

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday November 15th, 2021 at the Town Office

Depending on concerns over COVID-19, citizens may wish to participate by REMOTE ACCESS AS PROVIDED BELOW. Remote Access Participants will hear all the proceedings and will be allowed to speak.

We have set up a remote access process as follows:

- Participants call into this number: 1-425-436-6390
- Enter code following prompts: 668536 (it will then tell you to press the # symbol)
- Once the moderator joins all those on the line can join as well---Please announce yourself when asked.

Meeting will start at 4:30 p.m. Masks are required at the meeting.

Agenda:

Review and sign Town Payroll Warrants: #46 and #48 in the amount of \$34,963.05 and \$23,518.52.

Review and sign Town Expenditure Warrant: #47 and #49 in the amount of: \$73,388.59 and \$130,989.56.

1. REVIEW AND APPROVE THE MINUTES FROM THE PREVIOUS SELECT BOARD MEETING HELD ON OCTOBER 25TH, 2021 (attached).

2. LETTER TO INTERESTED PARTIES THAT HAVE PREVIOUSLY EXPRESSED INTEREST IN OBTAINING EITHER A T-HANGARS OR ONE OF WHAT WILL BE THREE HANGAR BUILDING SITES THAT WILL BE PRIVATELY DEVELOPED WHEN THE AIRPORT TAXI LANE PROJECT IS COMPLETED. We (Select Person Lloyd Cutler, Airport Manager Tom Wallace and the Town Manager) are in the process of determining continued interest in what will be private development of up to ten airport T-Hangars and three hangar sites when the Airport Taxi Lane project is completed next summer. We plan to send out a letter soon to all of the interested parties to date (sixteen) and figure out "real interest". As part of that process, we wish to require interested parties to fill out a Survey Form and submit it along with a \$1,000 refundable deposit. We will provide more information at the meeting. There will be a lot to figure out regarding the private construction and land leases for these hangars as this process moves along.

3. AMERICAN RESCUE PLAN ACT (ARPA) FUNDING: It now appears we will need to hold a public hearing and a Town Meeting to authorize ARPA funding (the Town has received \$41,000 with anticipation of receiving an additional \$41,000 in 2022). We are working on the details.

4. PROPOSED UPDATES TO THE TOWN PERSONNEL POLICY: The Town Manager is proposing to update this policy which has not happened in a long time. Most changes are minor (he/she, more use of "appropriate department heads, etc."). Other proposed changes include: adding new State and Federal requirements such as Family Medical Leave and Earned Pay Leave provisions. Also being suggested is changing the CV residency requirement as it's no longer practical (with the Police or Fire Chief the Select Board can include distance factors to CV requirements in these job descriptions). We are also recommending adding other categories of employees and adding a provision that eliminates employees that receive Medicare from receiving cash (payroll) benefits in lieu of health insurance. We have previously sent the first draft of recommended changes to the Select Board and Town employees and we will have extra copies at the meeting. We are meeting with Town employees on November 17th to review these changes also.

5. PURCHASE OF NEW TABLES AND CHAIRS FOR THE CONFERENCE ROOM: At the request of the Select Board, we would like to make this purchase in 2021 as it appears there will be sufficient funds in the Town Office Operating Account to do this. We have attached copies of this purchase information. We are proposing to purchase tables and chairs similar to those in training room at the new fire station and chairs similar to the ones in the Begin Room at the library building. We will have some of these at the meeting for the Board to look at.

6. EXECUTIVE SESSION TO DISCUSS A POVERTY TAX ABATEMENT: Such individual poverty tax abatement requests are required to be reviewed during an executive session and the name of the individual and related information is not public information. If a decision is made by the Board, it can be made outside executive session with only the amount of the abatement made public.

7. REQUEST TO GO INTO EXECUTIVE SESSION (as allowed by Maine Statues M.S.R.A. Title 1 Section 405 A (1) TO CONSIDER INDIVIDUAL(S) THAT MAY BE CONSIDERED FOR APPOINTMENT AS EITHER THE INTERIUM TOWN MANAGER OR ADMINISTRATOR DURING THE TOWN MANAGER'S LEAVE OF ABSENCE (OF UP TO SIX MONTHS) STARTING THE END OF MARCH.

