23 to 12/31/23. 109 total incidents. 2 Traffic Citations, 6 Traffic Warnings, Cases Assigned to Detective Division: 1 Assault Investigation (*1 cleared)
*some clearances involve an incident reported in a previous month.

Update: Our Primary Deputy (Deputy #1) has been assigned. Deputy Mark Mitchell has started. I have met him; he is excited to start and be here in Harrison.

ON-GOING PROJECTS

- Downtown Revitalization – an update was already given during the meeting.
- EMA Town Exercises – February 22, 2024, This is part 2 of what was done last year. The Town Office will be closed from 12-4pm so our clerks will be able to participate.
- Public Works facility – We are almost there. The water issue has been resolved and are finalizing the facility before final punch lists are created then we will schedule the Grand Opening and Open houses.

X. Select Board Items

XI. Next Regular Meeting: **03/21/24 - (Public Hearing Ordinances 2/15/24)**

Motion to enter Executive Session 1 MRSA §405(6)(F) Confidential Records at 7:51pm made by S. Devlin, 2nd S. Ross Approved 5-0

XII. Executive Session – 1 MRSA §405(6)(F) Confidential Records

Exited Executive Session at 8:30pm

XIII. Adjournment

Motion to Adjourn at 8:31pm made by S. Densmore, 2nd S. Sessions Approved 5-0

Respectfully submitted,

Matthew Frank, Chairman

Denise Dumont, Secretary