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## AGENDA

### HARRISON SELECT BOARD MEETING

Thursday, June 10, 2021 – 6:00PM

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 Chairman Raymond Laplante, Selectman Richard Sykes, Selectman Penny Bean, Selectman Henry Dumont, Town Manager Tim Pellerin, Secretary Denise Dumont, Assessing Agent/Code Enforcement: John Wentworth

Public: LRTV, attendance sheet attached – no one in attendance

- I. Pledge of Allegiance
- II. Call the Meeting to Order at 6 pm by Chairman Matthew Frank
- III. Roll Call
- IV. Adjustments to the Agenda
  - A. Catalano Map 15 Lot 9-E2 Quit Claim Deed (New Business)
  - B. Election Results (New Business)
- V. Consent Agenda
  - A. Approval of Unsigned Warrants #47 - #50 Approved by Signature.
  - B. Approve Minutes of May 13, 2021

**Motion to Approve the Minutes from May 13, 2021 made by S. Dumont, 2<sup>nd</sup> Bean Approved 5-0**

- VI. New Business
  - A. Budget Adjustments for 2020-21

**Motion to Approve the Budget Adjustments as written made by S. Laplante, 2<sup>nd</sup> Bean Discussion: Any Adjustments for the next budget? Yes but somethings unforeseen. Public Works Savings in Sand, some overtime etc do to a mild winter. Overall budget will be under. Approved 5-0**

- B. Update Fee Schedule

**Motion to Approve the Updates to the Fee Schedule made by S. Bean 2<sup>nd</sup> S. Sykes Discussion Approved 5-0**

- C. Map 38 Lot 4 Bolster's Mills Rd (owned since 1964) Public Sale

**Motion to Approve the property Map 38 Lot 4 put for Sale by Bid for Public Sale made by S. Sykes 2<sup>nd</sup> S. Dumont Discussion/Question S. Sykes: By Sealed Bid? Tim: Yes Approved 5-0**

- D. Administrative Consent Agreement – Buchanan Map 21 Lot 106-4

**Motion to Approve the Administrative Consent Agreement for Buchanan Map 21 Lot 106-4 made by S. Laplante 2<sup>nd</sup> S. Bean. There was an Explanation by John Wentworth Approved 5-0**

E. Administrative Consent Agreement – Chapman Map 30 Lot 5

**Motion to Approve the Consent Agreement for Chapman Map 30 lot 5 made S, Dumont, 2<sup>nd</sup> Laplante There was an Explanation by John Wentworth. Approved 5-0**

F. Map 15 Lot 9-E2 Quit Claim Deed

**Motion to Approve the Quit Claim Deed of Catalano property Map 15 Lot 9-E2 made by S. Laplante, 2<sup>nd</sup> Bean There was a brief explanation done by Tim Town Manager Approved 5-0**

G. Election Results Review – See attached.

VII. Old Business

A. Main-Land Proposal Public Works Building

**Motion to Approve Preliminary Site Planning Contract made by S. Sykes, 2<sup>nd</sup> S. Dumont Discussion Tim, Town Manager This is the next step so we can put on warrant to get funding to proceed. Approved 5-0**

B. Cable Franchise Update

Zoom meeting Monday June 7<sup>th</sup> Lawyers say Franchise Agreement is over. Spectrum is not going to negotiate at this time due to pending appeal of State requiring they service if 10 houses not 15 houses in an area. So things are still on hold .22 towns now part of negotiations.

C. Thank you notes – 1) OHCHS School thank you for hosting Prom, 2) Citizen

Thank you for being good neighbors, putting in crosswalk by fence and not parking along fence on the weekend so they get yard cleaned. 3) Citizen thank you for cleaning up cemetery.

VIII. Town Manager's Report

**Town Manager's Report – June 10, 2021**

**1) ADMINISTRATION-**

- a) Interaction with Harrison Citizens and Employees - visits/calls/emails
- b) Worked on Day-to-Day Administration Spring/Summer Transition
- c) Budget

**2) Finance: Audit Update**

**Pre-audit - Entrance call completed May 11, 2021**

**Pre-audit - Completed May 18, 2021**

**Pre-audit - Exit call completed May 25, 2021**

**Payroll & AP Testing completed May 26,2021**

Submitting documents as requested

**Audit - Week of August 16, 2021**

- 3) TOWN CLERK** – It has been a crazy couple of weeks to say the least, with being right out straight with customers registering boats and vehicles and being short staffed and with election processes, but we are in good shape. Everything is in order for election day. Absentee ballot request applications are still available until Thursday for people to be able to take the ballots home and vote. They can also absentee vote Friday, but it has to be

in person, and it is the last day. The office was open until 6:30 pm last Thursday for people to absentee vote.

State late fees for licensing dogs begins again on June 2<sup>nd</sup> so we did make quite a few courtesy phone calls last week to people that have multiple dogs to let them know so that they wouldn't have to pay \$25 extra per dog. It is posted on the sign out front, on the website and in the weekly update. Dog licenses expire December 31<sup>st</sup>, so people have had months of extra time to license because of COVID.

**4) PUBLIC SERVICES (PUBLIC WORKS/REC/PARKS) –**

From the public works side of things, the Cape Monday Rd. project is complete and came out great, and under the bid price quoted. We have begun work on Scribners Rd. by digging off the high banks on the right side of the road widening out the area so it can be ditched and improve drainage. We are also pruning the trees hoping to let in more sunlight.

The generator at RADR has been rebuilt completely and is working perfectly. RADR fields are getting used regularly now and are looking good thanks to the help of Ralph Wentworth. Ralph is working part time at RADR and fills in on the weekends at Crystal Lake Park cleaning the bathrooms and picking up the trash. He is doing a great job and we are happy to have him.

