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## MINUTES

### HARRISON SELECT BOARD MEETING

Thursday, March 21, 2024 – 6:00 PM

All regular select board meetings are held the 2<sup>nd</sup> 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.

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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

- I. Call the Meeting to Order
- II. Pledge of Allegiance
- III. Public Participation (Non-Agenda Items)

Rick Sykes: He has requested information at the Budget Workshops and has been denied. They are public records and therefore can be accessed, I was denied so I contacted the Attorney General's Office about Freedom of Access and being denied information, which is illegal. Then he stated by the way here is a written request for documents.

Chairman Frank: We have had these budget workshops for decades now, these meetings are for the Board to get work done before we distribute a draft budget. To give the numbers out early while we are working on them creates confusion as in the past. The public is invited to be aware of what is going on but we do not distribute documents and never have. Thank you for your input.

Kayla Laird: Would like to have an appeal on a decision made by the Town Manager, Cass, about not allowing advertising of Laird Tires on softball t-shirts and signs. We have been coaching for years and last year we paid for t-shirts etc. and nothing was said. Are we no longer able to advertise across the board or is it just for us? A named employee did not have a problem with it but the Town Manager did so she made a new rule just for us?

Baseball & Softball are not Norway Rec they are through Andy Valley.

Josh Laird: We are held to different standards than everyone else. Are we going to take down to all the signs at RADR or just ours?

Chairman Frank: I want to Thank you for your time. You are mentioning Town employees, and we are not allowed to speak about employees unless they have been notified in advance and allowed to have an attorney present, and then only during Executive Session so we cannot carry on this conversation. You can speak to the Town Manager directly. There is a process to go through and you need to go through it, until then we are not going to discuss this any further. Time is up. Thank you.

Vanessa McFarland: I have sent emails with no answer to the Rec Dept without an answer. There were clinics and try-outs at the beginning of March for baseball and we were not told so my children were not able to participate. There needs to be better communication.  
2) Is Rec Safety going to be addressed? I heard there was a missing child.

Chairman Frank: We have been in touch with Norway Rec and they are having tryouts. OK Thank you for the information, we will look at the issues. We will look into your issues and get back to you.

IV. Adjustments to the Agenda: None

V. Consent Agenda

A. Approval of Unsigned Warrants #47- #55 - Approved by signature **Informational**

B. Approval of Select Board Minutes – February 08, 2024

**Motion to approve the Select Board Minutes for February 08, 2024 made by S. Devlin, 2<sup>nd</sup> S. Densmore Approved 5-0**

C. Approval of Ballot Clerks (5/1/24 – 4/30/26)

**Motion to approve the list of Ballot Clerks as stated made by S. Devlin, 2<sup>nd</sup> S. Ross Approved 4-0 (1 abstention S. Densmore)**

VI. New Business

A. Summer Recreation 2024 fee Schedule

B. Town Fee Schedule FY 24-25

S. Sessions asked to remove Rolfe Corporation from under Leaves & Brush.

Town Manager Cass Newell reminded them we are working with a private citizen to receive Leaves and Brush so it will be filled in before the Town Fee Schedule is effective July 1, 2024.

**Motion to Approve the Summer Recreation Schedule (leaving prices at last year) and the Town Fee Schedule for FY 24-25 (they are all part of 1 the same list) made by S. Devlin, 2<sup>nd</sup> S. Densmore Approved 5-0**

C. Select Board Meeting Schedule FY 24-25

D. Fiscal Year 2024-2025 Holiday Schedule

**Motion to Approve the Select Board Meeting Schedule & Holiday Schedule for FY 24-25 made by S. Devlin, 2<sup>nd</sup> S. Densmore Approved 5-0**

VII. Old Business

A. Financial Policy Approval (Treasurer's Warrant removed as it was done separately & approved)

Chairman Frank reminded them that they had been going over the different sections of the Financial Policy during the last few meetings. This is to approve what they had done.

