

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday March 26th, 2018 at the Town Office

Agenda:

Review and sign 2018 Payroll Warrants:

Review and sign 2018 Town Expenditure Warrants:

- 1. WELCOME NEW SELECT PERSON KAREN CAMPBELL**
- 2. ELECT A CHAIR PERSON AND VICE CHAIR FOR THE BOARD:** This is done annually following the annual Town Meeting.
- 3. MINUTES from previous meeting (March 12th, 2018) attached.**
- 4. ANNUAL APPOINTMENTS:** Please see the attached list of annual appointments. Also, please note on the bottom of the list the---current vacancies. It appears we are going to have two vacancies on the Planning Board. Long-time member Neal Trask wishes to not be reappointed. We have had a vacancy in the 2nd Planning Board position for a while now. If the current First Alternate (Brian Demshar) is appointed to Neal's vacancy (three-year term) that would leave vacancies for both the First and Second Alternate Positions. Deirdre Frey and Raleigh "Roddy" Ehrlenbach have expressed interest in these positions.
- 5. POTENTIAL PROJECT TO ENLARGEN THE "WINDOW AREA" IN THE FRONT DESK/LOBBY AREA OF THE TOWN OFFICE:** We would like the Board to consider purchasing installing a much wider "working window" to the Town Clerk's Office (from the inside) to allow two employees (instead of one) to wait on customers at the same time. The current set up has always been a little awkward. The idea would be to purchase a lockable "window fixture" that could be used again in a few years when (and if) the lobby area and Town's Clerk's Office is expanded. We have a quote from a local carpenter for the labor and an approximate estimate for the window fixture. Some additional finish work (on the counter, etc.) will also be needed to finish the project. We believe the total cost of the project to be in the neighborhood of \$2,500.
- 6. F.E.M.A. FLOOD ASSISTANCE UPDATE (FOR THE LATE 2017 OCTOBER FLOOD):** The good news is that we have recently been contacted by F.E.M.A. representative. We recently completed a preliminary conference call meeting with F.E.M.A. and we will be meeting with F.E.M.A. representatives in Carrabassett Valley on March 27 for a project "scoping" phase of the process. The process of applying for the various types of flood assistance may take time before we know how much funding we will receive and when we will receive it. We will continue to pursue and monitor this.

7. **POSSIBLE MARIJUANA REGULATION COMMITTEE:** To date, Selectmen Jay Reynolds and Lloyd Cuttler and Planning Board members Brian Demshar and Chris Parks and Police Chief Mark Lopez have agreed to serve on this committee. We also have interest from Peggy Willihan. As approved by the Board at the last meeting, this will be an advisory committee that is charged with providing information, holding public hearings, etc., and making recommendations to the Selectmen and the Town regarding potential Town Ordinances concerning the regulation of Marijuana Businesses in Carrabassett Valley.

8. **DISCUSSION/CONSIDERATION OF AMENDING THE TOWN'S PERSONNEL POLICY TO ALLOW HEALTH INSURANCE COVERAGE FOR "DOMESTIC PARTNERSHIPS":** As you know, this was brought up at the last Selectmen's meeting and we were asked to obtain an interpretation of the clause "and share their primary residence". We have done that and there is a copy of an email from our health insurance provider (Maine Municipal Employee Health Trust) explaining this.

As we explained at the last meeting, we budgeted some additional money in the Health Insurance account for 2018. However, approximately \$4,200 may be needed for a new hire in September for the Code Enforcement Officer (in training) Position. If the Board is in favor of adding this coverage and therefore the corresponding amendment to the Town's Personnel Policy one option might be to implement this starting with the new fiscal year (Jan. 1st, 2019). We have talked to the employee involved who understands this. We have attached a copy of the amendment to the Town's Personnel Policy that the Board would need to adopt if the Board votes to approve this provision.

9. **2018 TOWN WORK PLAN:** Following the annual Town Meeting every year we present a Work Plan for the coming year for the Board to review (add or delete items and/or prioritize items). We have attached a draft plan for the Board's review. The Work Plan should reflect *current ongoing and new projects and initiatives*. Obviously, *not all the projects listed will be completed in 2018*. However, hopefully it summarizes the Board's and Town's current "listing" and priority of work projects.

