

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday May 14th, 2018 at the Town Office

Agenda:

Review and sign 2018 Payroll Warrants:

Review and sign 2018 Town Expenditure Warrants:

- 1. MINUTES FROM PREVIOUS MEETING** (April 30th, 2018) are attached.
- 2. REPAIR WORK NEEDED FOR FIRE DEPARTMENT DRY FIRE HYDRANT LOCATED IN THE TWIN BROOK AREA:** Fire Chief Courtney Knapp will be present to discuss the need to repair this dry fire hydrant that is located on the Jane Matte property off Poulin Court in Twin Brook. Installed approximately twenty years ago, when needed by the Fire Dept. the hydrant, when fully operational allows the Fire Dept. to draw a significant amount of water from the pond that is on this property should the water be needed for a fire event in that area of Town. The repairs could cost in the range of \$3,000 to \$5,000 which has not been budgeted for at this point.
- 3. STRUCTURAL REPAIRS TO TRANSFER STATION:** We received one bid of \$46,416 from Adams Construction (Dave Adams) for the structural pairs at the Transfer Station that were put out to bid. The bid could be reduced by \$3,700 if concrete testing on site was eliminated which would bring the bid down to \$42,716. Our engineers estimate was "in the neighborhood of \$40,000". We checked with our engineer and he is not overly concerned about the on-site concrete testing and felt it can be eliminated. There is only approximately \$30,000 in the Transfer Station Account that is available for this project. However, we believe we can make up some of the difference from one or two of the other Transfer Station Accounts (Ash Removal?). We recommend moving ahead with this needed work and if another special Town meeting is called later this year that we request some additional funding. This work will also include replacing the entire back wall of the transfer station building.
- 4. ADVERTISE THE CODE ENFORCEMENT/ASSESSOR'S POSITION:** Please find attached the job description and advertisement for the Code Enforcement Officer/ Assessor's Position. As we discussed, the plan is to have someone available to start working with the current Code Enforcement Officer (CEO) on or about September 1st and for this person to officially become the CEO on January 1st, 2019. If we are able to find the right candidate to also become the Tax Assessor this person would train with the current Assessor until June 30th, 2019 and take over that position on July 1st, 2019.

To start the process the Board needs to approve the job description and a recommended pay scale (dependent upon qualifications). We will discuss this and advertising for the position at the meeting.

5. **UPDATE ON THE CAMPBELL FIELD BRIDGE PROJECT:** As you know we are currently out to bid for this project with bids due 2:00 p.m. May 24th. We held a pre-bid meeting on May 9th and some concerns were expressed by contractors present about the required completion date of October 7th and the availability of steel and steel fabrication. We are working with our engineers to possibly address some of these concerns.
6. **NEW AIRPORT HANGAR LEASES:** Peter MacDonald who previously requested Lot #13 (next to the Information Center) has decided not to proceed with this lease. We are in the process of contacting the next person who requested a lease lot. Also, in regards to new Lot #14 (next to Lloyd's hangar) we have been made aware of possible D.E.P. permitting that may be necessary for building a hangar on that lot. We are attempting to get answers to questions we have in this regard (the hangar lots adjacent to Rt. 27 including lot #13 were previously permitted through D.E.P. We will be bring additional information to the Board in this regard in the near future.
7. **2018 TIMBER HARVEST PLAN FOR THE TOWN'S PUBLIC LOT:** Please see attached plan that the Forestry Committee will be reviewing on May 17th. This is consistent with plans that were discussed last year. This plan will also line up with potentially developing mountain bike trails in this area (lower part to the lot between Rt. 27 and the Center) in 2019.
8. **2018 MOUNTAIN BIKE TRAIL MAINTENANCE AND DEVELOPMENT PLAN:** The Carrabassett Valley Trail Committee is meeting on May 11th and we will report to the Board the planned trail maintenance and trail development plan for 2018.
9. **APPOINTMENT TO MOUNTAIN BIKE TRAIL COMMITTEE:** Tom Butler indicated that Brenna Herridge will now represent Sugarloaf on the Trails Committee.
10. **INFORMATIONAL:**
 - Town Clean-up Day: Saturday May 19th.
 - Town Meeting Tuesday May 22nd 6:00 p.m. (School Budget and two Town warrant articles).
 - Next Selectmen's Meeting??

TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
April 30, 2018

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

Others Present: **Dave Cota** **Tom Butler**
 Ed Shevenell **Kari Williams-Shevenell**
 Chris Parks **Alex Skrabut (and Sovina)**

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

Expense Warrant #16 and #18 for \$139,658.09 and \$48,501.06, respectively were reviewed and signed by the Selectmen.

Payroll Warrant #15 and #17 for \$27,479.51 and \$18,506.95, respectively, were reviewed and signed by the Selectmen.

The Minutes of the April 9, 2018 Selectmen's Meeting were reviewed. Lloyd Cuttler made a motion to approve the minutes as written. Jay Reynolds seconded the motion. Motion approved.

Tom Butler, on behalf of Sugarloaf, was in attendance to discuss a sublease at the Outdoor Center. They would like to sublease to Mr. Snappy's Tube Steaks (a food vendor). Ed Shevenell, co-owner of Mr. Snappy's, explained that they have been working in the community for several years now, and they are very interested in providing food service at the Outdoor Center for the summer season. They will be using the building's kitchen, but set up outside the building (Thursday through Monday, 10am to 4pm – or otherwise if specified). Bob Luce asked about the mountain bike race and whether vendors could still come in for that event. Dave Cota said the Mountain Bike Club would need to indicate what they have in mind for the race. Jay Reynolds said that it is possible that Mr. Snappy's could help supplement for the race. They do not have a plan for a liquor license, but if there is interest in having them pursue it, they can do so. Tom Butler recalled that Sugarloaf was not supposed to have a liquor license at the Outdoor Center, since it would prohibit others from bringing in liquor for weddings, etc. However, Ed and Kari might be able to get a temporary license for specific events. Lloyd Cuttler explained that it would be considered a catering license, which is for a set period of time and nothing long-term. Tom Butler asked if this regulation is for the entire building; Dave Cota said he would need to refer back to the lease, but they do not want to prohibit people from "self-catering" events and functions. Ed inquired about signage at the road, as he hopes to have something out by Route 27. Dave Cota suggested that he speak with Bill Gilmore about this. Jay Reynolds made a motion to allow for this one-year lease. Lloyd Cuttler seconded the motion. Motion approved.

Dave Cota reviewed articles for a Special Town Meeting. The primary purpose of the meeting is for the school budget. However, there are several other items to consider that could be added to the warrant. One item is to see if the Town will approve the relocation of the Sealed Vault

