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## MINUTES

### HARRISON SELECT BOARD MEETING

Wednesday, August 9, 2023 – 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 Chair Philip Devlin, Selectman Frederick Ross, Select Person Penny Bean, Selectman Nathan Sessions, Town Manager Cass Newell, Secretary Denise Dumont, Town Clerk Kristen MacDonald,

Absent: No one

- I. Pledge of Allegiance
- II. Call the Meeting

III. Public Participation (Non-Agenda Items)

Wendy Gallant – Public Thank you for making the Community Fair happen. She realizes it was a lot of hard work and understands how hard the Town staff worked to make it happen for the community.

Wendy also wanted to suggest that we publicize on social media so people know what is happening in the community and when meetings are etc. Even though my message was hijacked, I still think you should post everything on social media.

Chairman Frank thanked Wendy for her suggestions and for speaking up about the Community Fair.

S Devlin: Also thanked Wendy for her suggestions.

**Motion to move into Executive Session at 6:12pm made by S. Devlin, 2<sup>nd</sup> S. Session Approved 5-0**

- IV. Executive Session – 1 MRSA §405(6)(A) Personnel Matter (exception to the normal meeting process)

**Motion to move out of Executive Session at 6:30pm made by S. Devlin, 2<sup>nd</sup> S. Bean Approved 5-0**

One of our Select Board Members, Penny Bean, has made a decision to resign from the Board with regret. She loves this Town and the people of this Town. S. Bean said that it was a hard decision, and that her workload had been continually growing and changing and she needed to focus on work right now.

Town Manager, Cass Newell thanked Select Person Penny Bean for her dedication and service to the Town Community. We appreciate all her hard work.

Town Clerk, Kristen MacDonald can still offer to nomination papers even if she is still on until Nov 7<sup>th</sup> at this point. MMA will be consulted to be sure. Going forward nomination papers will have to be turned in and will be due to the printer by September 8<sup>th</sup>, 2023.

**Motion to accept Penny Bean's resignation from the Select Board made by S. Bean, 2<sup>nd</sup> S. Devlin (with regret) Approved 5-0**

V. Adjustments to the Agenda

Town Manager, Cass Newell, asked if the Annual Audit Update be moved to the next meeting. Request granted.

VI. Consent Agenda

A. Approval of Unsigned Warrants #3 - #6 Approved by Signature

B. Approval of Select Board Minutes – July 13, 2023

**Motion to approve the Select Board Minutes of July 13, 2023 made by S. Devlin, 2<sup>nd</sup> S. Bean Approved 5-0**

VII. New Business

A. Annual Audit Update - **Moved to next meeting.**

B. Formal process votes for new Public Services Director, Dennis Michaud

Town Manager, Cass Newell, I am very pleased with our choice. He comes with a ton of experience from a variety of towns and various private companies as well. He is very well versed in leadership. He also has a lot of experience with various pieces of equipment to effectively maintain a town, its roads as well as its infrastructure. I have a great deal of confidence in our selection. All the candidates that applied were excellent and I thank them for applying. It was a hard choice but ultimately, we did choose Dennis and I am happy to work with him. The staff have taken to him right away and I encourage you to stop by to meet and welcome him.

**Motion to Formally accept the appointment of Dennis Michaud as the new Public Services Director made by S. Bean, 2<sup>nd</sup> S. Sessions Approved 5-0**

VIII. Old Business

A. Discussion of non-committed ARPA funds

(Cass/Matt)

B. Fire Study

Town Manager, Cass Newell, we are actively engaged in looking into have a Fire Study done. I have been working with our grant writer, Darryl Sterling, in searching for grants and ways to pay for such a study. There is no free study done by the State so we will have to pay for a study which we will do. So it will go forward as we figure out all the details on what we want done, who can do, the cost and if we can get grants to help. She will keep them updated.

IX. Other Business – Informational (asked to done before Old Business as Cass had Kirsten completing a list of possible ARPA fund uses)

A. Renewed Cell Phone Tower/Signal Discussion

S.Devlin and Town Manager Cass Newell have spoken about the poor cell phone reception in and around town that has progressively gotten worse. The Town Manager had looked into the cell phone issue when she began, and the Broadband committee was working on the broadband issues. They thought they needed to bring it back again as cell phone service has gotten worse. We will be contacting the cell phone carriers and try to come up with a solution that would work maybe more towers and/or towers for Wi-Fi. This will be a work in progress, and we may need to create a committee to help.

X. Town Manager's Report

**Town Manager's Report – August 09, 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 on schedule.
- d) Successful 2<sup>nd</sup> Annual Community Fair
- e) Welcome our new Public Services Director: Dennis Michaud

**2) TOWN CLERK** – We have all been busy with helping prepare for the annual Community Fair. I have been preparing meetings for a Variance Appeal and an Admin. Appeal for the Board of Appeals, which includes preparing agendas, posting notices and corresponding with the Applicants. I also received my first mailing from the Elections division for the November election and I have been submitting required forms to them and checking our inventory etc. Megan has been busy at the counter and doing other odds and end projects, E911 and gazebo rental processing. Veronica has been working on her usual monthly planning board agendas, minutes & workshops and working at the counter.