10. INFORMATIONAL:

- We have a F.E.M.A. representatives "Scoping Meeting" here in CV on March 27th to help advance possible F.E.M.A. funding for repairs made to the Narrow Gauge Pathway due to the 2007 late October flood (and hopefully, some funding for the bridge replacement).
- April 5th Airport Committee meeting (10:00 a.m.) and Pre-Bid meeting (11:00 a.m.) for the Airport Clearing Project.

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
March 12, 2018**

Board Members Present: **Bob Luce** **Jay Reynolds**
 Lloyd Cuttler **John Beaupre**
 Tom Butler

Others Present: **Dave Cota** **Karen Campbell**
 Dutch Demshar **Carolann Ouellette**
 Savannah Steele **Stan Tingley**
 Libby Collett

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

Expense Warrants #8 and #10 in the amounts of \$334,035.97 and \$38,776.09 respectively were reviewed and signed by the Selectmen.

Payroll Warrants #7 and #9 in the amounts of \$19,538.90 and \$26,289.11 respectively were reviewed and signed by the Selectmen.

The Minutes of the February 12, 2018 Selectmen's Meeting were reviewed. Lloyd Cuttler made a motion to approve the minutes as written. Tom Butler seconded the motion. Motion approved.

Bob Luce and other members of the Board of Selectmen thanked Tom Butler for his six years of service to the Town as a member of the Board of Selectmen, as this is his last meeting with the board.

Representatives of Maine Huts & Trails (MH&T) were in attendance to seek matching funds for a significant trailhead and intersection improvement project in the amount of \$23,000. This project would include signage and amenities. Savannah Steele gave a presentation to those present. MH&T has applied for the Maine Outdoor Heritage Fund, in hopes of acquiring up to a \$23,000 grant. If they receive a lower amount, they will scale back their request from the town. This would be a collaborative project involving many local organizations, both motorized and non-motorized. At a prior meeting, the Selectmen had inquired about how the funds would be spent inside the limits of the Town of Carrabassett Valley. Savannah's presentation detailed how this money would be expended. The total project approaches \$68,000, as there is work that will be done in other areas outside of Carrabassett Valley. Representatives will be available to answer any questions at the Town Meeting. There is an interest in trying to combine multiple trail networks' information where reasonable.

Dave Cota updated the Board on the status of the Airport Tree Clearing Project. The project will be going out to bid soon, with bid opening on April 19th. The project will not be completed until next winter, because it has to be done on frozen ground and then mulched. The following spring, the area will be re-vegetated. In this same timeframe, the Penobscot Indian Nation will be doing some forestry work on their adjacent land. The Town will work with them to try to minimize trail impacts. Stan Tingley inquired as to whether there is a layout plan for

the airport that details the parking lot and other items that have been added over the years. Lloyd Cuttler said there is a master plan for the airport, but the parking lot is not on airport land. Dave Cota said that the FAA exempted the need to cut the red pine planted larger trees on the western side of the airport.

Dave Cota updated the Board on the status of the Campbell Field Bridge Project. The engineers have completed the preliminary design, and Phase I of the project is now complete. Phase II engineering is pending town meeting funding approval, and assuming a vote in the affirmative, the project will be put out to bid in late April/early May.

Dave Cota updated the Selectmen on the status of FEMA financial assistance for the 2017 late October flood that caused significant damage to the Narrow Gauge Pathway including the destruction of the Campbell Field Bridge. Dave had spoken with Tim Hardy at Franklin County Emergency Management; they do not expect any news in the short-term. FEMA has been busy with multiple natural disasters throughout the country. He will continue to pursue and monitor the Town's request. The total bridge project repair work will cost roughly \$235,000. Without the FEMA money, there may need to be additional funding from the Town to cover the cost of the new bridge.

Tom Butler inquired about the MDOT repair work in the S curves; MDOT has determined that there is more work necessary and they are negotiating with their contractor. Both the police and fire departments will be managing traffic on Sunday, 3-5pm southbound, in an effort to prevent a traffic jam again (by-passing the lights). Dave will notify WSKI for a message to Sugarloafers in that context. Karen Campbell said there was a problem with the last snowstorm, as well, and hopefully it could be avoided with tomorrow's storm. Dave will request that they pay additional attention to this.

Dave Cota reported on the structural repairs necessary at the Transfer Station. He would like to put that project back out to bid again soon. John Beaupre made a motion to move forward with this. Tom Butler seconded the motion. Motion approved.