INFORMATIONAL:

- It appears that the reconstruction of the library building façade support system (the two front pillars) will happen within the next two weeks. As you know, we have hired H.E. Callahan construction to complete this work. The structural design is completed and as soon as the steel pillars arrive, they intend to complete the work.
- The Carrabassett Valley Trails Committee (CVTC) is meeting at 2:00 p.m. on November 19th. Updating the Memorandum of Understanding (MOU) between the four collaborating parties (Town, Mt. Bike Club, Sugarloaf and MH&T) will be discussed.
- The Employee Housing Committee is tentatively scheduled to meet at 8:30 a.m. on Friday November 19th.

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
October 25, 2021**

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

Others Present: **Dave Cota** **Chris Parks**
 Josh Tarsus **Mark Schwarz**
 Tim Gerencer

Bob Luce opened the meeting at 4:34 p.m. and welcomed those in attendance. Dave Cota asked phone-in callers to identify themselves for the record.

Payroll warrant #44 in the amount of \$25,900.80 was reviewed and signed by Selectmen.

Expense warrant #45 in the amount of \$748,066.14 was reviewed and signed by Selectmen.

The minutes of the October 11, 2021 were provided to the Selectmen for review and approval. Jay Reynolds made a motion to accept the minutes as written. Lloyd Cuttler seconded the motion. Motion approved via roll call.

Dave Cota discussed the purchase of an "Owl", which is electronic equipment that enables advanced Zoom meetings (citizens that "remote in" to meetings can view, hear and speak and people physically at the meeting will not need laptops and by viewing the TV that is hooked up can see and hear the people who are "remoting in". This will enable better remote participation at public meetings. The cost is \$1,700, which would include the cost of a lap top. This can be funded from the American Rescue Program Act funds. Chris Parks added that it is an efficient way to collaborate, and there will be a bit of a learning curve to using it. Dave added that the library will be purchasing their own through separate funding. John Beaupre made a motion to approve the purchase. Jay Reynolds seconded the motion. Motion approved via roll call.

Dave Cota provided an expense sheet outlining the mountain bike trail program accounts. He reviewed all of the mountain bike accounts as detailed on the Town's account expense sheets. Dave reviewed each of the accounts and detailed the status of each. The Signage account has some funds left, and they would like to carry the balance forward to next year to continue the signage program. The Environmental Study account has a negative balance, and the Club will reimburse the Town by the end of December, so it will zero-out. The Mountain Bike Trail Maintenance fund is nearly \$900 over, and that will need to be covered by the Town/Club account by year-end. The Wyman TIF account has a deficit, which will be reimbursed by the Franklin County TIF funding, the 2020 TIF and the 2021 TIF funds and the balance coming from the Club. The Town/Club Funds account currently has \$129,134 in it, thanks to lots of TIF funding. Dave requested that \$25,000 be transferred from this account to the new Northern Forest Center (NFC) Grant Fund. This funding is needed for the remainder of the 2021 trail Stoney Brook trail development (total project cost \$65,500), which will come from the NFC Grant Fund. A new account will be set up called USDA Grant for 2022. This account will hold grant funds and matching grant funds, as well as possibly paying for a mini excavator (rather

than continue leasing). Jay Reynolds made a motion to approve transferring the \$25,000 to the the NFC Grant Fund. Lloyd Cuttler seconded the motion. Motion approved via roll call.

Dave Cota updated the Selectmen on the status of the proposed Outdoor Center Project. Sugarloaf has eliminated the tubing park from the proposed project, but they would like to move ahead with other portions of the project. Dave, Chris Parks, Deb Bowker and Tom Butler of Sugarloaf have met to discuss the plan. There may also be a garage needed to house the Zamboni to accommodate the kitchen facility expansion which may come under the scope of this project. Dave will continue to update the Selectmen as information about financing and construction issues and logistics become available. Bob Luce wants to ensure that a couple of Public Hearings are held prior to the annual Town Meeting, so taxpayers have the opportunity to ask questions about the projects well in advance should the project move forward in 2022.

Dave Cota presented the proposed contract from Camoin Associates for a study and strategy assessment for Regional Employee Housing Needs. The funds of \$20,000 were approved by the Town at the October 11 meeting. Lloyd Cuttler made a motion to authorize Dave Cota to sign the contract. Jay Reynolds seconded the motion. Motion approved via roll call.

