

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday May 2nd, 2016 at the Town Office

Agenda:

Review and sign 2016 Payroll Warrant(s):

Review and sign 2016 Town Expenditure Warrant(s):

1. **MINUTES** of the previous Selectmen's meeting (April 11th, 2016) are attached.

2. **POTENTIAL GOLF COURSE PROJECT CONCERNING RENOVATION OF THE CART PATHS:**
The Cart Paths on sections of holes #2 through #5 are in very rough condition. Sugarloaf management has asked us what the Town's position is regarding financial responsibility for either short or long term needed repairs to the cart path system. The cart paths were paved as part of a larger \$800,000 capital project when a new Golf Course lease was renegotiated between the Town and Sugarloaf for operation of the Town-owned Sugarloaf Golf Course in 2000. The Town borrowed the money at that time through a 20-year bond. The annual bond payments are being paid for entirely by Sugarloaf.

Sugarloaf received one quote to structurally repair portions of the cart paths on holes 2 through 5 for approximately \$50,000. We have been working with Sugarloaf Golf Course management to determine a short term repair fix for significantly less money that could be implemented immediately and then work on a plan for longer term cart path renovations. This appears to be the approach that will be taken within the next couple of weeks.

Funding both short term and longer term repair/renovations would appear to involve a discussion concerning possible changes in the Golf Course Lease not only for renovation of the cart paths on these holes but the inevitable need for the remaining golf course holes as well. We are recommending that the Board of Selectmen consider recommending to the Town authorization to make changes to the golf course lease to reflect the current economic realities of operating the golf course (and the sport of golf in general) and to help fund needed golf course capital maintenance and improvements in the short term and long range. Lease changes would involve the lease provisions concerning "Extraordinary Maintenance" (cost sharing and a better description thereof) and cost sharing involved with the Golf Course Reserve Fund. We anticipate immediate discussions with Sugarloaf Management and Town representatives (Board Chairman, Greens Committee Chairman and Town Manager) to consider possible changes to the golf course lease and an immediate temporary solution to repair the cart paths on holes 2 through 5.

3. **ADDITIONAL DISCUSSION REGARDING POTENTIAL REQUEST FOR MATCHING FUNDING FROM THE RECREATIONAL ENDOWMENT FUND TO FUND A 'SUGARLOAF CONNECTOR' MOUNTAIN BIKE TRAIL that would extend from the Sugarloaf Base Lodge Area to the Outdoor Center:** (please see minutes from previous Selectmen's meeting in this regard).

The Mountain Bike Trail Committee is meeting on May 13th and may or may not have a recommendation for the Board of Selectmen to consider. There are several factors (feasibility, location, permission and cost) that the Committee will need to consider before making a recommendation to the Selectmen. Sugarloaf has agreed to fund having the Town's mountain bike trail supervisor and assistant crew member to scout trail possibilities for this "Sugarloaf Connection" trail the week of May 9th. Their information will be discussed at the May 13th Trail Committee meeting. The need for a trail connection to the "mountain/base lodge area" was one of the highest priorities listed during the December public forum and the on-line survey monkey. However, there are a number of other considerations (above) that need to be considered.

4. **DISCUSSION CONCERNING POTENTIAL ADDITIONAL JUNE 7TH TOWN MEETING WARRANT ARTICLES (addition to the School Budget Warrant Articles):** Please see minutes from the previous meeting in this regard. Also, please find below draft articles for the Board to consider regarding: 1) requesting approval from the Town to sell 8,201 sq. ft. of land off the Town Lot Road to Tim Richards, 2) if the Selectmen wish, to ask the Town to renegotiate changes in the Golf Course Lease and 3) a possible request for matching funding for construction of a mountain bike trail connecting Sugarloaf and the Outdoor Center (feasibility and costs to be determined prior to the Board's May 16th meeting).

These Draft Warrant Articles are for discussion purposes only. The Board would need to make a final decision at the Board's May 16th meeting as to whether or not to include these in the School Budget Town Meeting Warrant (scheduled for 6:00 p.m. June 7th) that will be need to be approved at that time.