Outhouse from the Information Center side of Route 27 to the Ayotte's side of Route 27. The reason for this is that the Information Center access road and parking lot is simply not big enough especially if an expansion of the Information Center is considered in the future. Karen Campbell expressed concern about pedestrians currently crossing from Ayotte's Store to the Information Center to use the portapotties. If this item is approved, the Town can negotiate an agreement and/or easement with Tombeau, Inc. the owners of Ayotte's Store. Lloyd Cuttler made a motion to include this article in the warrant. Jay Reynolds seconded the motion. Motion approved, with John Beaupre abstaining. Another warrant item is to see if the town will appropriate funds from Town surplus for the purpose of completing the Town's Surface Water Management Plan. Dave Cota provided the most current watershed maps for the Selectmen's reference. Dave explained that there's a need to do additional work to convert the LIDAR information into the Town's plan, which was based on 20' contours, and the lidar can bring it down to 2' (though 5' might be preferable), so there is some conversion cost associated. Additionally, there is a need to do a drainage inventory and study of the Twinbrook area due to on-going challenges with this community area. To bring Twinbrook into the overall plan, the cost would be up to \$14,200. This study will identify critical areas and culverts with some conceptual solutions. Dave Cota stressed the fact that, once the problems and solutions are identified, it will be important for Twinbrook Association to develop their plan of action. Dave also noted that there is importance to the Town to examine this area due to the secondary egress to the Mountain through the Twinbrook area's bridges. John Beaupre asked if this would be opening Pandora's Box to spend town funds on private roads. Lloyd Cuttler said he feels this study is important, but the Town also needs to draw a line as to how far to go with town funds, but once this study is done, the Town needs to be clear to Twinbrook that it is not obligated to fund any of the work. Chris Parks said he had a conversation with Bill Walsh, and 5' contours make sense. He confirmed that the lidar topographical data will come from the highest quality, so it can be used for detailed mapping at any time. With the phased nature of this project, Walsh Engineering had not expected the data to be provided in the way that it has and when he was working with it recently, he realized it would be much more time consuming. Walsh is comfortable with the data now. Chris said that the boundaries of the Watershed Study could be expanded in the future, depending on need in other areas of town, and at the time that the inventory was being done, it did not include Twinbrook. With the lidar information being brought into these plans, the Town has access to information that can be used for that purpose which would be valuable. Dave Cota said this plan would also be an aid for the Planning Board for future use, especially concerning future development. He said that the Planning Board met last week and endorsed the expenditure of these additional funds for the Watershed Plan. Chris Parks said that he is hopeful that Walsh can do the necessary work for somewhat less than requested. Bob Luce said that water impacts will be looked at and the goal here is to give the Twinbrook Association some direction. John Beaupre made a motion to approve the warrant article with some clarity that the intent of this study is not to imply further town financial commitment for drainage improvements. Karen Campbell seconded the motion. Motion approved.

Dave Cota reported that Alex Skrabut was in attendance to request a lease for an airport hangar on what would become Lot #14. The Airport Committee has endorsed an overall airport concept plan, which includes the land that was purchased from the Morgans. The concept plan would be completed over a number of years in phases as the need presents itself. The Planning Board recently approved the new hangar lot (which becomes lot #14), based on this new overall concept plan. The terms of the new lease on this hangar lot need to be worked out in a similar fashion to other existing leases. For the future larger portion of an expansion project, grant funds might be sought and/or use of FAA funds. Lloyd Cuttler noted that the larger portion is

likely to be years ahead, but the concept plan does put everything in perspective. Dave Cota said that, if the Selectmen approve a lease, the construction of this new hangar could happen within the 2018 construction season. John Beaupre said that there is a lot of enthusiasm for the airport these days. Dave Cota can bring a lease to the next meeting for review and approval, if Alex feels he is ready for it at that point. Jay Reynolds made a motion to endorse the concept plan and approve the concept of leasing of lot #14. John Beaupre seconded the motion. Motion approved.

Dave Cota inquired as to whether one of the Selectmen would like to serve on the Mountain Bike Trail Committee. Lloyd Cuttler volunteered. Jay Reynolds also volunteered. Jay will do it, and Lloyd will back him up.

Airport Tree Clearing bids are in. All bidders have experience. John Beaupre made a motion to approve the low bid of \$91,900 from Gary Pomeroy Logging, pending FAA grant approval. Lloyd Cuttler seconded the motion. Dave Cota said that this has become three F.A.A. projects rolled into one, and the third F.A.A. grant application has been submitted. Some of the land that needs to be cut was so designated in the previous tree-clearing project but was left, and because it was left, the Town needs to pay for it, which amounts to roughly \$8,100. The additional hangar lease money can help pay for this expense but other funding may be needed. Motion approved.

Dave Cota reported that the Campbell Field Bridge Project is currently out to bid, with bids due no later than 2pm on May 24th.

Dave Cota reported that there appears to be some interest in bidding the Transfer Station Structural Improvement Project, which is now out to bid with bids due on May 10th.

Dave Cota discussed a new job description for consideration to advertise for a new Code Enforcement Officer/Assessor. In order to have someone on-board for September 1st, it would be ideal to start advertising the position in mid-May with someone hired six weeks later and allow the person chosen for the position to provide adequate notice to his or her current employer. Dave asked Selectmen to review the job description and pay scale and to discuss this at the next Selectmen's meeting. Dave also provided some information for proposed salary scales for the individual roles and/or combined roles. The job(s) will be advertised locally and with the Maine Municipal Association and possibly the Sun Journal. Dave will also get an estimate for recruiting services.