Informational:

- Employee Housing Committee meets October 29th at 8:30 a.m.
- The two main façade pillars at the library entry are being repaired. The Town is working with H.E. Callahan Co and their architect. The goal is to complete this work in early November.
- Harvesting on the Public Lot will be completed by early to mid-November. The Forestry Committee met on site recently to inspect the operation. The Committee is very happy with the work completed.
- The Town Newsletter is in production and should be out in the next two to three weeks.

At 5:30 p.m. the Select Board voted to go into executive session as provided by Maine Statues M.S.R.A. Title 1 Section 405 A (1) to meet with the Town Manager. Lloyd Cuttler made a motion to go in to Executive Session. John Beaupre seconded the motion. Motion approved via roll call.

At 6:15 p.m. the Select Board voted to come out of Executive Session.

At 6:17 p.m. the Select Board voted 5-0 in favor of granting up to a six-month Leave of Absence to the Town Manager which is anticipated to happen in March or April and extend up to six months from that date. The Board will work on finding suitable administrative assistance during the Town Manager's absence.

Meeting was adjourned at 6:18 p.m.

Respectfully submitted,
Lynn M. Schnorr
Secretary to Board of Selectmen

BILL TO:

Town of Carrabasset Valley
1001 Carriage Road
Carrabasset Valley, ME 04947

SHIP TO:

Town of Carrabasset Valley
1001 Carriage Road
Carrabasset Valley, ME 04947

CONSULTANT:

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Line #	Qty	Part Number	Part Description	Sell Price	Extended
1	1	SURCHARGE	Materials Surcharge	\$176.82	\$176.82

2	10	90SB	On Call, Side Chair, Black Frame, Armless	\$93.84	\$938.40
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SC1 Plastic Shell Color Selection Black
~ CA Technical Bulletin 133 Fire Std Option for Plastic Se. No Selection
~ Glide Selection No Glides Selected
AC Packaging Options Fully Assembled in a Carton

Sub. Total \$1,115.22

TRAINING

3	10	6800C	Stow Mesh Back, Gray Frame, Black Vinyl Seat, Casters, Arms	\$196.47	\$1,964.70
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Line #	Qty	Part Number	Part Description	List	Sell Price	Extended
		CFAB6800-A	SEAT FABRIC CHOICE	FABRIC MODULAR CHOICE SEAT GRD A/COM		
		FCUAD	FABRIC MODULAR CHOICE SEAT GRD A/COM	FABRIC MODULAR CHOICE GRADE A UPHOLSTERY D.		
		CWELLESLEY	FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DT	WELLESLEY		
		RO-FU1312	WELLESLEY	FABRIC UPHOLSTERY WELLESLEY BLACK		
		CP-NONE	4900C FIRE CODE OPTION	CAL 117 STANDARD		
		CP-CH-NO-ASSY	6800C/6820C ASSEMBLED MODULAR CHOICE	UNASSEMBLED		
		CP6800BK	COLORED MESH OPTION	STOW BLACK MESH BACK		
		CP-3500CA	6800C/3500C CASTER MODULAR CHOICE	Pierce - Casters (set Of Four) Field Installable		
4	6	CTFTCA2472	Rectangular Flip-Top Table, C-Leg, Arched, 24"d x 72"w	\$1,428.00	\$556.92	\$3,341.52



A	Grommet Style	No Grommet / No Power Module
~A	WS Finish, Edge Trim and Corner Detail	Foundation Laminate
2B	Foundation Laminate	Java Walnut
6	Edge Trim Style	Straight Trim
S	Corner Detail	Standard Corner
4B	Edge Trim Finish	Java Walnut
~Found	Leg Finish	Foundation Colors
J	Foundation Colors	Granite (Satin)

Sub. Total **\$5,306.22**

GRAND TOTAL: **\$6,421.44**

TERMS & CONDITIONS:

Your signature indicates your approval to order the items listed in this proposal. Items are not returnable or cannot be canceled without approval from Exterus. Full order completion will be dependent on fabric lead time and availability. Payment is due upon completion of installation. Factory lead times are subject to change.

Freight location TBD. Offload required or Dock Delivery

