

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday December 20th, 2021 at the Town Office

The Town now provides a zoom link for members of the Public to link into Town of Carrabassett Valley Select Board and other public meetings. To participate by zoom you must use the link provided in an email from the Town (this link is the same for any Town public meeting and is provided on the email in which the Board or Committee Agenda was sent out in). You may also obtain this link by sending an email to the town office (townofcv@roadrunner.com) during normal business hours.

The public may also "phone in" as follows:

Dial by Phone – 1-929-205-6099 US (New York)
Meeting ID: 531 268 2243
Passcode: 04947

Masks are required at the meeting.

Review and sign Town Payroll Warrants: #52 in the amount of \$21,259.63
Review and sign Town Expenditure Warrant: #53 in the amount of \$105,332.46

1. MINUTES OF THE PREVIOUS (2) SELECT BOARD MEETINGS (Nov. 29th and Dec. 6th) attached.

2. DISCUSSION CONCERNING THE POSSIBLE PURCHASE OF ONE OR TWO MINI EXCAVATORS TO BE PRIMARILY USED FOR THE MOUNTAIN BIKE TRAIL DEVELOPMENT PROGRAM: As you know, the Town is going to receive up to \$300,000 from the U.S.D.A. for mountain bike trail development in what is currently called the 'Stoney Brook Trail Pod'. As part of the grant, the Town committed \$66,000 as the local match in the grant application that was earmarked for "equipment". At the last Select Board meeting, the idea of purchasing versus renting mini excavators was discussed and more information was to be provided. Please find attached a two-page analysis (based on three years) of purchasing versus renting equipment. The analysis indicates that it would be less expensive to purchase these machines over a three-year period versus renting machines (\$36,800 versus \$48,000). In addition, Trail Supervisor Josh Tauses has provided additional information (also attached) to add to the discussion.

As you may know, given State permission to build and maintain mountain bike trails on the State-owned Crocker Mountain Conservation land in CV, the current plan is to build at least another ten-miles of trail on that parcel. It is thought that we will be building additional trails on this land (a.k.a. as the 'Stoney Brook Trail Pod') for three to five years.

The apparent concern going forward is the availability of these machines (purchase or renting).

3. RECYCLING COSTS VERSUS THE COST OF THE TRASH DISPOSAL (municipal solid waste, a.k.a. MSW) AT THE TRANSFER STATION: As we have explained in the recent past, when China pulled out of accepting U.S. recycling materials a few years ago, the cost of recycling dramatically increased as recycling materials could no longer be "contaminated" with other materials. This led to non-profits like Eco Maine and private companies like Fiber Wright (now closed) and Casella seeking other markets which were much more expensive. This led to significant charges to municipalities for recycling materials. Very recently, markets appear to be improving substantially. Our recycling materials are now going to the Casella recycling facility in Lewiston via Waste Management (WM).

The following is a current approximate breakdown of the cost of recycling versus the cost of MSW disposal:

MSW Disposal (approx. 910 ton/yr.):

Tipping (processing) Fee: \$75.39/ton
Transportation (from CV to Norridgewock): \$400.61 per load divided by an avg. of 10.75 ton per load= \$37.27
Average Cost Per Ton: **\$112.66**

Cost of Demo Disposal (part of MSW---240 ton/yr.):

Processing Fee: \$79.45/ton
Transportation to Norridgewock: \$400.61 divided by 2.70 avg.= \$148.38/to
Average cost per ton= **\$227.83**

Current Cost of Recycling (currently approx. 50 ton/yr.):

Avg. cost per ton of transportation from CV to Norridgewock (\$400.61/load divided by Average of 5.62/ton a load= \$71/ton
Transportation/processing cost (reloading into 100 yd. container) from Norridgewock to Lewiston=\$ 42.64/ton
Current Casella processing fee= \$34.46/ton (this is down from \$120/ton as markets improved)
Current average cost per ton: =**\$148.10**