**Motion to Approve the Financial Policy with changes as shown made by S. Devlin, 2<sup>nd</sup> S. Densmore Approved 5-0**

VIII. Other Business - Informational

(Matt)

**\*Motion**

A. Nomination Paperwork are now available for the Office for Selectperson, Planning Board, Appeals Board & School Board. Papers **Due by April 12<sup>th</sup> at 4 pm**

B. Upcoming Meetings:

- Budget Workshop March 22, 2024, 12-2 pm

- Budget Workshop March 25, 2024, at 4:30 pm

- Special Select Board Meeting March 28, 2024, at 12 pm
- **Public Hearing on Draft Warrant/Budget** March 28, 2024, at 6:00 pm at **Harrison** Elementary School
- Select Board Budget Workshop Meeting April 1, 2024, at 4:30 pm
- State Primary/Municipal & School Elections, June 11, 2024, from 8 am to 8 pm
- **Town Meeting** June 12, 2024, at 6 pm

IX. Town Manager's Report

**Town Manager's Report – March 21, 2024**

**1) ADMINISTRATION-**

- a) Interaction with Harrison Citizens and Employees - visits/calls/emails
- b) Worked on Day-to-Day Administration

- 2) TOWN CLERK** – The Presidential Primary Election went smoothly on March 5<sup>th</sup>. The turnout was less than the last Presidential Primary in 2020 in which we had 638 voters. This time we had 403. Votes were as follows: Trump 195, Biden 105, Haley 83, Phillips 6, Desantis 2, Lyons 1, Ramaswamy 0, Blanks 11.  
Thank you so much to the Election Clerks and my Co-workers!

Nomination papers are available for Selectboard (2 Seats), Planning Board (2), Appeals Board (1), and School Board (1). They are due back to the Clerk's office by 4:00 pm on April 12<sup>th</sup>.

Water District Elections were on March 18<sup>th</sup> from 8am – 12pm.

- 3) PUBLIC SERVICES (PUBLIC WORKS/PARKS)** – During the month of February, the crew has been busy keeping roads clear during snowstorms and cleaning up road debris from wind events during this winter season, In between storms we do some preventative maintenance on the trucks, loader and the backhoe so they are ready when mother nature makes a mess on your roads. Making the roads in Harrison safe for your travel is our priority.

As always, we appreciate the support of our citizens.

**The Transfer Station** had 3258 visits in February. Although the customer count was down, we were very busy dealing with snow and ice throughout the month.

The following was shipped:

Trash 8 loads to Ecomaine

Recycle 2 loads to Ecomaine. Due to the decrease in volume in the winter, we have been able to reduce our hauls to every other week instead of weekly. This helps save transportation costs. We hope to be able to do the same for March.

Demo 2 loads to Riverside

Bottles 2240 picked up by Paynes Redemption

Clothing 1500 lbs. picked up by Salvation Army

272 bulbs to Veolia

42 tires to BDS tire

We had freon removed from 28 units by West Paris Metal

5 mattresses were processed (Every mattress/boxspring we disassemble saves the town over 50 dollars in disposal costs. Last year we took apart 251 mattresses/boxsprings saving over \$12,000.)

As disposal costs continue to skyrocket, we continue to look for ways to save. Our next big push is going to be to try to increase recycling. Recycling is cheaper than disposing of trash. If we can increase our recycling rate, maybe we can help reduce our increases.

And lastly, Dave, Jaime, and I attended mandatory safety training at the Fire Station taught by Dana Laplante. It was very well done. Thank you, Dana!!!

- 4) CODE ENFORCEMENT** – During February: The traditional slow period for permits has arrived with only 5 new building permits issued. YTD 8 permits have been Issued. No new single-family homes were permitted for the month although 2 applications were received due to them being in shoreland zoning and the fact they are to be torn down and rebuilt, they were denied as they both need variances. They have been advised and will now have to submit an application to the Appeals Board.

A total of 6 plumbing permits were issued during the month. YTD 12 plumbing permits were issued.

29 inspections were conducted for February for a YTD total of 46.

42 Walk-in customers came into the office for research, questions, or assistance in some way. YTD total of 92.

Phone research for realtors and potential buyers continues to take up a decent amount of time as do revaluation questions.