ARTICLE 1. To see if the Town will vote to authorize the Board of Selectmen to sell approximately 8,201.5 sq.ft. of land on the Town's Public Lot to Tim Richard on such terms and conditions as the Board deems to be in the best interest of the Town. Also, to see if the Town will place the proceeds from the sale of this land (\$4,920.90) in the Town Land Reserve Fund (\$38,581 balance as of December 31st, 2015).

(Note: The intent is to sell Mr. Richard a 25' strip of land on each side of his lot which is located on the Town Lot Road. His side lot lines are 163.46' and 164.3' respectively. The selling price will be \$4,920.90 which is based on a previous Town appraisal of value. All costs associated with the land sale will be the responsibility of Mr. Richard).

Board of Selectmen Recommend Approval

ARTICLE 2. To see if the Town will vote to authorize the Board of Selectmen to renegotiate with Sugarloaf Mountain Corp. the provisions in the Golf Course Lease that relate to cost sharing with regards to both "Extraordinary Maintenance" and the Golf Course Reserve Fund and to approve changes to the Lease based on terms and conditions the Board deems in the best interest of the Town.

(Note: The Board of Selectmen and Sugarloaf Management believe that the economics of the operation of the Town-owned Sugarloaf Golf Course and the sport of Golf in general have changed since the adoption of the golf course lease between the Town and Sugarloaf in November of 2000. The Board believes changes are needed to the lease to allow for more investment in capital maintenance such as cart path renovation and other needed capital repairs and improvements.

Board of Selectmen Recommend Approval

ARTICLE 3. To see if the Town will vote to appropriate \$ _____ ??? from the Town's Recreational Endowment Fund to match a similar amount from Sugarloaf Mt. Corp. to develop a mountain bike "connector trail" from the Sugarloaf Base Lodge area to the Outdoor Center.

5. **APPOINTMENT OF A TOWN CEMETERY SEXTON:** Please find attached a job description for this position that is being recommended by the Cemetery Committee. We are proposing that this position be appointed by the Selectmen every year with a stipend of \$300 per year at this time (that would come from the Cemetery Maintenance Account). We are recommending that Pat Mitchell be appointed. We believe we need a person that can meet with people at the cemetery to show cemetery lots, assist with burials, and help maintain cemetery records.

6. **RENEWAL OF THE FIVE-YEAR LEASE WITH SUGARLOAF FOR OPERATION OF THE OUTDOOR CENTER:** The current lease runs out June 1st. The Town voters at the annual March Town Meeting authorized the Selectmen to enter into another lease with Sugarloaf under terms and conditions they deem to be in best interest of the Town. We have not yet spoken to Sugarloaf Management concerning the specifics of a new lease. However, we have attached a draft of a lease for the Board to consider. After making any proposed changes based on receiving comments from the Board we will send the lease to Sugarloaf for their comments and consideration. Please note we have proposed some changes that are either "marked through" or highlighted in the attached proposal. While there have been some suggestions that "fat tire" mountain biking be allowed on Nordic Ski trails and other trails at the Outdoor Center in the winter we have not included any provisions regarding this in the proposed lease. We believe that decision should be left up to Sugarloaf Management as they are the operators of the trail system in the winter and they can determine if it is feasible within customer, safety and fee considerations.

7. INFORMATIONAL:

- Public Hearing to be held at 4:30 p.m. on May 16th concerning a request from the Town to the State Department of Environmental Protection to obtain a variance to construct the Airport Fuel Farm Project. The variance is required because the fuel farm is being located over a low to moderate yield aquifer. A copy of the public hearing notice is attached.
- Town Clean Up Day is Saturday May 14th. John McCatherin has generously agreed to coordinate this year's event. Volunteers are asked to show up at the Town Office prior to 9:00 a.m. (with appropriate clothing, boots, gloves, etc.). Folks who wish to volunteer but are not available on the 14th may call John (235-2121) and volunteer to "clean up" a specified area on Rt. 27 prior to the 14th.
- We are pleased to announce that the State of Maine Dept. of Community Development has accepted the Town's \$135,000 CDBG Micro Business Enterprise Grant Application to assist four businesses in Carrabassett Valley. We now have to proceed into Phase II of this grant process which will include meeting environmental assessment criteria, public hearing(s) and documentation requirements. We anticipate that funding and project approvals will happen approximately the first week in July.

