

**TOWN OF NORTH HAVEN**  
**SELECT BOARD**  
**FEBRUARY 11, 2020**  
**4:30 P.M.**

**MINUTES**

BOARD MEMBERS PRESENT: Jon Demmons (Chair), Patsy Lannon, and Jeremiah MacDonald  
BOARD MEMBER(S) ABSENT: Linda Darling (Vice Chair)(Linda participated by telephone but under Maine law cannot vote unless she is present); Alex Curtis  
TOWN ADMINISTRATOR: Rick Lattimer  
OTHER PERSONS PRESENT: None

1. Demmons called the Meeting to order at 4:30 pm
2. **Motion to approve the Minutes of February 4, 2020**  
**Made by Lannon, seconded by MacDonald**  
**Approved 3-0-0**
3. **Public Comment:** None
4. **Treasurer's Report**
  - a. Approval of Bills, Payroll Journals, Warrants, and Journal Entries:

Payroll Journal #6	in the amount of	\$693.30
Warrant #6	in the amount of	\$15,442.73
Warrant #6-A	in the amount of	\$795.51
Sewer Department Warrant #3	in the amount of	\$3,035.03
Water Department Warrant #3	in the amount of	\$1,102.36
- Motion to approve Bills, Warrants, Payroll Journals and Journal Entries**  
**Made by Lannon, seconded by MacDonald** **Approved 3-0-0**
5. **Correspondence:** We received a rebate check from Efficiency Maine for installing new LED lights in the Community Building. The check was for \$870.00, which will reduce by approximately 15% the cost of installing the new lights. Achorn installed the lights for \$5,726.00.
6. **Reports**
  - a. Administrator:
    - i. Clinic — None
    - ii. Fire Department/EMS
      - EMS air ambulance regulations — Awaiting new proposed regulations from the State Medical Services Board, which we hope

will contain provisions that allow Penobscot Island Air to continue to provide emergency transportation

- Public Safety Building — Lattimer is working on a plan to present the need for a new building to the Town’s voters for information
- iii. Floats and Docks — Lattimer to talk with Foy about the Vinalhaven float and to arrange for Ryan Haskell to look at the Burnt Island float
- iv. Legal
- George and Martha Neale have offered to donate shore land on Fresh Pond to the Town. Lattimer is working with Tammy Brown on a proposed change to the zoning ordinance that would allow the Town to accept gifts of land smaller than the minimum lot sizes in the relevant district
  - Joel Moser of BernsteinShur is representing the Town in the Cabot Trust abatement request. The Board had questions about tax abatements generally, so Lattimer will invite Moser to a Board meeting
- v. Roads & Bridges — Paving is still scheduled for May
- vi. Sewer Department — None
- vii. Sheriff’s Department — Working with Knox County Sheriff’s Office to find a replacement for Deputy Landers

<b>Date</b>	<b>Incident</b>	<b>Deputy</b>
2.10	Alarm	Palmer

- viii. Town Properties
- Jamien Shields, our Property Manager, is going to work with Colin Bergeron, a tree surgeon, to identify trees on Town property that need to be cut down or trimmed
  - SafetyWorks!, a part of the Maine Department of Labor, will conduct a courtesy safety inspection of the Town’s facilities on May 20-21, 2020. The Town Property Manager is helping to manage this effort for the Town.
- ix. Transfer Station — Lattimer and Transfer Station Manager, Peter Cooper, are working on a plan to address hazardous waste disposal and to obtain more containers. They are also discussing the possibility of raising fees. The Board recommended accelerating the removal of metal and other materials from the Transfer Station.
- x. Water Department — We received one estimate from Phoenix Tech out of Akron, Ohio: \$120,000 for the interior, another \$56,000 if we wanted the exterior painted as well. Suez Utility Service Company out of Brentwood, NH will submit an estimate by Friday, February 14<sup>th</sup>.

**7. Old Business:**

- a. *Waterfront Access* — On Saturday, February 8<sup>th</sup>, Will Gartley of Gartley & Dorsky and Ken Knauer of Prock Marine met with Demmons, MacDonald, and Lattimer to

discuss and look at options for increasing the Town's access to the waterfront in the Thorofare and in Pulpit Harbor. The discussion was wide-ranging and included permitting issues, feasibility, and costs. Gartley agreed to work up some sketches to help residents visualize the options and ideas.

- b. *Select Board Meeting Schedule* — The Board decided to table this item until after Town Meeting in March.

**8. New Business:**

- a. *Property Manager* — Jamien Shields has been serving as the Town's Property Manager since October, as a temporary employee. The Select Board discussed converting her to a permanent part-time appointment, for 20-30 hours per week, under which she would be eligible to obtain pro-rated benefits.

**Motion to appoint Jamien Shields to a permanent part-time position at the rate of \$25 per hour**

**Made by MacDonald, seconded by Lannon**

**Approved 3-0-0**

- b. *Code Enforcement Officer* — Lattimer related that he has discussed the idea of planning for a new Code Enforcement Officer (CEO) with Paul Quinn, our current CEO. This position requires someone with Quinn's knowledge of the island and his deep understanding of code enforcement law, regulations, and policies. Quinn is willing to train someone to take on the position when he steps down. Lattimer suggested appointing someone who would be willing to serve as a trainee, working closely with Quinn.

**Motion to increase the Code Enforcement Officer's stipend from \$5,000 to \$6,000 to compensate the Code Enforcement Officer for training someone in CEO duties, for up to a two-year period**

**Made by Lannon, seconded by MacDonald**

**Approved 3-0-0**

**Motion to authorize the Town Administrator to recruit for an Assistant Code Enforcement Officer in Training at an annual stipend of \$3,000, for up to a two-year period**

**Made by Lannon, seconded by MacDonald**

**Approved 3-0-0**

**9. Other:**

- Lannon noted that Aaron Cabot responded quickly to her concern about icing in the ferry parking lot and spread sufficient sand to ensure safe movement of vehicles and people

**10. Adjournment**

**Motion to adjourn at 5:06 pm made by Lannon, seconded by MacDonald  
Approved 3-0-0**