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## MINUTES

### HARRISON SELECT BOARD MEETING

Thursday, July 13, 2023 – 6:30PM

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.

**Due to COVID-19 Public Participation is limited: Please wear a mask and 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, Selectman Frederick Ross, Select Person Penny Bean, Selectman Nathan Sessions, Town Manager Cass Newell, Secretary Denise Dumont, Town Clerk Kristen MacDonald, Public Services Director Andrew Ward, Code Enforcement/Assessing John Wentworth

Absent: No one

Public: LRTV, attendance sheet attached

- I. Pledge of Allegiance led by Town Clerk Kristen MacDonald
- II. Call the Meeting to Order by Town Clerk Kristen MacDonald
- III. Election of Chair

**Motion to Elect Matthew Frank as Chairman of the Board made by S. Devlin, 2<sup>nd</sup> S. Ross Approved 5-0**

- IV. Election of Vice Chair

**Motion to Elect Philip Devlin as Vice Chair of the Board made by S. Ross, 2<sup>nd</sup> S. Frank Approved 5-0**

S. Frank read the Public Participation Etiquette and Rules so everyone is on the same page and is respectful and respected. He then opened it up to Public Participation.

- V. Public Participation (Non-Agenda Items)  
Citizen Barry Bernard: At the Town Meeting, the Citizens stated that they would like a work study done on the Fire Department. It is important to get it done, so I am here to ask that we please keep this moving and find the money to do the work study.

- VI. Adjustments to the Agenda

- A. Tax acquired property information (Other Business – Informational)

S. Frank brought up an article by Preti Flaherty regarding Municipal Law Update: Maine Legislature Acts to Clarify Sales of Tax-Acquired Properties. It states that you can recoup losses but cannot make a profit from the sale of a Tax Acquired Property. Any excess proceeds from the sale of the Tax Acquired property must be distributed to the prior owner. Maine Legislature has yet to vote on it.

- VII. Consent Agenda

- A. Approval of Unsigned Warrants #61 - #63 & #1 - #2 Approved by Signature
- B. Approval of Select Board Minutes – June 15, 2023

**Motion to approve the Minutes from the Board meeting on June 15, 2023 made by S. Devlin, 2<sup>nd</sup> S Ross Approved 4-0 (S. Session abstained as he was on not the Board at that time)**

- C. Approve Liquor license for Olde Mill Tavern Inc. – Town Manager Cass Newell said Town Recommends approving the liquor license for Olde Mill Tavern

**Motion to Approve the Liquor License for the Olde Mill Tavern made by S. Ross, 2<sup>nd</sup> S. Bean Approved 5-0**

- D. Quit Claim Deed for Tax Acquired property paid in full  
(Edwards, Maple Ridge Rd Map 30 Lot 0003)

**Motion to Approve the Quit Claim Deed to release Tax Acquired property paid in full for Map 30 Lot 0003 Edwards made by S. Devlin, 2<sup>nd</sup> S. Bean Approved 5-0**

- E. Certificate of Appointments signing for Treasurer, Tax Collector,  
Road Commissioner, GA Administrator

**Motion to re-Appoint the Town Manager, Cass Newell as Treasurer, Tax Collector, Road Commissioner, and GA Administrator made by S. Devlin, 2<sup>nd</sup> S. Bean Approved 5-0**

### VIII. New Business

A. Easement (extending easement on Walker Mills Rd for Matt/Anthony Burke Assessor's Agent John Wentworth spoke on the matter. A previous Select Board deeded an easement for them to put a septic line under the road to a property they were going to buy to put the septic system on. The other owner backed out and Matt Burke's mother owns property at the end of the road that she is willing to allow him to place a septic system on a piece of her land. It is an additional 70 feet up the road so they need to have the easement extended. It is similar to other utility permits like CMP pole permit that we normally have to approve.

**Motion to grant the additional 70 ft easement on Walker Mills Road for Matt Burke made by S. Sessions, 2<sup>nd</sup> S. Devlin Approved 5-0**

### B. Annual Audit Update

Town Manager Cass Newell spoke about after not having a Finance person and 5 other audits we were randomly chosen for according to the state we are just about complete with the Annual Audit. Maureen McAllister, our Finance Officer, has worked very hard to get this done and we hope that by the next Select Board meeting we will have it complete and able to share with the Board.

### IX. Old Business

#### A. Revaluation Updated Information

John Wentworth explained that our Revaluation company has been out and about Town working on the revaluation as contracted. They will continue to be around Town throughout the summer and fall at least. People do not have to let them in, but we advise that you do. If they do not go in they will estimate and it might be higher than it would have been otherwise. They will be done and have it ready by April 1, 2024 for the next billing cycle.

#### B. Excavator Purchase

Public Services Director Andrew Ward spoke about the different bids he received for the excavator and trailer. The one that best suited them was the middle of the road price Volvo ECR14Sel with attachments for \$285,050 then the trail from Wess Gormann (local person) \$365,577.38

**Motion to purchase the Volvo excavator with attachments for \$285,050 and the trailer for \$36,577.38 made by S. Ross, 2<sup>nd</sup> S. Devlin Approved 5-0**

- X. Other Business - Informational  
Tax Acquired Property Information was done under adjustments to agenda.
- XI. Town Manager's Report

**Town Manager's Report – July 13, 2023**

**Thank you to the Public for attending and being interested.**

**1) ADMINISTRATION-**

- a) Interaction with Harrison Citizens and Employees - visits/calls/emails
- b) Worked on Day-to-Day Administration
- c) New Public Works Facility on schedule.
- d) I am working on Employee Self Evaluation & Annual Performance Review for all employees.
- e) Departure of our Public Services Director, Andrew Ward

**2) TOWN CLERK** – The counter has been very busy in the Clerk's office with boat and ATV registrations for the 4<sup>th</sup> of July holiday. I have been working on printing out all of the oaths for town officials for the new fiscal year and finishing up the reporting and filing from the election/town meeting. We will be preparing monthly reports.