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
April 11, 2016**

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

Others Present: **Dave Cota** **Mark Lopez**
 Randy Walker **Tim Richards**
 Dee Menear

Bob Luce opened the meeting at 4:34 p.m. and welcomed those present

Payrolls warrant # #13 for \$23,572.45 was reviewed and signed by Selectmen.

Expense warrants #14 for \$66,441.65 was reviewed and signed by Selectmen.

The minutes of the March 28, 2016 Selectmen's Meeting were reviewed. A motion was made by John Beaupre to accept the minutes as written. Jay Reynolds seconded the motion. Motion approved.

Tim Richards was in attendance with a request to purchase a parcel of 8,201 square feet of land from the Town's Public Lot. This purchase would require a vote of the Town to approve. Dave Cota explained that Tim would like to purchase a 25' strip of land on each side of his house. The purchase price would be based on the same formula that was used when selling some of the back-lots along Route 27, which would make the price \$4,920.90. The sale of the back-lots on Rt. 27 was approved by the Town in order to make those lots conform to the Town's minimum lot size requirement. Tim Richards' lot is already conforming. This would likely be a unique situation, as it would not set a precedent as outside of the Rt. 27 lots this is the only residential lot adjacent to the Town's original public lot. Tim explained that the reason that he wants to purchase this parcel is that he cannot reach the backside of his lot without crossing over the Town's lot. Lloyd Cuttler said that he thinks this purchased land should only be used as a setback (no building allowed), as a deed covenant, should the sale be approved by the Town. Jay Reynolds made a motion to put this item on the next agenda for a town meeting. John Beaupre seconded the motion. Dave Cota said that the wording in the article would be specific to this lot. Motion approved.

Chief Mark Lopez and Randy Walker were in attendance to discuss the purchase of eight new pistols and six new body armor. The total cost of the purchase is \$4,168 for the guns and \$2,906.89 for the body armor. The current equipment is outdated (9 years old), so it is time to update this. Randy Walker said that the body armor has a life span of about 5 years, but they have had the existing body armor since Chief Moody left and Chief Nichols came in as Chief. There is currently \$19,067 in the Police Department Training Budget. Most of Chief Lopez' officers have expressed an interest in purchasing the exiting guns, so that money will help to offset the purchase of new equipment, at \$300 per used gun. He will check into whatever

paperwork is necessary to have in place on the sale of these guns. The used body armor will be kept in vehicles as back-up gear. John Beaupre made a motion to approve the purchase. Lloyd Cuttler seconded the motion. Motion approved.

Dave Cota said that FABAs had indicated that they would like the Town's support for a TIF grant for a marketing grant, which would be requested of Franklin County (unorganized territories). Bob Luce indicated that, if the request is the same as last year, the Selectmen would support it.

Dave Cota reported that the bids have been received for construction of the Airport Fuel Farm. Jordan Excavation of Kingfield has submitted the lowest bid of \$314,100. The other bid received was from Sullivan and Merritt Constructors, Inc. of Hermon, Maine for \$345,905. The bids are in line with the money that would be available for this project. John Beaupre said that this would be a great bonus for the Town, if the project can be completed for approximately \$22,000 of Town funding (assuming approval of F.A.A. and State grants are approved). Lloyd Cuttler made a motion to accept the Jordan Excavation bid pending further review by the Town's consultants and pending FAA and State Grant approvals. John Beaupre seconded the motion. Motion approved.