Informational:

MDOT is working on the s-curve guardrails, which no longer meet safety standards. Work will take place only during the day on weekdays.

Carrabassett Valley Mountain Bike Trail Committee will meet May 11th at 1pm.

Next Selectmen's meeting on May 14th. Dave is drafting a purchasing policy, and he will have something for the Selectmen to review, possibly at this next meeting.

Town Clean-up Day is May 19th.

Meeting adjourned.

Respectfully submitted,
Lynn Schnorr

Town of Carrabassett Valley Position Opening Code Enforcement/ Tax Assessor's Position

The Town of Carrabassett Valley is seeking applications for the combined position of Code Enforcement Officer and Tax Assessor. The Code Enforcement Officer Position involves administration and technical work in carrying out building, plumbing, life safety and other inspections in securing compliance with Town and State Codes and Town land use regulation. In addition, the successful candidate will be the administrator for the Planning Board and will work with and provide information to property owners, developers, builders, engineers and other professionals. The successful candidate must either possess or obtain State Certifications for Code Enforcement, Plumbing Inspection and Building Inspection (MUBEC) within one year of the start of employment.

The Assessor's Position involves the valuation assessment of all real and personal property in Carrabassett Valley using established appraisal methods. The successful candidate must either possess or obtain a State of Maine Assessor's Certification within one year of start of employment.

Candidates should have experience in the construction industry or have equivalent education or experience in a related field in addition to possessing good administrative and communication skills.

The successful candidate will start employment on or about September 1st, 2018 working with the current Code Enforcement Officer (CEO). He/She will assume official duties as CEO on January 1st, 2019. The successful candidate will work with the current Assessor until June 30th, 2019 and will assume official duties as Assessor on July 1st, 2019. Salary will be based on the qualifications of the successful candidate and salary will advance as certifications are obtained.

The Town offers an attractive compensation and benefit package. An information packet including job description and compensation information is available at the Town Office or on the Town's Website (www.carrabassettvalley.org). **All applications must be received no later than June 15th, 2018.** Please drop off or mail resume' to: Town Office, 1001 Carriage Road, Carrabassett Valley, Maine 04947 Attn: CEO/Tax Assessor Position. Questions and inquiries may be directed to the Town Manager at the Town Office at 235-2645.

The Town of Carrabassett Valley is an Equal Opportunity Employer

TOWN OF CARRABASSETT VALLEY
CODE ENFORCEMENT OFFICER (CEO) / LOCAL PLUMBING INSPECTOR (LPI)
Job Description

General Statement of Duties:

- Performs responsible administration and technical work in carrying out building, plumbing, life safety and other inspections and in securing compliance with code and land use regulations.
- Municipal Ordinances enforced by CEO/LPI: Zoning Ordinance of the Town of Carrabassett Valley, Shoreland Zoning, Floodplain Management, Site Plan Review, Subdivision, Private Road Design, Maine Uniform Building and Energy Code (MUBEC). Also, enforces State Plumbing Code.
- Is the Administrative Assistant to the Planning Board and Zoning Board of Appeals.
- Works under the general direction of the Town Manager.

Essential Job Functions:

- Reviews building and plumbing plans for compliance and makes recommendations where appropriate to ensure compliance with codes and issues permits.
- Reviews development applications and provides technical assistance to property owners, developers, builders, surveyors, engineers, other professionals, and the public to ensure conformance with prudent planning practice, town and state laws, ordinances and regulations.
- Provides ordinance information as requested by banks, lawyers, realtors, developers and individuals.
- Coordinates with other municipal, regional, state and private agencies and personnel to review specifics of plans, plats, ordinances and regulations.
- Inspects buildings which are under construction, alteration or repair for compliance with requirements as prescribed by the municipal ordinances and M.R.S.A. 313 ss 251 et. Seq.
- Investigates and documents complaints of possible code violations, including building, electrical, plumbing, sanitation, and zoning; and initiates appropriate action to ensure compliance as necessary.