**3) PUBLIC SERVICES (PUBLIC WORKS/REC/PARKS)** – July was again a busy month for the Public Works Department. The team has finished ditching the lower end of Edes Falls Rd and replacing culverts as needed and are ready to pave the remainder of the road.

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

As always, we appreciate the support of our citizens.

**TRANSFER STATION:** The month of July was a busy month. We set a new daily record high for visits on July 5<sup>th</sup> of 329 visits. The total visits for the month were 3662. We had 2 days when the trash compactor capacity was maxed out before closing. On those days we continued to fill the hopper and called for an early pick up the next day.

The following items were shipped:

Trash...8 loads  
Recycle... 4 loads  
Demo... 4 loads  
Bulbs... 282 units  
Batteries...73 units  
Salvation army....2110 lbs  
Bottles/cans.....4880 lbs  
The metal pile was hauled.

A few other items that happened this month:

We had 53 freon items evacuated.

We recycled 31 mattresses and box springs

The front tires on the backhoe were finally replaced

As the town continues to grow we may have to start looking at options for us to increase capacity, shift waste streams or lower inputs.

**4) CODE ENFORCEMENT** – During the month of July: 16 building permits were issued. YTD 98 building permits have been issued. A total of 2 new single-family homes were permitted during the month of July bringing the year-to-date total of 16.

A total of 8 new plumbing permits were issued during the month. YTD 42 new plumbing permits have been issued.

44 inspections were conducted for the month of July for a YTD total of 219.

Since we began tracking walk -in customers in April, there have been 278 customers have come through the door with 71 coming in the month of July. Walk-ins include Realtors, contractors, and citizens. As you can see from the numbers, the office is extremely busy.

The Revaluation is taking up a considerable amount of time for John and the phone lines are extremely busy. Many realtors continue to call for files to be researched and copies of those files to be e-mailed. We do our best but sometimes we just can't accommodate their requests and advise them to come in personally and take photos of the files themselves. This is not because we don't want to help them but it is time consuming to fulfill all the requests, especially when the file is thick and they need the information for a closing later in the day or the next day.

All in All a very busy month.

- 5) RECREATION** – The Community Fair was a success; I have heard nothing but positive things! My list of ideas for next year is already started.

Soccer registrations will open this weekend!

Summer Rec has been really awesome! The kids have had a blast and I am loving getting to know them. A lot of my counselors are already talking about coming back next year. I am hoping to take them white water rafting for staff day. With a year under my belt, I am looking forward to organizing the building with more knowledge about the popular items and what is used for special occasions.

Paddle across the lake is in two weeks and I am so excited to host something new to the Town.

- 6) FIRE DEPARTMENT** – Total Incidents in July: 30 (see attached). Total 7/31/2023: 199  
**Monthly Events/Details/Meetings:** July 3 – Bridgton Fireworks Standby  
July 11 – Training Rescue Boat & Hydrants  
July 18 – EMS Checks, Apparatus Checks. EMS Training  
Splinting & Immobilization  
July 25 – Officer's Meeting

## **7) PUBLIC SAFETY-**

**Cumberland County Sheriff's Office – Cumberland County Sheriff's Office** – Report for 06/01/23 to 06/30/23. 267 total incidents. 6 Traffic Citations, 67 Traffic Warnings, Cases Assigned to Detective Division: 1 new Burglary Investigation, 2 new & (3\* cleared) Domestic Violence Related investigation, 1 new (1 cleared) Missing Person Investigation, 2 new Theft Investigations.

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

## **ON-GOING & OTHER PROJECTS**

MMA Worker's Compensation Fund has given the Town a dividend of \$4,117 because of its good performance and loss prevention. (Can read letter).

Front Street Downtown Revitalization Project is 99% complete. We have remained on time from our planned schedule. Remaining on budget pending State DOT reimbursement of total project.

Tucker's House Harrison Informational Meeting August 24, 2023 at 6pm at Town Office Meeting Rm.

The Town Manager Leadership/Good Citizenship Award is on week 4 and week 5 will be this week. It is well received by both the counselors and campers. The campers have stopped me when they see me and asked "Is this being a good citizen? Or "I am working really hard to be good and helpful so I can get chosen to win." The campers have mostly chosen movie tickets with older campers choosing Seacoast Adventure Park. It is a pleasure to reward them in this small way.

XI. Select Board Items

S. Frank: having had an Assessor's Meeting yesterday we set the mil rate at \$12.95/\$1,000 from \$11.90/\$1,000 last year. The first installment is due on September 11, 2023 and second installment on February 1, 2024. Thank you to the Select Board for their perseverance during the budget process through now setting the mil rate as it was a long process.

XII. Next Regular Meeting: **09/14/23**

XIII. Adjournment

**Motion to adjourn at 7:40 made by S. Devlin, 2<sup>nd</sup> S. Bean Approved 5-0**

Respectfully submitted,

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Matthew Frank, Chairman

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Denise Dumont, Secretary