Cardboard (approx. 50 ton/yr.):

Transportation to Norridgewock: \$400.61/load divided by avg. of 3.17/ton/load= \$126.38/ton
Processing Fee (same as Recycling): \$42.64/ton
Current Cost per Ton= **\$169.02**

REQUEST FROM SUGARLOAF (SUSTAINABILITY PROGRAM): Sugarloaf is considering providing a recycling container (the green cans owned by the Town and formerly used with the recycling program) on Sugarloaf land near Snowbrook (previous recycling site): Sugarloaf is proposing that they will maintain the site and pay for the transportation of the container to Waste Management facility in Norridgewock. They would like the Town to pick up the transportation

cost (\$42.64/ton) from the WM facility in Norridgewock to Casella's recycling facility in Lewiston and the processing fee (subsidy) fee at Casella's (currently \$34.45/ton) or a total current cost of \$77.09/ton. The processing fee will vary depending on markets for recycling materials. A "best guess" is that each load will be approximately 1 ton and there maybe 25 tons/year? or a total cost to the Town of approximately \$2,000. However, it could be argued that the Town would otherwise pay this (or more) out in the cost of solid waste disposal at the Transfer Station because these materials would otherwise be thrown in the trash instead of being recycled.

4. REQUEST FROM RECREATION DIRECTOR DEB BOWKER TO ADD A RECREATION

DEPARTMENT ASSISTANT POSITION: Please see attached job description. A current recreation department employee has been working close to 40 hrs./week for the past two years (since COVID) and, if approved, would assume this position? The Personnel Policy now requires that any new full-time position must be approved by the Select Board. We estimate that with benefits, this will add approximately \$16,000 to the 2022 (Recreation) Budget.

5. CONSIDERATION OF A COST-OF-LIVING ADJUSTMENT (COLA) INCREASE FOR TOWN

EMPLOYEES FOR 2022: We will provide information at the meeting. As you know, inflation has increased dramatically in the past year. However, the Town (Select Board recommendation) has been generous with previous year's inflationary COLA increases when inflation has been relatively low. Our initial recommendation for a COLA increase is a 3% increase (current 12-month inflation rate is 6%).

6. INFORMATIONAL:

- The CV School Committee is holding a "Round Table Discussion" on Wednesday January 12th at 6:00 p.m. at the Outdoor Center. The discussion is entitled "What would the ideal school program look like for Carrabassett Valley children now and in the future". Please see attached notice.

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
December 6, 2021**

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

Others Present: **Dave Cota** **Ryan Nezol**
 Allisa Danforth **Mark Green**

Prior to the Selectmen's Meeting, a Public Hearing was held for the purpose of consideration of a New Liquor License for Zonation, Inc. d/b/a Mas Amigos. They will be located at the former Gepetto's location at Sugarloaf West. Dave Cota noted that the Public Hearing was duly noticed as required. Ryan is the sole proprietor of Zonation, Inc. There is nothing in Ryan's application that precludes him from receiving his license, based on the background information check. Ryan reported that he has held a liquor license in Farmington, with no problems. He's been a bartender for around 15 years, working at both Sugarloaf and Saddleback in the past. Lloyd Cuttler added that it will be nice to have a Mexican restaurant at Sugarloaf. John Beaupre said that, due to conflict of interest, he will abstain from voting. Lloyd Cuttler made a motion to approve the application and authorize Dave Cota to sign it. Jay Reynolds seconded the motion. Motion approved, with John Beaupre abstaining.

Following the Public Hearing, John Beaupre opened the regular meeting at 4:45 p.m.

Dave Cota provided a brief overview of the Town's 2021 Expense and Revenue Accounts. Dave highlighted a number of items to detail with additional information, in terms of expected year-end results for those accounts. These items will be further reviewed as the budget process nears. Overall, it's expected to have a positive year-end outcome.