Dave Cota reported to Selectmen that there are three repairs that need to be undertaken at the Golf Course Clubhouse. These repairs total \$15,600. The first repair needed is to flush the flaking out of the sprinkler system in the building, which is a dry system. The flaking material could potentially plug the sprinkler heads. Pat Cyr of SMC got two bids for this project, and the lowest at this time is \$11,200. This is a very labor-intensive process, which is the reason for the high pricing. Another item is the need to replace a 4-ton capacity compressor for the air-conditioning system, which is \$2,700. Dave feels that the system was probably never designed properly for the size of the building when it was first installed. However, replacing this compressor (one of four) should do a reasonable job in providing air conditioning in the building. Lastly, the building's septic system needs a grinder pump at a cost of \$1,700. Sugarloaf will pay the cost of repairing the existing pump, which will be used as a spare. There is \$13,212 available in the Clubhouse Repair/Reserve Account. If needed, the Selectmen may want to consider requesting additional funding from the Town in an upcoming meeting. The money could also be taken from overlay. Jay Reynolds made a motion to approve these repairs at the Golf Course Clubhouse. Lloyd Cuttler seconded the motion. Motion approved.

Dave Cota reported that he received an e-mail from Sugarloaf Golf Pro Steve Niezgoda requesting a meeting to discuss capital projects for the Golf Course. They would like to look at re-paving the cart paths on holes #2 through #5, do some work on the driving range, discuss greens covers, discuss the road access to the clubhouse and also re-staining the entrance of the clubhouse. SMC will pay for repaving the "10th hole hill" at an estimated cost of \$20,000. Sugarloaf wants to really drive summer business, and they will do a lot of landscaping at the golf course entrance. They will also pay for the pump house repair. In discussing the cart paths, Dave said that the Golf Course lease indicates that SMC is responsible for approximately the first \$50,000 in golf course maintenance costs (\$25,000 plus the CPI since the year 2000). However, Dave feels that given the difference in the economics of the golf course since 2000 (18,000 rounds of golf versus 11,500 in 2015 due to more golf courses being built in Maine) this formula no longer works for Sugarloaf as they are losing money operating the golf course this prohibits capital maintenance (cart paths) on the golf course. It is important to meet to discuss how to make this work and, perhaps even changing the formula for each party (Sugarloaf and the Town) putting money into the Golf Course Capital Reserve Fund for capital maintenance and improvements, which is currently 50/50. This involves discussion regarding amending the Golf

Course lease. There was previous discussion about setting the Sugarloaf threshold limit for repairs to \$10,000 and then the balance needed for capital repairs coming from the reserve fund. Dave will get a copy of the golf course lease to the Selectmen. Bob Luce said that he feels the biggest thing Sugarloaf is looking at right now is the paving of the cart paths. They are in bad condition. He said the other items are longer-term improvements that Sugarloaf wants to discuss. Dave Cota added that he has been impressed with Sugarloaf's intent to improve summer business. He said that the Selectmen need to look at that portion of the lease that deals with extraordinary maintenance, and some sort of agreement needs to be reached. The second item is the reserve account, and again, it needs to be looked at in terms of the current economic climate with golfing. Sugarloaf has also been spending a lot of money on golf course drainage, which they have done in-house and has not been a town expense. They will plan for another meeting to do some brainstorming, and then they will come back to the Selectmen. John Beaupre noted that, when Boyne came in to town, they brought a lot of expertise and interest and they have really improved the overall condition of the course.

Dave Cota said that he's spoken with MDOT about the condition of Route 27, and there is nothing planned for improvements this year.