- Prepares agendas and backup information, attends meetings, and advises the Planning Board and the Zoning Board of Appeals.
- Works with the Planning Board on amendments to the Zoning Ordinance and other Town Land Use Ordinances
- Assists other town departments with information and interdepartmental operation related to the Code Enforcement Office.
- Monitors and prepares plumbing reports for payment to the state.
- Prepares and maintains departmental records and reports.
- Prepares an annual report of the Code Enforcement activities
- Works with the Town Manager to prepare and monitor the annual Code Enforcement office budget.
- Prepares a variety of written communications, including reports, correspondence, and public notices.
- Meets with the public, committees, boards and commissions in the town to discuss disputes or problems, and work with abutters, attorneys, developers, and others to resolve specific issues.
- Performs other tasks as assigned by Town Manager.

Requirements of Work:

- Considerable knowledge of approved methods and material used in building construction and plumbing repair and installations.
- Considerable knowledge of local, state, and federal rules governing plumbing, construction, use and occupancy; and ability to interpret same.
- Considerable knowledge of State and Town land use ordinance provisions and ability to interpret same.
- Ability to analyze and interpret construction plans and specifications.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to organize and maintain comprehensive records of actions taken, permits requested, and prepare reports as required.
- Ability to recognize code violations and take appropriate enforcement action, including the ability to work effectively with other town officials and coordinate enforcement actions.
- Ability to communicate effectively; both orally and in writing.
- Ability to maintain confidentiality.

- Ability to work effectively with applicants, board members, town manager, other department heads, town employees, and the general public.

Qualifications:

- Experience in the construction industry preferred or as a licensed electrician or plumber and or equivalent education including a two-year design, and/or a college degree in a related fields; and /or any equivalent combination of training and experience.
- Must possess, or obtain within 12 months, the required State CEO/LPI and Building Inspection (MUBEC) Certifications.
- Possess any other appropriate inspection licenses for direct inspections work performed.
- Reliable transportation and valid class C driver's license.
- Ability to use common office software.

Supervision Received:

- Work is performed under the general supervision of the Town Manager while exercising individual and independent judgement and discretion within a framework of regulations, ordinances and policies.

Working Conditions/Physical Demands:

- In addition to office work related to the above job duties; frequent periods are spent in non-office environments, including construction sites and involve standing, walking, climbing and bending. Work will involve travel to job sites, and other work related activities. In addition, attendance at evening meetings is required.

TOWN of Carrabassett Valley

Tax Assessor's Job Description

GENERAL PURPOSE

Performs responsible work involving the assessment of real and personal property using established appraisal methods as defined by State Law.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Manager with considerable latitude for making independent judgments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects and appraises all categories of commercial, industrial, residential and personal property on an ongoing basis.
- Prepares *Town Valuation Listing according to State Law.*
- Keeps real estate records up to date by appraising new buildings and reappraising buildings with improvements or depreciating conditions.
- Records property transfers received from the State of Maine on an ongoing basis.
- Keeps abreast of the economic conditions and real estate market trends within the Town and surrounding area and makes changes to valuation assessments to keep up to date with present conditions.
- Selects and applies any combination of appraisal techniques necessary to accurately and defensibly determine property values.
- Performs on-site inspection of personal property as necessary and annually receives and reviews personal property information and assesses appropriateness of depreciation schedules used for tax assessment purposes.
- Responds to inquiries from the public regarding valuation appraisal, methods and procedures.
- Coordinates appraisal reviews and appeals before the Board of Assessment Review.
- Performs related work as required.

OTHER RELATED DUTIES:

- Maintains Town tax maps with lot splits, corrections to boundary lines, road names, etc.
- Completes the annual Town Tax Commitment.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; supplemented with college training in civil engineering or building construction and assessment administration; or a combination of schooling and equivalent experience.
- (B) Experience as a property appraiser desired but not required; must have or obtain be Certified by the State as a Certified Maine Assessor within twelve months of being hired.