**3) PUBLIC SERVICES (PUBLIC WORKS/REC/PARKS)** – June was again a busy month for the Public Works Department. The team has been ditching the lower end of Edes Falls Rd and replacing culverts as needed. The road will be paved later this summer. I just want to remind citizens driving through the area that it is an active construction zone. We have put several signs up and traffic cones but have had some of us almost get hit by cars traveling well over 45 MPH going around the machines and team members in the roadway. This project will continue until its completion.

The new Public Works garage is progressing, the frame of the building is up, and they are doing drainage and laying underground power and plumbing.

As always, we appreciate the support of our citizens.

**4) CODE ENFORCEMENT** – During the month of June: 20 building permits were issued. YTD 82 building permits have been issued. A total of 5 new single-family homes were permitted during the month of June bringing the year-to-date total of 14.

A total of 15 new plumbing permits were issued during the month. YTD 42 new plumbing permits have been issued.

36 inspections were conducted for the month of June for a YTD total of 174

69 walk-in customers (Realtors, contractors, citizens) came into our office during the month of June bringing the total since we started tracking in April to 207. As you can see from the numbers, the office is extremely busy.

The Planning Board continues to be active, and the revaluation rolls along as well. The phones are extremely busy as we field hundreds of calls monthly from realtors, bankers, and other companies requesting tax information and other questions reference many properties in Town.

**5) RECREATION** – Baseball/Softball is in full swing, with a lot of cancelled games over the past week and half. Hoping that we can them all rescheduled easily, and the kids can get all their playing time in!

Our last senior lunch in May was a big hit with having Colleen and Cass stop by for a visit! Plus, the lasagna was awesome!

June's end of year senior lunch was last of the summer and Al made making his famous BBQ chicken! Yum! We made enough to share with the Office Staff & Election Volunteers.

- 6) **FIRE DEPARTMENT** – Total Incidents in June: 32 (see attached). Total 6/30/2023: 169  
**Monthly Events/Details/Meetings:** June 6 - Truck Checks  
June 13 – Training – Ladders & Hydrants  
June 20 – EMS Check

7) **PUBLIC SAFETY-**

**EMA** – Wednesday, June 21, 2023 from 12 to 5pm, we will be conducting a Tabletop Exercise Training for staff. Should we ever have to institute Emergency Management Operations all staff will know what to do and their individual roles.

**Cumberland County Sheriff's Office – Cumberland County Sheriff's Office** – Report for 05/01/23 to 05/31/23. 199 total incidents. 5 Traffic Citations, 42 Traffic Warnings, Cases Assigned to Detective Division: 1 new (1 cleared) Burglary Investigation, (\*1 cleared) Child Abuse Investigation, 1 Death Investigation, 1 new & (1\* cleared) Domestic Violence Related investigation, 1 new (1 cleared), (1\* cleared) Sexual Assault Investigation, 1 new Theft of a Vehicle Investigation.

\*some clearances involve an incident reported in the previous month.

XII. Select Board Items

S. Ross said he has heard complaints about the potholes on Maple Ridge Road. Is there anything that can be done. Can we get a price for that?

Public Services Director Andrew Ward said that many years ago when the road was tarred it was poorly done. We repair it and it does not last. It needs to be dug up and repaved. Yes, I will work on it. I will put up a Bump Sign in the meantime.

S. Bean: agreed that it needs to get fixed properly, so we need a price. Anything that can be done in the meantime?

S. Frank: Harrison is known as the Friendly Village. This is not happening right now especially on social media. There have been personal attacks on Town Employees and Staff. As a direct result Andy is leaving. This has got to stop! It is wrong. This is exactly why/how the Town Manager of Naples left also. Let's put an end to it before we lose more people.

How about as an alternative stop posting on social media and call the Town Office tell someone or make an appointment to meet with the Town Manager. Look her in the eye and tell her your concerns or complaints. If you would like me or the vice-chair Phil Devlin to meet with you just let me know and we can meet with you. Be good Citizens and stop the negative hate on social media.

S. Devlin agrees with the sentiment we need to conduct ourselves in a more civilized manner, especially with concerns or complaints.

S. Bean It was very well put and I agree about enough of all the negative messages.

**Motion to enter into Executive Session – 1 MRSA §405(6)(A) Personnel Matter made at 7:45pm by S. Devlin, 2<sup>nd</sup> S. Bean Approved 5-0**

XIII. Executive Session – 1 MRSA §405(6)(A) Personnel Matter  
**Out of executive session at 8:20pm**

XIV. Next Regular Meeting: **08/10/23, (Assessor Mtg commitment 08/03/23)**

XV. Adjournment

**Motion to Adjourn the regular meeting at 8:25pm made by S. Devlin, 2<sup>nd</sup> S. Ross  
Approved 5-0**

**Assessor's Meeting following Select Board Meeting**

Respectfully submitted,

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Matthew Frank, Chairman

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Denise Dumont, Secretary