

**NORTH HAVEN SELECT BOARD
SEPTEMBER 1, 2021
5:00 P.M.**

MINUTES

BOARD MEMBERS PRESENT: Alex Curtis, Bruce Gilman, Patsy Lannon, Jeremiah MacDonald
BOARD MEMBERS ABSENT: Jonathan Demmons
TOWN ADMINISTRATOR: Rick Lattimer
OTHER PERSONS PRESENT: None

1. Call to Order 5:02

**2. Approval of Minutes of August 11, 2021 – Motion made by MacDonald, seconded by Gilman
Approved 4-0-0**

3. Public Comment — None

4. Treasurer's Report

a. Approval of Bills, Payroll Journals, Warrants, and Journal Entries:

Payroll Journal #33	in the amount of	\$27,318.75
Payroll Journal #33-A	in the amount of	\$5,255.12
Warrant #34	in the amount of	\$32,002.78
Warrant #34-A	in the amount of	\$19,398.05
Sewer Department Warrant #16	in the amount of	\$2,915.28
Water Department Warrant #16	in the amount of	\$2,054.41

**Motion to approve bills, payroll journals, warrants, and journal entries made by Curtis, seconded by MacDonald
Approved 4-0-0**

5. Correspondence — None

6. Reports

- a. Clinic: Nurse Practitioner Sue Ferra has returned to her regular rotation at the Clinic
- b. Fire Department/EMS: Working to install a bathroom in the current building.
- c. Floats and Docks: We hope to have a new camera installed in early October
- d. Legal: None
- e. Roads and Bridges: Waiting for Maine DOT to repair First Bridge railing
- f. Sewer Department: None

g. Sheriff’s Department:

Date	Incident	Deputy
8.4.21	Traffic stop	Lemoi
8.4.21	Agency assist	Lemoi
8.7.21	911 hang-up	Abbott
8.8.21	911 hang-up	Spear
8.11.21	911 hang-up	Lemoi
8.11.21	Foot patrol	Lemoi
8.14.21	Public relations	Lemoi
8.14.21	Hit and run	Lemoi
8.17.21	911 hang-up	Alcala
8.17.21	Car-Deer accident	Graham
8.18.21	Traffic stop	Alcala
8.18.21	911 hang-up	Spear
8.21.21	Alarm	Abbott
8.31.21	Harassment	Burtis
8.31.21	911 hang-up	Palmer

- h. Town Properties: None
- i. Transfer Station: Awaiting Insurance Loss Control Consultant’s report
- j. Water Department: None

7. Old Business

- a. *COVID-19 Update* — Lattimer reported the Town has three cases confirmed by PCR test and one presumed positive case, for a total of four cases. The Clinic continues to conduct contact tracing and test when warranted.
- b. *Public Safety Building* — On August 4th, the Board made four decisions concerning the proposed new building: (1) to adopt a functional design for the building rather than a New England style gable-roofed structure, so as to keep the cost down (the Board does want the outside of the building to be pleasantly designed – something of which the community can be proud); (2) to locate the building at the Town’s Crabtree Farm property (State Pit); (3) to use the Contract Management – Agency process to hire a design/contract firm; and (4) to aim to bring this to the Town’s voters for approval at the March 2022 Annual Town Meeting. The Board wanted additional time to consider the scope of the new building, particularly whether to include space for the two plow trucks or whether to house those trucks in a separate building that might be less expensive to construct.

After discussion, the Board directed Lattimer to prepare a Request for Proposals (RFP) that would include a requirement to place the plow trucks in the new building, but would also require the contractor to provide a cost-benefit analysis regarding whether a separate building might be a more economical choice. This

way, the project can move forward and the Board can make a decision regarding the plow trucks later in the process.

8. New Business

- a. *Appointment of Board Chair* — Jonathan Demmons has served as Board Chair for several years. Unfortunately, due to his daughter’s medical condition, he has decided he does not have sufficient time to devote to his duties as Chair. With this in mind, the Board discussed the matter and appointed Jeremiah MacDonald as Chair. Patsy Lannon will continue to serve as Vice Chair.
- b. *Community Building Heat Pumps* — Lattimer recommended putting out a solicitation to hire a company to install heat pumps in the Community Building. The building is currently heated by a commercial oil furnace, for which the Town pays about \$8,500 in fuel oil each year. Heat pumps would provide more efficient heat in the winter months and would provide air conditioning in the summer. The current balance in the reserve account for the Community Building is \$59,653.

Motion to authorize the Town Administrator to issue a contract solicitation to have heat pumps installed in the Community Building to be paid for using the Community Building Reserve funds, made by Curtis, seconded by Gilman
Approved 4-0-0

- c. *Remote Meeting Policy* — Lattimer presented the Board with a draft policy that would allow remote meetings and remote participation (using Zoom for a conference call, for example) in limited circumstances. The policy is based on a model developed by Maine Municipal Association.

Motion to authorize the Town Administrator to take the steps necessary to allow the Board to formally adopt the policy, including holding the required public hearing, made by Curtis, seconded by Lannon **Approved 4-0-0**

- d. *American Rescue Plan Act (ARPA) Funds* — The Town is due to receive \$37,491.35 in ARPA funds, one-half this fall and the second half next spring. Generally, the funds may be used to support emergency healthcare needs, sewer and water infrastructure needs, etc. In addition, Knox County is slated to receive \$7.7 million in ARPA funds, some of which the County may distribute to municipalities through a mini-grant process. Lattimer has asked for \$75,000 in these funds on behalf of the Town to support a part-time planner for three years. If approved, the Town would match the \$75,000 over three years in taxpayer funds.
- e. *Community Vision Statement & Objectives* — Lattimer briefed the Board on last Sunday’s Zoom presentation concerning the process to arrive at a Vision Statement for our community. Seventy-two people participated in that event.

From the Vision Statement will flow concrete objectives with concrete timelines. The North Haven Collective, a group of volunteers, is helping the Town with the endeavor. Our Island Institute Fellow, Mia Colloredo-Mansfeld, will arrive later this week and will help with the process as well. Finally, Gabriel (Gabe) McPhail, a consultant, will assist us and coordinate with Colloredo-Mansfeld, Lattimer, and the Collective. Lattimer is working to secure funding from an outside source for McPhail. Lattimer will set up a more comprehensive briefing for the Board at its September 15th meeting. In the meantime, the folks involved will continue engaging the community about the process and timeline for arriving at a Vision Statement.

9. Other:

- MacDonald asked about the status of the contract to paint the standpipe. That work is expected to commence later this month and is expected to be completed in October.
- MacDonald asked whether North Haven or Vinalhaven has heard from George Lewis concerning the float, dock, ramp, and parking on the north side of Vinalhaven. Lattimer said both he and Vinalhaven's Town Manager, Andrew Dorr, have sent letters to Lewis asking him to meet with them.

**10. Adjournment — Motion to adjourn at 6:24 made by Lannon, seconded by Curtis
Approved 4-0-0**