

**Carrabassett Valley Selectmen's Meeting**  
**4:30 p.m. Monday January 7th, 2019 at the Town Office**

**Agenda:**

Review and sign 2018 Payroll Warrants:

Review and sign 2018 Town Expenditure Warrants:

1. **MINUTES from previous meeting (December 17<sup>th</sup>, 2018) are attached.**
2. **REVIEW 2018 FINANCIALS:** We will present an up to date summary of all 2018 Town expense and revenue accounts at the meeting. This will hopefully provide the Board with a good summary of accounts going into the 2019 Budget Committee discussions.
3. **VOTE TO TRANSFER \$11,575 FROM THE OVERLAY ACCOUNT TO THE TRANSFER STATION EXPENSE ACCOUNT:** The \$11,575 negative amount in this account was a result of additional cost of the 2018 Transfer Station Building project. There is \$124,381 in the Overlay Account which the Town voted could be used to cover "abatements and overdrafts". The Town's auditor likes to see the Board vote to cover these if they agree. The Overlay account is the amount of difference between the actual amount of the total Town, School and County Tax approved expenditures (\$3,405,123) and the actual amount of tax revenue generated from the 2018 Tax Commitment (\$3,529,504).

As you know, we will still need to budget approximately \$10,000 in 2019 to finish siding and other improvements at the Transfer Station.

4. **REVIEW THE TOWN'S CURRENT DEBT SERVICE (AMORTIZATION) SCHEDULE (attached):** As you can see, some of these bonds will be fully amortized over the next couple of years (some of which is 100% reimbursed by Sugarloaf—the two 2000 golf course improvement projects which will be a help to them).
5. **BUDGET COMMITTEE MEMBERS AND BUDGET COMMITTEE MEETING DATES:** We would like to schedule Budget Committee meetings for January 29<sup>th</sup> and, if necessary, again on January 31<sup>st</sup>. In addition to the five Selectmen, the current active Budget Committee members are:

John McCatherin, Steve Pierce, Brian Demshar, Neal Trask, Paul Fritzon, Bob Briggs and Sam Punderson. Chris Parks was on the Committee but is now a Town employee which would leave a vacancy if the Board wishes to fill it.

6. **UPDATE ON THE PROCESS INVOLVED WITH THE MARIJUANA BUSINESS REGULATION COMMITTEE, ETC.:** Code Enforcement Officer Chris Parks and Town Manager Dave Cota have spent considerable time working with Town Attorney Amanda Meader (Ellis & Meader) on developing two related ordinances, the Marijuana Business Licensing Ordinance and an Ordinance to make changes to the Town's Zoning Ordinance. We have been working with the Marijuana Ordinance Committee (their next meeting is on Jan. 15<sup>th</sup>) and Chris is working with the Planning Board (they meet on Jan. 10<sup>th</sup>) to get their input. At some point, a decision will need to be made as to whether or not and when these ordinances will be presented to the Town for a vote. Copies of these current DRAFT Ordinances are posted on the Town's website.

While still certainly still up for discussion and further input, we believe there are many permitting conditions built into these ordinances (signage, security, distance requirements from schools and playgrounds, etc.) and it now comes down to which, if any, of the four types of businesses (retail, cultivation, manufacturing and testing) should be allowed in the community and in what zoning districts. We anticipate holding a public hearing(s) following the above-mentioned meetings.

7. **AIRPORT CLEARING PROJECT NEAR THE NARROW GAUGE PATHWAY:** It is anticipated that the "second part" of the Airport Clearing Project (on the north end of the River and airport) will begin sometime immediately following Martin Luther weekend. This land is owned by the Penobscot Indian Nation (PIN) whose contractor will be doing the tree cutting. Our Airport Consultants will be working with the PIN Forester. This project will take approximately 5 to 7 working days (weekdays not weekends). Due to safety concerns the first 400' or 500' of the Narrow Gauge will need to be closed during this time. We will be attempting to communicate this on local media (WSKI, 'Irregular) and signage as we get closer to knowing the exact start up date. Snowmobiles will be allowed to access their trail that crosses the Munzer Bridge and then immediately crosses the Huston Brook Road.

Unfortunately, there a number of tall trees that will need to be cut on both sides of the Narrow Gauge Pathway for approximately the first 500' of this trail headed north. We will work closely with our Airport Consultants and the PIN Forester to try to minimize visual impacts as much as possible. We will provide more information at the meeting.

8. **INFORMATIONAL:**

- **The Marijuana Business Regulation Committee** is meeting at 6:00 p.m. on Jan. 15<sup>th</sup> at the Town Office. The Planning Board will be meeting on Jan. 10<sup>th</sup> to review the related Draft Zoning Amendment changes that may or may not be presented to the Town for a vote.

