



MINUTES HARRISON SELECT BOARD MEETING Thursday, October 12, 2023 – 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 Penny Bean, Select Person Nathan Sessions, Town Manager Cass Newell, Secretary Denise Dumont, Public Services Director Dennis Michaud, Code Enforcement/Assessing John Wentworth, Finance Officer Mauren McAllister

Absent: None

Public: LRTV, attendance sheet attached

- I. Call the Meeting to Order
- II. Pledge of Allegiance
- III. Public Participation (Non-Agenda Items)
- IV. Adjustments to the Agenda
 - A. Executive Session – 1 MRSA §405(6)(A) Personnel Matter change to Executive Session – 1 MRSA §405(6)(F) Discussion of Confidential Records
- V. Consent Agenda
 - A. Approval of Unsigned Warrants #14- #19 were Approved by Signature.
 - B. Approval of Select Board Minutes – September 14, 2023

Motion to approve the Select Board Minutes for September 14, 2023 made by S. Devlin, 2nd S. Ross Approved 4-0 (1 abstain S. Bean)

- V. New Business
 - A. Dump Truck Bid Approval – moved to after Executive Session
Motion to authorize the Town Manager to entertain seal, closed bid process for 2 used dump trucks starting at a minimum bid of \$25,000/ea made by S. Devlin, 2nd S Ross approved 5-0

- B. Community Action Grant - Resilience Partnership Presentation
Resilient Harrison Maine - Andrea Asken Dunn
Motion to agree to move forward for Maine Community Resilient Partnership & CEBE made S. Devlin, 2nd S. Ross Approved 5-0

- C. Settlement Agreement: Day Trust
Town Manager Cass Newell explained how this trust was set up and that at the request of Oxford Hills Law Office is this amendment to the trust be done to take themselves out of the middle so one of the beneficiaries, who at this time is receiving nothing due to fees etc., will be

able to get a small monthly stipend from the Trust. It came through us as it is also one of our scholarships and we also need to sign off on it.

Motion for the Board to approve the amendment to remove Oxford Hills Law Firm from Day Trust made by S. Devlin, 2nd S. Bean Approved 5-0

D. CCSO Vacancy

Town Manager, Cass Newell: One of our 2 Deputies will be leaving the Town and the Sheriff's Department and moving back to his home state of Colorado to be closer to family. The position will be back filled as before until someone permanent is chosen.

E. Investment Policy for Review

No motion or changes at this time.

F. Financial Policy for Dissemination & Discussion

Town Manager Cass Newell explained as this involves a number of Policies within it she wanted to make sure you all had a copy to review and the Board will begin to take it apart step by step beginning the next meeting which is in November.

VI. Old Business

A. ARPA Funds List

Town Manager Cass Newell the deadline to commit ARPA funds has been extended to December 2024. This gives us a little more time to firm up the list and make recommendations on the most important items to the Board and the Town Citizens. Let's not wait to long though so we can do some much needed repairs etc. or items sooner rather than later.

- S. Devlin suggested adding \$10,000 to the list for General Assistance and Town's Health Officer. Also setting some money for Revitalization. High Priority is the for the Fire Study I suggest putting amount up to \$25,000.

- S. Session said his priorities are the Fire Study as Citizens have asked for it. The other thing is the changing rooms at Crystal Lake, which is also on the list. And lastly if funds are needed for cell phone service that would also be a high priority.

- S. Bean agrees with everyone there are a lot of things needed but we really do need to get the Fire Study done. Everything else I will leave up to you to make the decisions.

B. Broadband status update

S. Devlin wanted to say that this topic has not been forgotten. ME Grant Connectivity and Spectrum are in the final steps in the process of negotiations on what they are going to do. They are hoping to have a contract in the next 30 days and I will hopefully have more to report by next month.

VII. Other Business - Informational

VIII. Town Manager's Report

Town Manager's Report – October 12, 2023

1) ADMINISTRATION-

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

I have had ½ dozen requests from citizens residing on **Private Roads on how to become a Town Road**. The process is set in stone. We have adopted State standards on road specifications and shoulders have to be precise as well as width etc. After the State approves that the standards are met the Town Staff check boxes and verify if the standards have been met. It would then go before the Select Board for

approval to go to Town Meeting for the Town's Citizens would then vote on whether or not to approve and accept the Road to be a Town Road. So there is a process and it is not quick or easy.