Informational:

The Employee Housing Committee will meet December 17th (tentative). Dave noted that there are some new members for the committee. John Beaupre noted that Paul Peck asked if the group might work with Saddleback on funding for housing.

Work continues on the potential Outdoor Center capital improvements project plans pending any necessary approvals at the Town Meeting in March. Much of the project is still in conceptual phase at this time, and there is still quite a lot of work to do. But with the planning and engineering work that would need to be done, the process would need to get underway soon, if the project were to be planned for 2023. There may be some opportunity for grant funds, also.

The next meeting for the Select Board is scheduled for December 20th.

Meeting adjourned.

Respectfully submitted,

Lynn M. Schnorr
Secretary to Board of Selectmen

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
November 29, 2021**

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

Others Present: **Dave Cota**

In accordance with Maine Statutes M.R.S.A. Title 1, Section 405(a), the Select Board entered Executive Session at 3:35 p.m. for the purpose of interviewing a candidate to serve as Interim Town Manager during Dave Cota's approved leave of absence (up to six months) starting towards the end of March. The Board voted to come out of Executive Session at 4:19 p.m. Upon coming out of executive session the Board voted to hire Mark Green of Carrabasset Valley as the Interim Town Manager during Dave Cota's leave of absence.

Bob Luce opened the regular meeting at 4:35 p.m. and welcomed those in attendance. Dave Cota asked phone-in callers to identify themselves for the record.

Payroll warrant #50 in the amount of \$34,734.15 was reviewed and signed by Selectmen.

Expense warrant #51 in the amount of \$23,486.14 was reviewed and signed by Selectmen.

The minutes of the October 25, 2021 were provided to the Selectmen for review and approval. Lloyd Cuttler made a motion to accept the minutes as written. Jay Reynolds seconded the motion. Motion approved via roll call.

Dave Cota discussed a proposal to purchase one or two mini-excavators for the Mountain Bike Trail Maintenance and Development program. The excavators cost between \$30,000-35,000 or more each. The consensus of the CV Trails Committee meeting was to purchase at least one machine. The cost of equipment could be covered by the Town's share of the \$300,000 USDA grant, as it allows for \$60,000 for equipment. The Board agreed to further review this equipment purchase request at their December 20th meeting when more information can be provided.

Dave Cota provided the Selectboard with an amended draft of the Personnel Policy which the Board previously reviewed. Dave indicated that he met with Town employees and there was no additional input or issues. The Select Board voted to approved the amended Town Personnel Policy which will take effect on January 1st.

Dave Cota discussed a potential date of March 14, 2022 for the next Town Meeting. He noted that the Town Clerk needs to provide nomination papers for elected officials on November 30th, if this date is selected for the annual meeting. Traditionally, the meeting has been held on the second day of March. The Board approved this date with the understanding that the Town Meeting could not be scheduled early than this date to meet the Nomination Paper requirements but could be scheduled later than March 14th if needed.

Dave Cota reported that there has been a request made for a new liquor license from Zolnation, Inc. d/b/a Mas Amigos at the location formerly owned by Gepetto's. This application will

require a public hearing, which has been scheduled for 4:30 p.m. on December 6th. If there are agenda items for the Selectboard, a regular meeting will follow the public hearing.

Meeting adjourned.

Respectfully submitted,

Lynn M. Schnorr
Secretary to Board of Selectmen

Carrabassett Valley Trails Committee



Date: 29Nov2021
To: Dave Cota
From: Ed Gervais, Josh Tausen, and Spencer Lee
Subject: Analysis of Excavator Ownership

Dave,

As we discussed at our CVTC meeting on the 19th of November, Spence, Josh and I have reviewed the excavator buy/rent decision in light of the USDA grant and workplans for the next few years. We offer the following to support additional discussion amongst both Town and CRNEMBA leadership. Note that it is anticipated that matching funds to support this grant will come from the Town-CRNEMBA account.