We have placed copies of the DRAFT Licensing Ordinance and the related DRAFT Amended Changes to the Town's Zoning Ordinance on the Town Website. These will be discussed at both the Ordinance Committee and Planning Board Committees.

- **Proposals from Construction Management Companies** for Construction Management Services to assist the Town in building the proposed new "Mountain" Fire Station are due Jan. 11<sup>th</sup>. The Selectmen/Building Committee? Will need to possibly interview some of these companies in the near future (January). As has been discussed, at the last annual Town meeting (March), the Town voted to authorize the Selectmen to expend some of the already appropriated Fire Station Reserve Fund "for developing plans for a proposed building and site" which is all that is contemplated at this time until the Board feels ready to go to a Town Meeting vote to approve funding for the project.

**TOWN OF CARRABASSETT VALLEY  
MINUTES OF SELECTMEN'S MEETING  
December 17, 2018**

**Board Members Present:**    **Bob Luce**                      **Jay Reynolds**  
   **Karen Campbell**        **John Beaupre**  
   **Lloyd Cuttler**

**Others Present:**                **Dave Cota**                      **Jess Beer**  
   **Jim Benoit**                      **Buddy Boudreau**  
   **Courtney Knapp**

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Bob Luce opened the meeting at 4:30 p.m. and welcomed those present.

Expense warrant #51 in the amount of \$89,053.59 was reviewed and signed by Selectmen.

Payroll warrant #50 in the amount of \$28,493.58 was reviewed and signed by Selectmen.

The minutes from the December 3, 2018 meeting were review. Lloyd Cuttler made a motion to approve the minutes as written. Jay Reynolds seconded the motion, noting that the truck purchase would be from Hight Auto and not Quirk Auto. Motion approved as corrected.

Jim Benoit, representing the Snowmobile Club, and Buddy Boudreau were in attendance to discuss concerns about the trail coming in from the Claybrook area. There had also been concerns raised by the Penobscot Indian Nation that, according to the map, the "Old Ken Packard" parcel, a parcel closest to the Carriage Road, provided a right of way to the Carriage Road. This was granted by Dead River Company, which owned the land at that time, but it is now owned by the Penobscot Indian Nation (PIN). There's no legal right of way from the Fields property which is now part of the "Ted Jones Property". Dave Cota had been asked to provide a letter indicating interest in the property and whether an easement to the Fields property would be granted. It's a major concern for the Town to purchase the 250-acre Ted Jones lot because, as we now know, a large portion of this property does not include a right of easement to the Carriage Road, which was earlier assumed to include access. Dave will proceed with sending a letter to PIN to determine if they would be willing to grant or sell an easement. It would be important to know if the PIN is interested in granting an easement prior to the Town meeting in March. Over the years, Ted Jones has allowed some snowmobiles access through his land (mostly access for locals). Jim Benoit noted that he is in favor of this purchase, but he does not feel it's right to allow access to a singular group of people and not all. But the concern is that the next piece is not property owned by Ted Jones, so it would need to be determined if the PIN would allow for that same access for snowmobiles. Jim said that the club does not plan to have a trail down there, but on occasion, they will groom this for snowmobile access primarily from Claybrook. Following discussion, it was agreed that Dave Cota will send a letter to the Penobscot Indian Nation.

Dave Cota provided an update on moving forward with the new Mountain Fire Station project. Sugarloaf has agreed to lease a parcel of land for this project through a Memorandum of Understanding. Dave has prepared a Request for (Qualifications) Proposals (RFQ) for Construction Management Services which will include a lump price for pre-construction services (concept plan, site planning, contracting an architect, developing construction budget) and to

work through these items with the committee. Dave provided the Selectmen with a draft of the RFQ. Courtney Knapp noted that a survey would need to be done before the Town could enter into a lease for the land. All Selectmen confirmed their agreement with the Construction Management process. Jay Reynolds made a motion to authorize Dave to move forward with the RFQ. John Beaupre seconded the motion. Motion approved. Dave mentioned that it had also been suggested to him that perhaps the Town consider moving the Police Station to this new location. Dave noted that, even if this is not considered at this time, fire station should be designed for a future expansion that could include the police station.

Dave Cota updated the Board on the status of the Marijuana Ordinances. There were only 33 non-residents that voted on the matter (Survey Monkey). Dave will be meeting with the Committee again on December 19<sup>th</sup> to further work out details of the ordinances to potentially bring it to the voters at the March meeting. Dave Cota provided information concerning what type of vote might be taken (referendum style with absentee ballots allowed OR vote at an "open" town meeting with the option of secret ballot). Depending on the type of vote, there are zoning ordinance public hearing implications for both the Planning Board and the Selectmen. John Beaupre stated that it should go to an "open" Town Meeting. Lloyd Cuttler suggested that this complicated matter may warrant a stand-alone town meeting, since it may overwhelm the other warrants articles that need to be considered at the annual March Town meeting. Following discussion, it was agreed that the Selectmen are more interested in an open town meeting vote.