Necessary Knowledge, Skills and Abilities to either possess or be able to acquire within twelve months of being hired:

- (A) Knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; Considerable knowledge of building, zoning and construction codes; knowledge of practices relative to property appraisal. Working Knowledge of TRIO Assessing Software.
- B) Ability to read, understand and apply appraisal techniques; Working knowledge of computer programs such as spreadsheets, word processor and data bases. Ability to read and understand legal descriptions and appraisal manuals; ability to accurately appraise real and personal property; Ability to communicate effectively verbally and in writing; Ability to work in inclement weather; Ability to establish successful working relationships.

SPECIAL REQUIREMENTS

- Must possess a State Assessor's Certification or obtain one within one year of the start of employment with the Town.
- Valid state driver's license



Town of Carrabassett Valley Public Lot 2018 Timber Harvest Plan

The following proposed plan is for harvesting in the summer of 2018. There are four separate blocks. Three are in the northern (lower elevation) part of the property - close to Route 27, the access road entrance and the Town Lot Road. All have close interaction with recreation trails. Block C2 has multiple trails within the block. More trails are planned in the future, so harvesting now will minimize the impact the harvest has on the future trail system. Block A1 is adjacent to the 2017 harvest block. It was originally planned for last year's harvest, but wasn't completed. Trail interactions are similar to during last year's harvest – trails are on the outer edge except the one ski trail running through the middle.

Road work needs this year are minimal – gravel on the new yard along the access road, and removal of culverts on the road built last year. Culvert removal would be in order to close down the road and prevent an attractive nuisance.

Below are descriptions of the harvest and road work. Harvest blocks include estimated harvest volumes and income. The road work estimates gravel costs, installation and machine time for culvert removal.

Harvest Blocks

Block C1

This 35-acre block along the Outdoor Center access road is stocked with mature spruce, fir, cedar, red maple, aspen, and white birch. There is a small amount of large white pine. Spruce diameters average 12-15 inches and fir averages 6-9 inches. Basal area is 140 square feet per acre on average. The terrain is rolling with some of the low points being inoperable wetlands. A new yard has been constructed (needs gravel) and all of the 35 acres can be yarded to that location. An original harvest design included about 10% more area, which is either very wet or separated from the yard by wetlands. There are ski trails along the outer edge of the block. These will be buffered for the harvest.

750 Tons \$12,375

Block C2

This 38-acre block is located near the intersection of the access road and the Town Lot Road. Species found here are red maple, aspen, white ash, spruce, white birch and cedar. Basal area averages 130 square feet per acre. The cedar is confined to lower terrain in limited spots on the block. There are mountain bike, ski and snowshoe trails in the block, especially at the southern and eastern edges. The trails will need to be buffered.

980 tons \$17,950

WE'RE IN THIS
TOGETHER



Block C3

This 42-acre block, located in the northeast part of the lot along the north boundary and the Town Lot Road is comprised of fir, spruce, white birch, aspen, red maple and cedar. Basal area averages 130 square feet per acre. The terrain is fairly uniformly dry with a few small areas of wet ground. Cedar is mainly restricted to the wetter areas, but is also found in small numbers throughout the block. Part of the road needed to access the block is ski trail and will need to be buffered.

960 tons \$20,640

Block A1

This 66-acre block is well stocked with 130 square feet per acre basal area, comprised of yellow birch, red maple, red and white spruce, hemlock, sugar maple and American beech. The wood is mature, and roughly 100 to 120 years old. There is a light sapling pole layer that is heavy to maple and yellow birch. There are a few small, unmapped brooks in the block which require the integrity of the banks be maintained.