Summary

The Stony Brook project is an important addition to the CVTrails network. It will add significant intermediate and advanced-intermediate terrain and provide additional scale to the network. The scale, or geographic size, of our network is a significant differentiator when comparing CVTrails against alternatives in the Northeast. There is general consensus that adding the Stony Brook trail mileage sooner rather than later will build on this already strong advantage when competing for destination riders. Our community is fortunate to have the management and financial resources to support such an accelerated build schedule. Of particular importance is the \$300,000 USDA grant that was awarded to the Town for this project.

In anticipation of the accelerated schedule, the submitted USDA grant application and subsequent award include money earmarked for the purchase of equipment, including two excavators to support two trail crews. Ownership of an excavator would represent a significant step for the Town and CRNEMBA and should not be taken lightly. And it should be noted that Deb and Josh did acknowledge that it is likely that the grant language could be adjusted to allow for equipment rental rather than purchase if we so chose.

Nonetheless there is a very sound case to be made for the Town/CRNEMBA owning at least one machine given our situation and the scope of workplans for the next three years.

Analysis

The conservative financial analysis shown on the following page indicates that owning a 2-ton machine could save approximately \$11,000 over a three-year period as compared to renting the same machine. This result is not surprising as dealers offer rental programs as a way to enhance their own profitability. Renting makes the most sense when the renter either has limited access to capital or has only occasional use for the equipment; neither is the case for the CVTrails crew.

The financial situation would be similar for a 3-ton machine, likely with slightly increased savings.

While the financial case is compelling by itself, there also strategic advantage of owning at least one machine. Ownership would improve opportunities for taking advantage of breaks in the weather during shoulder seasons for maintenance projects (when we otherwise would not have a machine rented). Machine ownership projects a seriousness to the riding community that would further solidify CVTrails position as a leading destination network.

These advantages need to be weighed off against some inevitable increase in management overhead associated with ownership. We hope that the information contained herein is adequate to support further discussion and analysis.

Cost Analysis, Own versus Rent, 2-Ton Machine (e.g., CAT 302CR)	
Period of analysis (years)	3
Work season (months)	6
Work season (machine hours)	600
Cost of owning	
Excavator, two buckets, thumb	\$45,000
Cost of capital, annual percentage	3%
Cost of capital, annual	\$1,350
Routine maintenance cost, annual	\$1,000
Insurance cost, annual	\$750
Winter storage, annual	\$500
Transport, annual	\$1,000
Major maintenance contingency	\$5,000
Depreciation per hour use	\$10.00
Value of machine at end of period	\$27,000
Total cost of owning	\$36,800
Cost of renting	
Machine rental, monthly	\$2,500
Machine rental, annual	\$15,000
Transport, annual	\$1,000
Total cost of renting	\$48,000

Notes:

1. Residual machine value based on a review of machines for sale at machinerytrader.com and other used equipment sources.
2. Assumes routine maintenance is carried out by the trail crew.
3. Storage based on boat storage pricing.
4. Cost of capital depends on finding source, among other considerations.

December 15, 2021

Carrabassett Trails Committee Memo: Research regarding excavator purchase/rental for mountain bicycle trail development pending USDA grant award.

To: Carrabassett Valley Select Board, Carrabassett Region NEMBA, CVTC Members

This document is created from information provided through local and non – local equipment dealers and service providers at this time. It is meant as a draft of potential expectations moving a discussion forward amongst the entities for purchase or rent agreement requests.

Generally all of the listed dealers below have mini excavator models similar to what is desired, referred here as small and large, 5000ish and 7000ish sizing. Specific attachments and small parts would be included in the sale. The largest hurdle here is availability at this time, as well as questionable security of future availability. As well, pricing seems to be ever changing and is likely to adjust slightly start of fiscal year 2022. Ongoing communication with the dealer reps will keep this knowledge as up to date as possible moving into the year..