Dave Cota provided a copy of a letter from the Franklin County Sheriff, Scott Nichols, concerning legislation to eliminate the annual tax cap on the Franklin County Jail Budget. There's concern that this would allow higher taxes.

Dave Cota provided a proposed lease agreement for a snowmaking pump that the Town purchased a few years ago in conjunction with Sugarloaf. Rick Knowlton, President of Maine Water Company is interested in experimenting with making snow from the residue water at their Rockport, Maine facility. They would like to lease the pump for \$1,000/month with possible intent to purchase. Where it has not been used, it makes sense to pursue this lease. Karen Campbell made a motion to enter into the lease. Lloyd Cuttler seconded the motion. Motion approved.

John Beaupre made a motion to approve Chris Parks as Code Enforcement Officer, effective January 1<sup>st</sup>. Jay Reynolds seconded the motion. Motion approved.

Dave Cota provided the Selectmen with the 2018 Town Work Plan, which he had earlier presented in April. This is Dave's working directive, under approval and support of the Selectmen, which prioritizes projects and also provides a measure of progress. Dave updated Selectmen on the status of several of these items.

At 5:45 p.m. the Selectmen voted to go into executive session to discuss employee evaluations as allowed under M.R.S.A. Title 1, Section 405 (6A).

At 6:30 p.m. the Selectmen voted to come out of executive session.

The Board of Selectmen voted to propose a \$1,956 annual salary increase in 2019 to all full-time salaried employees except Chris Parks who will start work as the Code Enforcement Officer on January 1<sup>st</sup>. In addition, the Board voted to propose a \$5,000 merit increase in salary to Town Manager Dave Cota. Part-time employees will receive a 2.5% increase in pay with the exception

of some seasonal and AGC employees who may be affected by the State of Maine \$1 an hour increase in pay as of January 1<sup>st</sup>. The Recreation Director will meet with the Town Manager to review the proposed increase in hourly rates for these employees.

The meeting was adjourned at 7:00 p.m.

Meeting adjourned.

Respectfully submitted,  
Lynn Schnorr

# Town of Carrabassett Valley Debt Service Schedule

## January 2019

<b>NOTE/PURPOSE:</b>	<b>Year of Loan</b>	<b>Term/ Years</b>	<b>Year Expires</b>	<b>True Int. Rate</b>	<b>Original Principle</b>	<b>Remaining Principle</b>	<b>Original Interest</b>	<b>Remaining Interest</b>	<b>Annual Payment</b>
Public Lot Acquisition Bond	2000	20 years	2020	5.69%	\$430,000	\$43,000	\$269,015	\$297	\$21,797
1st \$400,000 Golf Course Improve. Bond (paid 100% by Sugarloaf)	2000	20 years	2020	5.53%	\$400,000	\$61,517	\$271,039	\$696	\$30,602
2nd \$400,000 Golf Course Improve. Bond (paid 100% by Sugarloaf)	2001	20 years	2021	5.17%	\$400,000	\$88,215	\$260,539	\$530	\$28,199
New Ladder Truck	2005	15 years	2020	4.22%	\$694,330	\$121,448	\$264,633	\$0	\$59,243
Communications Center Purchase/Imp. (paid 66.6% by Com. Center--Sugarloaf)	2005	15 years	2020	4.22%	\$120,000	\$20,990	\$45,736	\$0	\$10,239
New G.C. Clubhouse Bond (37.5% paid by Sugarloaf)	2004	20 years	2024	4.57%	\$800,000	\$309,558	\$451,901	\$51,235	\$61,061
Additional G.C. Clubhouse Improvements	2005	20 years	2025	4.41%	\$167,000	\$75,987	\$86,786	\$9,662	\$11,926
Outdoor Center Renovations Bond	2007	20 years	2027	4.50%	\$1,323,800	\$741,374	\$707,161	\$123,040	\$95,748
New Library/Community Center Bond	2009	20 years	2029	3.58%	\$675,000	\$435,938	\$281,692	\$61,535	\$46,615
1st Golf Course Irrigation Project Bond (paid 50% by Sugarloaf)	2012	20 years	2032	3.58%	\$239,989	\$180,264	\$104,132	\$58,374	\$17,046
2nd Golf Course Irrigation Project Bond (paid 50% by Sugarloaf)	2012	20 years	2032	3%	\$1,160,011	\$868,099	\$400,741	\$224,054	\$78,011
AGC Roof/Lighting Project	2016	10 years	2026	1.58%	\$200,000	\$162,130	\$21,861	\$14,355	\$22,048
2017 Golf Course Improvement Project	2017	5 years	2022		\$200,000	\$160,000	\$9,907	\$6,780	\$42,600
<b>TOTALS:</b>						\$3,268,520		\$550,558	\$525,135