We have also gained a part time employee at the Transfer station. George Watson has come aboard and will be working the Saturday, Sunday, and Monday schedule for now to help out with the busy days of summer. Jamie Dayton has stepped in to keep things running smoothly and we are very appreciative for his hard work and dedication to the town.

**5) FIRE DEPARTMENT – Total Incidents – 20 (see attached for detail) Training – 5-4-2021 Apparatus Checks, 5-11-2021 - Fire Nozzles and Flowrates, 5-18-2021 - EMS Equip & Packaging Patients**

18 members have received both doses of their COVID-19 vaccinations as of May 31, 2021

**6) CODE ENFORCEMENT – During May - 16 new building permits were issued for a total of \$2,142.75. One of those permits was for a new single-family home. YTD totals from building permits: 75 total Building Permits have been issued: 14 of those have been new, single-family homes. \$18,193.98 in fees has been collected.**

During May, 11 new plumbing permits were issues for a total of \$1,680 in fees. Of that amount, \$420 went to the State of Maine for their 25% share. We also collected \$45 in State surcharges and \$135 in Town Administrative Fees.

YTD totals from plumbing permits are: \$7,740 in fees collected of which \$1,935 has gone to the state for their percentage. \$675 in Town Administrative fees have been collected and \$255 in State surcharge fees.

29 inspections were performed by CEO's for a total of 159 so far this year.

Phone calls and e-mails continue to take up a large percentage of time in the code office as realtors call to make appointments to review files and builders/homeowners schedule time for assistance with permit applications.

Still working on a way to bill these groups for e-mailing copies of files to them.

**7) SOLID WASTE/TRANSFER STATION – See Public Services.**

**8) RECREATION - RADR hosted the 2021 OHCHS Junior Senior Prom on May 15<sup>th</sup> it was a great success; everyone had a wonderful time.**

Run Club has 2 weeks left and has been a great success with over 20 kids participating! 1<sup>st</sup> Miles Challenge was fun and a great way to encourage people to get out and be active! Our top winner walked/ran 89 miles!!

Summer Rec staff will be meeting this week for staff training. There are limited spots left open for campers until all age groups are full. We are working on the final prep and paperwork for the 1<sup>st</sup> day of rec. We will also be adding an additional week to the end of rec due to a 2.5 week gap between rec ending and school starting.

Baseball and softball seasons are going strong with games almost every night of the week between Crystal Lake Park and RADR. We have the snack shacks open as much as possible as well.

Preparing for the 2<sup>nd</sup> Annual Field of Dreams Pickleball Tournament in August, several individuals have already registered!

We are planning our Cabbage Island Clambake Trip for August 10<sup>th</sup>!

## 9) PUBLIC SAFETY-

**Harbormaster:** The 2021 season has started strong. The channel markers have been installed with new chain and moved slightly West to give the marinas more maneuvering room in and out of their slips. An email was sent out to last year's applicants with the 2021 application and a reminder to apply this year. Some moorings in the town field have been given up and transferred to new applicants that were on the waitlist. 2 applicants wish to remain on the waitlist and have deferred this year. They remain in the 1st and 2nd position on the waitlist for next year. I have had almost 95% success in getting people to send in electronic applications. Those people that have had difficulty have been contacted by me and stepped through the process and have been successful in filing their application this year. A new spreadsheet is being started to include cell phone numbers and email addresses for future ease of looking up and contacting people should the need arise. So far, all fees for town mooring field applicants have been paid as their mooring goes in.

**ACO – Areas Needing Attention:** Registration and Rabies are due. Would like to possibly revisit merging all the towns I cover if not a fulltime position but at least merge the towns if any way possible. If not, I completely understand.

10 Calls in May some are re-visits for follow ups or other issues with same call. This includes quarantines that require multiple visits, trips to shelter and ongoing follow ups and investigation. As I was predicting the call volume is starting to pick up again.

1— Request to Surrender farm animals. Advised them to speak with local farmers and if needed to contact me back.

1—Report of deceased cat that was taken to Norway vet but from Harrison

1—Attempt to end quarantine on cat that had bitten in Harrison at Cat Coalition and cat is in Waterford. Cat had still not been vaccinated or seen by vet, thus not able to clear. This was turned over to Waterford ACO for continued quarantine and follow ups.

1—Report of possible animal abuse/neglect on dog

1—Follow up visit for the animal abuse/neglect on dog (dog was deceased and this was natural ongoing causes to animal no abuse or neglect)

1—Report of Animal Cruelty at Cat Coalition of Western Maine Follow up to the report of animal cruelty at above location. all reports were unfounded with no issues noted.

1—Stray cat report (trap set)

1—Transport next day of trapped stray cat

1—Report of injured or dead cat on 117 by church. I responded and this turned out to be a dead fox. Notified dispatch to contact Public Works to remove

1—Report missing dog.

**Cumberland County Sheriff's Office** – Report for 04/1/21 to 04/30/21 has 153 total incidents, 17 Traffic Violations, 47 Traffic warnings, Cases assigned to Detective Division 1 Domestic Violence, 2 Theft

**ON-GOING PROJECTS**

- A) Personnel Items
- B) Warrant
- C) Election Completed
- D) Broadband Committee/hot spots
- E) Water Test Results

IX. Select Board Items:

- A. S. Sykes: Flags around Town brand new -Thank you.
- B. S. Laplante: replacement of CMP streetlights any timeline? We are number 12 on the list so they will get to us. They are doing it in order, and I am not sure where they are on the list.

X. Public Participation (Non-Agenda Items)

XI. Adjournment

**Motion made to Adjourn at 7:36 pm made by S. Sykes, 2<sup>nd</sup> S. Laplante Approved 5-0**

Respectfully submitted,

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Matthew Frank, Chairman

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Denise Dumont, Secretary