- 5) RECREATION** – February was a month of planning for Summer Rec! I am hoping to get field trips finalized in the next two weeks so that I can open registrations!

I had one interview for a counselor, and he accepted the position. Brett Olen has decided he will be coming back as the Assistant Director. We have 4 other returning counselors. A few I have not heard back from and I will reach out to them again in the next couple of weeks. I have another interview at the end of the month for another lifeguard!

Our February senior lunch was a success. Everyone loved the homemade mac and cheese, and they are all looking forward to March Madness. So far I have sold 25 tickets for that. Talking with Cass about having a staff cookoff competition to help with cooking the turkey.

The Easter Egg hunt is all planned, now onto sorting and filling eggs. I have found a volunteer to dress up in the bunny costume for pictures.

Unfortunately, we had to cancel (postpone?) the Winter Fest.

Looking forward we will start planning the Community Fair. There are a few things AI and I would like to build before we get too busy!

Baseball and softball registrations are open but moving slowly. I have been told it is that way I most towns and hopefully, the next few weeks will bring in more registrations.

I have Rita Estes scheduled for a Ceramic Paint Night on March 21<sup>st</sup>!

- 6) FIRE DEPARTMENT – 26 Total Incidents (see attached)**

**Monthly Events/Details/Meetings:** February 06 – Apparatus Checks  
February 20 – EMS Checks  
February 27– Annual Bureau of Standard Labor  
Mandatory & PPE check

Misc: Public Works & Transfer Station Personnel attended the BLS mandatory training

- 7) PUBLIC SAFETY-**

**ACO – February**

Dogs at large  
Animal Bites/Attacks w/injury  
Welfare/Abuse/Neglect  
Dead/Injured/ill/trapped  
Barking dog

**Cumberland County Sheriff's Office – Cumberland County Sheriff's Office – Report for 01/01/24 to 01/31/24.** 148 total incidents. 9 Traffic Citations, 30 Traffic Warnings, Cases Assigned to Detective Division: 1 Assault Investigation (\*1 cleared), (\*2 cleared) Death Investigations, 1 Domestic Violence Investigation (\*1 cleared), 1 Theft Investigation \*some clearances involve an incident reported in a previous month.

**Cumberland County Sheriff's Office – Cumberland County Sheriff's Office – Report for 02/01/24 to 02/29/24.** 141 total incidents. 9 Traffic Citations, 41 Traffic Warnings, Cases Assigned to Detective Division: 1 Burglary Investigation (\*1 cleared), \*some clearances involve an incident reported in a previous month.

#### **ON-GOING PROJECTS**

- Downtown Revitalization –
- Public Works facility – almost there we are waiting for the weather to get better and paving to be repaired for the Grand Opening/Open House
- Fire Study – waiting for the final report.

#### **X. Select Board Items**

Select Board Chair Matthew Frank: Spoke about the Boston Post Cane award background and announced that it will be awarded to Mr. Carlo Viitala. Mr. Viitala took over running the family dairy farm in Harrison around 1960 for his father, Ivar. Carlo was one of the last dairy farmers in Harrison. He was also an Army Corporal and machine Gunner – at Fort Bragg, NC, and Fort Stewart

We are coordinating the pieces for the ceremony and keep you informed.

XI. Next Regular Select Board Meeting: **04/11/24**

**Motion to enter into Executive Session – 1 MRSA §405(6)(F) Confidential Records made at 6:49 pm by S. Densmore, 2<sup>nd</sup> S. Devlin Approved 5-0**

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

**Motion to exit Executive Session at 8:42 pm made by S. Ross, 2<sup>nd</sup> S. Densmore Approved 5-0**

**Motion to rescind the bid process for the 2 used dump trucks made by S. Devlin, 2<sup>nd</sup> S. Densmore Approved 5-0**

XIII. Adjournment

**Motion to adjourn at 8:44 pm made by S. Densmore, 2<sup>nd</sup> S. Devlin Approved 5-0**

Respectfully submitted,

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Matthew Frank, Chairman

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Denise Dumont, Secretary