- 2) TOWN CLERK** – The Clerk's office is very busy now with the State/Municipal Election coming up in November. Absentee ballot processing has started. Our office will be open late until 7 pm for absentee voting on Nov. 2nd which is the last day to absentee vote.

Dog licensing will begin on October 15th. I am working on reminder notices that will let people know about our Rabies Clinic coming up on October 21st from 10 am – 12 pm.

I am also training our new Clerk, Angelina, in the mix of it all. Megan has been a great help with that because she is very precise with the counterwork and has picked up on things very quickly.

- 3) PUBLIC SERVICES (PUBLIC WORKS/REC/PARKS)** – For the month of August, the Public Works Dept. has been out in the public eye grading Weston Farm Rd, Rich Rd, Zakelo Rd, Scribner Hill Rd, Pitts Rd, Cove Rd, Pound Rd and Island Pond Rd.

Thank you for your continued support.
Respectively submitted Dennis Michaud

Town Manager Cass Newell also added that Edes Falls Road is being worked on by Pikes and they have been grading this week and will be tarring the rest of the road next week. It will be 2-3 weeks before the shoulder work and driveways will be completed so the Public Services Director, Dennis Michaud asks that you please be patient.

TRANSFER STATION: The month of September had 3332 visits. Our busiest day was Wednesday, September 6th with 302 visits. Things are starting to slow down from the summer.

The following items were shipped:

3383 lbs of electronics for recycling including TV's, monitors, laptops, printer, CPU's and other misc.

Trash...9 loads to ECO Maine

Recycle... 4 loads

Demo... 4 loads demo debris to Riverside

Bulbs... 50 mercury containing bulbs

Batteries...103 to call/2/recycle

Salvation army....3100 lbs

Bottles/cans.....1700 lbs returnable

30 tires to BDs

We had freon removed from 56 units by West Paris Metal. They also removed 26 propane tanks.

The metal pile was hauled.

September 20th, we had a surprise inspection by the Maine DEP. We received a good report with NO infractions. It was a good day!!!

- 4) CODE ENFORCEMENT** – During the month of September: 18 new building permits were issued. YTD 129 building permits have been issued. A total of 3 new single-family homes were permitted during the month of September bringing the year-to-date total of 25.

A total of 10 plumbing permits were issued during the month. YTD 77 plumbing permits have been issued.

40 inspections were conducted for the month of September for a YTD total of 295.

Since we began tracking walk -in customers in April, there have been 440 people who have ventured into the Code Department for some form of assistance. 96 people alone came into the office during the month of September. Walk-ins include Realtors, contractors, and citizens. As you can see from the numbers, the office is extremely busy.

There are still several open complaints for various violations ranging from building without a permit, junkyard violations, shoreland zoning violations, and illegal use of portable generators.

The revaluation continues to generate many phone calls and foot traffic related to tax questions remains high.

- 5) RECREATION** - September's senior lunch had a great turn out! We only had 15 sign ups, but 27 showed up! The next one is planned for October 17th, Shepherd's pie on the menu! As far as I know, Wendy Gallant will be stopping by to see how the seniors feel about having the kids join us. Wendy does not seem to think that the mix of germs during cold and flu season will be an issue, because the seniors in Bridgton love it.

Soccer is going great! We had a total of 7 kids sign up! I purchased socks and shirts for my kindergarten team. But we have a total of 4 teams playing at RADR and have not come across any issues since our meeting with the Sheriff!

Dennis and I were talking about ways we could promote RADR and have more happen up there! A couple of things that immediately came to mind were a nerf gun war and a spook walk there next year. Hoping we can have more reasons to have the fields being used and use the snack shack!

Halloween planning is going well. I got all the gravestones cut out, now on to painting and decorating them! I have reached out to Seth Lock about bringing his decorations down but have not heard back. I am going to reach out to Pam Sessions about the photographer, as I cannot seem to find her on Facebook. We need to decide what we want to put into the "eggs" for the scavenger hunt and get those ordered. So far, we have 6 trunks registered, and 5 kids signed up for the costume contest. I promote the flyer every other day on both the rec page and my personal page. The Halloween playlist is done and ready to go with appropriate but fun songs! I have reached out to Paula and Matt Frank about being judges. Paula will be in Florida so she is unable to do it, but Matt will! I am not sure how to contact the others (Jerry, Janet, Todd/Jared) to ask if they would be willing to help out.