Dave Cota reported that the School Superintendent has suggested a June 7th Town Meeting for the School Budget Appropriation approval. Dave indicated that there may also be a request forthcoming for consideration of matching funds to construct a new mountain bike trail to connect the Base Lodge and the Outdoor Center, and this request may be formulated in the next month. There are more and more requests for beginner/intermediate level single-track bike trails, and the Trail Committee will be doing more research including cost estimates on the project. Sugarloaf will be paying for the planning and research on this project. There are two significant mountain trail projects currently planned for this summer, so it is not clear if this new trail could be undertaken for this year or not, but the potential is there. Lloyd Cuttler said that he thinks a cost benefit analysis should be conducted, because it will be very involved to undertake this trail. Dave Cota said that the Trail Committee would be involved in reviewing location options, which will include cost estimates. Recommendations from the Trail Committee will be forwarded to the Selectmen for review and approval consideration. Any additional Town matching funding will need to be approved by the Town for this potential project.

The next Selectmen's meeting will be May 2nd.

The Sugarloaf Community Business Meeting is April 13th at 4:30 p.m.

The Cemetery Committee will be meeting April 14th at 5:30 p.m.

Dave Cota provided the Selectmen with a draft of the Work Plan for 2016. With regard to the Outdoor Center, it was discussed that fat tire mountain biking in the winter months would be Sugarloaf's decision (as part of their Outdoor Center lease), taking into account that there cannot be trail damage. Bob Luce said that this discussion needs to take place, because trails need to be closed according to conditions.

Meeting adjourned.

Respectfully submitted,

Lynn Schnorr

Town of Carrabassett Valley Proposed Duties of Town Appointed Sexton

The Town Cemetery Sexton shall be appointed annually by the Board of Selectmen. The Sexton shall be paid an annual stipend as determined by the Selectmen.

The Sexton shall abide by and perform all duties as outlined in the Town's Cemetery Regulations and as described below:

- Maintains accurate maps of cemetery lots: Works with the Town Clerk to update Town Cemetery Records of lot owners, names of those currently buried on lots, when burials took place, location of cremation remains on lots and sale of new lots.
- Approves placement of all monuments and markers and oversees all burial placement arrangements. Directs correct placement and movement of all equipment needed for burials.
- Meets or communicates with all current and prospective lot owners and their family members or their representatives in a timely manner concerning the Town's regulations or matters pertaining to the cemetery.
- The Sexton may be paid by lot owners, their families, their representatives or funeral home operators to perform burial excavation and related services but the Sexton does not have exclusive rights to perform such services. All service charges shall be consistent with prevailing costs associated with such services.
- The Sexton shall be under the direction of the Town Manager and shall communicate to the Town Manager maintenance issues or concerns regarding the Cemetery.

TOWN OF CARRABASSETT VALLEY
NOTICE OF APPLICATION
and
PUBLIC INFORMATIONAL MEETING

Please take notice that the Town of Carrabasset Valley, 1001 Carriage Road, Carrabasset Valley, ME 0494, (207) 235-2645 will be filing a variance application with the Maine Department of Environmental Protection (DEP) pursuant to the provisions of Title 38 M.R.S.A. § 1391 for the siting of a new aboveground oil storage facility near a drinking water supply by May 25, 2016. The application is for the Town of Carrabasset Valley to construct two above ground self-service aviation fuel tanks at Sugarloaf Regional Airport on the west side of the airport/runway with required safeguards to meet D.E.P. variance requirements.

The applicant will hold a **Public Informational Meeting** on Monday May 16th at the Town Offices, located on 1001 Carriage Road in Carrabasset Valley between the hours of 4:30 pm and 5:00 pm. The purpose of this meeting is to provide information about this project to any interested parties.

Interested persons also may request that the Board of Environmental Protection hold a public hearing on the variance application. The request must be in writing and must be received by the Department, no later than twenty (20) days after the application is accepted by the Department as complete for processing. Written comment from interested parties will be accepted throughout the processing of the application. Written comments can be sent to the Licensing Unit Leader, Division of Oil and Hazardous Waste Facilities Regulation at the Bureau of Remediation and Waste Management, 17 State House Station, Augusta, Maine 04333-0017.

The application and supporting documentation are available for review at the Augusta office, located in the Ray Building on the AMHI Complex off Hospital Street during normal working hours. A copy of the application and supporting documentation may also be seen at the municipal office in the Town of Carrabasset Valley, Maine.