1810 tons \$25,340

Total Tons: 4500 Total Income: \$72,850

Total without Block A1: 2690 Total Income: 47,510

Road costs

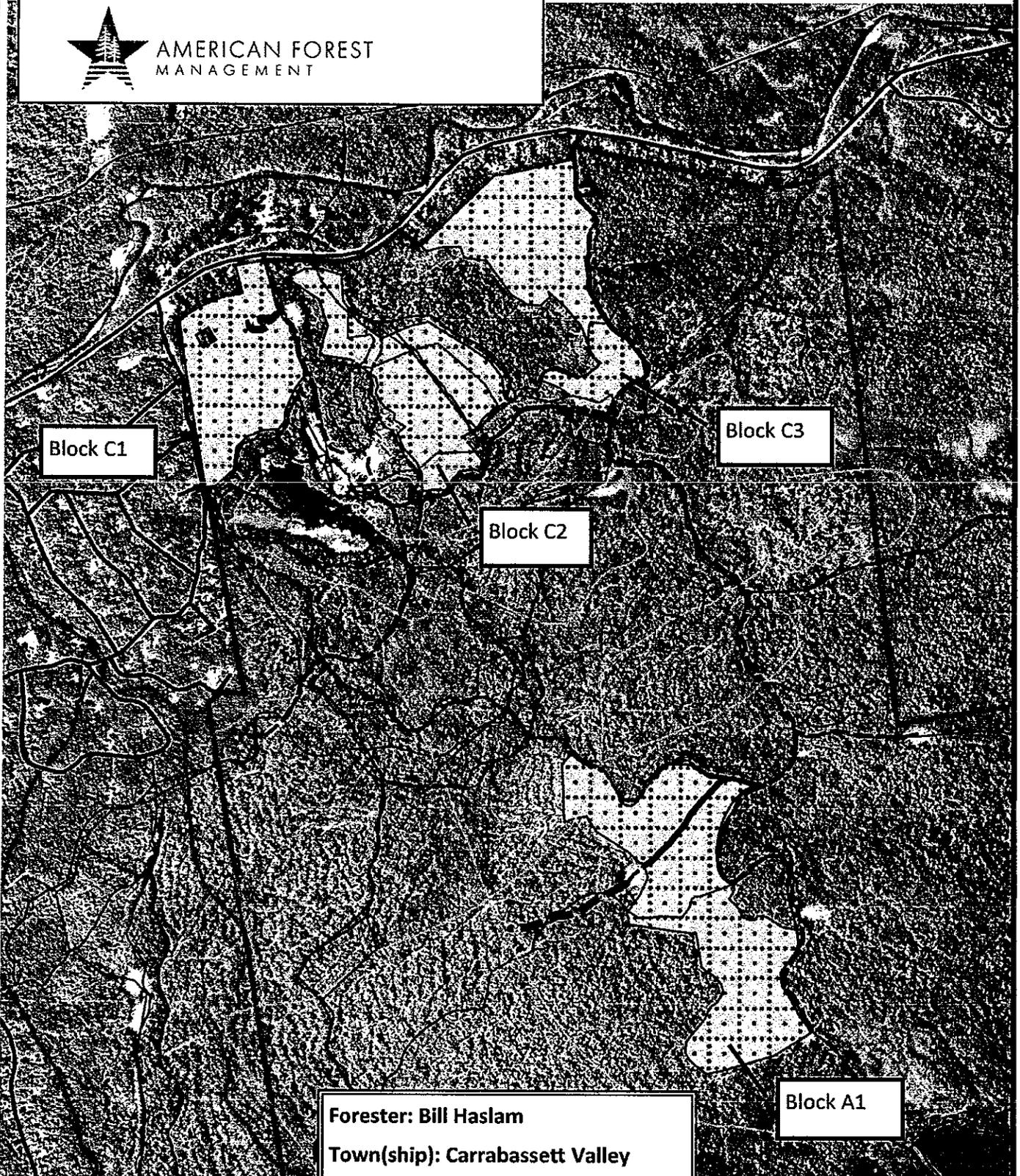
Gravel on new yard **\$2100**
Culvert removal **\$2500**

WE'RE IN THIS
TOGETHER

2018 Timber Harvest Plan



AMERICAN FOREST
MANAGEMENT



Block C1

Block C3

Block C2

Block A1

Forester: Bill Haslam
Town(ship): Carrabassett Valley
2018 Harvest Blocks
Date Prepared: April 30, 2018

0 660 1,320 Feet
Mapping Coordinate System:
UTM Zone 19 Unit: Meters NAD83
NOT A LEGAL SURVEY