Dave Cota reported that the Planning Board will be taking up the Marijuana Regulation topic. The State and the Town will be required to convey permits for any marijuana businesses. He asked if the Selectmen would like to appoint a committee to research the issue and make recommendations to the Selectmen and the Town. The State moratorium expired on February 2nd, so in theory, towns should be prepared to review an application. Lynn Schnorr explained the process that the Town of Eustis used in developing their ordinance. Dave recommended representation from the Board of Selectmen, Planning Board, Police Department and general public on this committee. Lloyd Cuttler and Jay Reynolds will represent the Selectmen on this committee. Dave will ask for Planning Board representation and will ask the Police Chief to serve also.

There was discussion regarding making a change to the Town's personnel policy to allow for health insurance coverage for Domestic Partnerships. This is possible to do, as it is identical to a family policy. It would take a change in the Town's personnel policy, and there would be some increase in cost to the Town in order to affect this change. Lloyd Cuttler said it should be required that the domestic partners share the same legal address as their primary address. Dave Cota will inquire about this from the Maine Municipal Employees Health Trust. Members of the Board, following discussion, requested some more information on the matter, including financial implications, and would like to discuss it at a future meeting.

Dave Cota reported that a civil lawsuit has been filed against the Town by former resident Michael Jutras. Dave has had extensive conversations with the Town's insurance company, who have hired the legal firm of Monaghan Leahy to represent the Town. Members of the Board of Selectmen and Town will not be commenting on this matter, at the advisement of the attorneys.

Town meeting on Wednesday. Janice Tingley was appointed as an additional ballot clerk. Tom Butler thanked the Selectmen and Dave Cota and the Town for his tenure as Selectmen and the opportunity to serve. He said people are not motivated to live here; they are inspired to live here.

Meeting adjourned.

Respectfully submitted,
Lynn Schnorr

Municipal Official Appointments for 2018

Town Clerk/Tax Collector/ Registrar of Voters	Wendy Russell
Deputy Town Clerk/ Tax Collector	Lorraine Hocking
Treasurer	Lorraine Hocking
Deputy Treasurer	David Cota
Police Chief	Mark Lopez
CEO/ Plumbing Inspector	William Gilmore
Tax Assessor	William Gilmore
Fire Chief/ EMA Director	Courtney Knapp
Health Officer	Jennifer McCormack
Animal Control Officer	Vacant (Police Dept.)

Ballot Clerks:

Bonita Stagers, Michele Cota, Joyce Demshar, Nancy Fowler, Janice Mildram, Larry Hanson, Janice Tingley, Jacqueline Munzer, Rebecca Holbrook

Appointed Boards and Committee

Planning Board: (3-year terms)

Reappointments: Jim McCormick, Peter W. Smith
Move First Alternate (Brian Demshar) to full member 3-yr. term

Recreation Committee: 3-year terms)

Reappointments: Elizabeth Stefany, Karen Campbell

Airport Advisory Committee: (3-year terms)

Reappointments: Tom Fahy, Larry Hanson
New Appointment: Mark Fournier

Budget Committee: (Selectmen are automatically placed on the Committee)—3-year terms

Reappointments: John McCatherin, Steve Pierce, Brian Demshar

Golf Course Greens Advisory Committee: (3-year terms)

Reappointments: Bob Tgettis, Seth Wescott, Tom Taber, Karl Strand

Vacancies:

Planning Board:

Move Current First Alternate (Brian Demshar) to Full Member
First Alternate (2-year term)
Second Alternative (3-year term)

Board of Assessment of Review: (2) positions for 3-year terms

Dave Cota

From: "Debbie Bridges" <dbridges@memun.org>
Date: Wednesday, March 14, 2018 10:02 AM
To: "Dave Cota" <towncvtm@roadrunner.com>
Subject: RE: Question concerning Domestic Partners Coverage

Hi Dave,

You are very welcome....

The affidavit was created from the document used by the State of Maine for declaration of domestic partnership.

The partners need only to have a primary residence together (also MMEHT has the right to ask for proof of this by either a mortgage or rental agreement, a utility bill that is mailed to the address with both names on the account, a checking account with the address and both names on the account.

The signatures are notarized and falsification of the document is subject to penalty under the law, but we can only police so far.

Hope this helps...