Looking forward, I had chatted with Denise, and I am still not sure if it is something we should do or how to go about it after doing some research, but I thought it might be nice to do something for the Veterans. Like having children in the community make up some thank you cards. I am not sure how we would know how many to make or how to deliver them. However, after some research I found that many of them don't like being thanked.

I have looked into the CDL class, and given the class schedule, knowing the ski program is coming up, I think it would be best for myself and my family to attend the spring class, which would still have me done by April!

I would like to start looking into purchasing Christmas Lights.

- 6) FIRE DEPARTMENT** – Total Incidents in September 34: (see attached). Total of 258
9/30/2023:

Monthly Events/Details/Meetings: September 5 – Apparatus Checks
September 12 – Training–Ground Ladder Operations
September 19 – EMS Checks

7) PUBLIC SAFETY-

Cumberland County Sheriff's Office – Cumberland County Sheriff's Office – Report for 08/01/23 to 08/31/23. 272 total incidents. 64 Traffic Citations, 59 Traffic Warnings, Cases Assigned to Detective Division: 1 cleared Assault Investigation
*some clearances involve an incident reported in a previous month.

ON-GOING PROJECTS

- Downtown Revitalization
- Public Work Garage – still on time and on budget at this time.
- Town Dock Removal Notice is being given that as of October 15, 2023, all town docks will be removed from the Long Lake boat launch and the Crystal Lake boat launch areas, weather permitting.

IX. Select Board Items

- A. S. Ross stated that the paving is complete at the Food Bank, and it looks fabulous.
- B. Chairman Frank had 2 items. 1) Remembering Sharon Wilson that just passed away worked as Assistant Town clerk 2009 – 2016. He wanted to recognize her and say that she did a lot for the Town of Harrison and organizing the Town Office and the vault. She will be missed.
- S. Bean said that she concurred with S. Frank and that she was well respected and an organizer. Sharon was known as the organizer of the office and volunteered for everything and was on a number of committees. She was responsible for getting all the historical records in order and restored.
 - CEO/Assessing Agent John Wentworth also said Sharon will be missed. She is the one responsible for fixing and organizing the files in the Code Office.
 - Chairman Frank item 2) This is Select Board Member Bean's last meeting. We thank you for your dedication and love of the community. We know you will continue to be part of the community and wish you luck. Thank you again Penny for being on the Board and your commitment. We wish you well. Everyone agreed and Thanked Penny.

- X. Abatement 2021 Real Estate: Scribners Mill Preservation Inc (\$2,362.23) It is over 2 years old so that is why it comes before the Select Board instead of Assessing Board.
- Secretary of Scribners Mill Preservation, Martha Denison explained that when they acquired the property, they applied for the tax-exempt status in 2022 but didn't realize that they missed the 2021 tax cut off and so they are asking for an abatement of those taxes. They do have tax exempt status.
 - John Wentworth, Assessing Agent recommends that we abate the 2021 taxes for this tax-exempt entity.

Motion to Grant the Formal Real Estate Tax abatement for Scribners Mill Preservation Inc in the amount of \$2,362.23 made by S. Sessions, 2nd S. Ross Approved 4-0 (1 abstained - S. Bean abstained as she is on their Board of Directors for Scribners Mill Preservation)

- XI. Next Regular Meeting: **11/09/23**

Motion to move Executive Sessions for 1 MRSA §405(6)(F) Discussion of Confidential Records made at 7:59pm by S. Devlin, 2nd S. Ross Approved 5-0

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

Motion to exited Executive Session at 8:28pm made by S. Devlin, 2nd S. Ross Approved 5-0

Dump Truck Bid Approval – moved to after Executive Session

Motion to authorize the Town Manager to put the Town dump trucks out to bid & entertain closed bid process for 2 used dump trucks starting at a minimum bid of \$25,000/ea made by S. Devlin, 2nd S Ross approved 5-0

XIII. Adjournment

Motion to adjourn at 8:40pm made by S. Devlin, 2nd S. Ross, Approved 5-0

Assessor Meeting following Select Board Meeting

Respectfully submitted,

Matthew Frank, Chairman

Denise Dumont, Secretary