Debbie Bridges**Field Service Representative**

Confidentiality Notice: The information contained in this communication is confidential and is intended only for the addressee. It may contain Protected Health Information (PHI) under HIPAA. Protected Health Information (PHI) is personal and sensitive information related to a person's health care. This information is being sent to you under the circumstances when a participant's authorization is not required. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure, unless permitted by law, is prohibited. If you are not the intended recipient, you are hereby notified that any dissemination, disclosure, copying or distribution of this information is strictly prohibited and may be unlawful. Please notify the sender immediately to arrange for return or destruction of these documents.

From: Dave Cota [mailto:towncvtm@roadrunner.com]
Sent: Tuesday, March 13, 2018 10:09 AM
To: Debbie Bridges
Subject: Question concerning Domestic Partners Coverage

Hi Debbie:

First of all, thank you for coming up here recently to meet with us. I believe our Selectmen are generally in favor of adding the "domestic partners" coverage to our health insurance policy but may not act right away. They asked me if we could get an interpretation of what item g. of the Domestic Partner shall is: it says "and share their primary residence". Their question is does that mean they must live there?? Their argument is that the partner could claim legal residence here but live in Portland or somewhere. I know this gets tricky as the same could apply to a married couple. Do you have any words of wisdom or an interpretation on this?? Much appreciated.

Town of Carrabassett Valley Personnel Policy Amendment that would be needed to include health insurance coverage for Town Employee Domestic Partner Coverage

Effective _____, the Town of Carrabassett Valley amends its personnel benefits policy to allow any employee who is eligible to enroll in the town benefits the option of enrolling a domestic partner. Any employee who wishes to add the domestic partner will be advised of the requirements set forth in Domestic Partner Affidavit to add said partner and that there will be tax implications for adding said partner.*

** The Domestic Partner of an Employee shall be:*

- a. a "life partner" of either the same sex as or opposite sex from the Employee;*
- b. not legally married or separated, either to the Employee or to anyone else;*
- c. at least 18 years of age and mentally competent to consent to contract.*
- d. are each other's Domestic Partners and intend to remain so indefinitely;*
- e. have been each other's Domestic Partners for at least 12 months prior to the date of the Affidavit;*
- f. are not related by blood to degree of closeness that would prohibit marriage in the State of Maine*
- g. are jointly responsible for each other's common welfare; share financial obligations and share their primary residence.*

DRAFT TOWN OF CARRABASSETT VALLEY 2018 WORK PLAN

In addition to normal Town Operations the following is list of ongoing and/or current projects/initiatives and some potential projects to consider for 2018.

- Put out to bid and construct the new Campbell Field Bridge
- Put out to bid and complete the Airport Tree Clearing Project (2018/2019).
- Continued monitoring and pursuing potential F.E.M.A. funding for damage caused by the 2017 late October Flood and for replacement of the Campbell Field Bridge
- Hire "Code Enforcement Officer in Training".
- Complete the structural repairs to the Transfer Station building
- Continued forest management on the public Lot
- Continued mountain bike trail development
- Town Marijuana Ordinance Committee (retail and growing ordinances, etc.)
- Continued planning for the "Mountain" Fire Station
- Continued discussion with Sugarloaf regarding involvement in a Caribou Dam Project
- Review options to add additional Hangar Space at the Airport with the Airport Committee and Airport Consultant.
- Complete sealed vault outhouse at the Information Center site or other site option and research cost for install septic system for the Info Center building for staff.
- Work with representatives of Maine High Peaks concerning a possible expansion of the Information Building (to include new well and septic system).
- Investigate changing the set up at the Transfer Station for placement of Demo Debris.
- Look at the feasibility and cost effectiveness of purchasing a used backhoe for the Transfer Station
- Complete an update of Town emergency management plan (Fire Chief/EMA) and assess best placement for a generator that the Town funded (\$25,000).
- Repair of chimney/roof at Outdoor Center building
- Repair of dasher boards on Outdoor Center skating rink.
- Improvements to the Outdoor Door Center Road and related drainage.
- Committee to review flooding and erosion issues in the Twin Brook area (Planning Board/CEO)
- Replace decking on the Munzer Recreational Bridge
- Recreation Committee: study of adding additional storage space
- Work with Sugarloaf and others regarding Employee Housing Options
- Complete the trail bridge inventory on the Public Lot and start developing a long-term replacement plan
- Review Campground possibilities?
- Attempt to research all (old) existing Town Ordinances and develop a "Codification" of Ordinances.
- Create Volunteer Airport Manager Position?
- Other???