Local Rental:	Small Excavator	\$2,500 – \$2,800 per/mo	
	Large Excavator	\$2,800 – \$3,200 per/mo	
Brewer Dealer:	Small Excavator	\$38,000	Municipal Pricing
	Large Excavator	\$43,000	
	Warranty	2yr – 2000hrs	Negotiable
		Parts & Labor	
	Service	Available for travel	\$
	Lease/Purchase	Yes	
	Trade – Up	Yes	
	Delivery	Spring?	
Hermon Dealer:	Small Excavator	\$	Municipal Pricing
	Large Excavator	\$	
	Warranty	2yr – 2000hrs	Negotiable
		Parts & Labor	
	Service	Available for travel	\$
	Lease/Purchase	Yes	
	Trade – Up	Yes	
	Delivery	Spring?	

Skowhegan Dealer:	Small Excavator	\$	Municipal Pricing
	Large Excavator	\$	
	Warranty	4yr – 4000hrs	Negotiable
		Parts and Labor	
	Service	Available for travel	\$
	Lease/Purchase	Yes	
	Trade – up	Yes	
	Delivery	Summer?	

End



Town of Carrabassett Valley Recreation Assistant

Job Description

GENERAL DESCRIPTION:

Assists with the Town's recreation programs, special events and facilities operations under the supervision of the Director of Recreation. Assists with indoor and outdoor maintenance assignments pertaining to facilities, grounds and gardens, providing a safe and clean park and facilities i.e., Town Pool, Playground, Tennis Courts and Antigravity Complex.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Below is a representative summary of the primary duties and responsibilities. Additional duties may be required as assigned by the Director of Recreation.

- Accomplishes work assignments in a timely fashion as delegated by the Director of Recreation.
- Follows established Town and Departmental policies and procedures in terms of finance and work place safety.
- Assists participants and staff during Recreation Department activities.
- Assists with media design, facility reservations, programming, instructor scheduling.
- Ability to work cohesively with Town staff, partners and collaborators.
- Provides assistance with the preparation, setup and teardown of special events.
- Supervises staff at the request of the Recreation Director.
- Assists in planning and performing maintenance and grounds work in the respective assigned venues i.e., Riverside Park, Narrow Gauge Pathway, Antigravity Complex, Riverside Playground.
- Ability to perform physical work.
- Assists in the procurement of programming and facilities supplies and resources.

KNOWLEDGE, SKILLS, AND ABILITIES:

EDUCATION AND EXPERIENCE

(A combination of training, education, and or work experience equivalent to 3 years)

REQUIRED LICENSES AND CERTIFICATONS:

**** Must possess a valid Maine Driver's License**

- Current Certified Professional & Recreation Professional- National Recreation & Park Association.
- Ability to obtain a Current Certified Pool Operator License
- Current CPR and First Aid Card



Town of Carrabassett Valley Recreation Assistant

Job Description

REQUIRED KNOWLEDGE OF:

- Microsoft Office
- Town policies and procedures.
- Methods, materials, tools and equipment used in building and park maintenance.
- Proper use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace at both the Town Pool & Antigravity Complex.
- Federal, state and our local safety rules and regulations.
- Occupational hazards and safety precautions.
- Recreation programming, facilities operations, finance.

REQUIRED SKILLS IN:

- Using initiative and independent judgment within established procedural guidelines.
- Supervising staff, delegating tasks, and evaluating staff performance.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals.
- Troubleshooting equipment.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relations with co-workers.
- Effective verbal and written communication.

PHYSICAL DEMANDS:

Maximum Employee is required to lift/carry

50 lbs.

Maximum Employee is required to frequently lift/carry

25 lbs.

Approximate percentages of time tasks are performed in carrying out the essential functions of this position:

JOB REQUIRES:	CONTINUOUS	FREQUENT	OCCASIONAL
Part of Day	100%-67%	66%-34%	33%-1%
Bending/Kneeling		X	
Squatting		X	
Climbing		X	
Standing		X	
Walking		X	
Sitting		X	
Reaching		X	
Driving		X	
Fine Motor Skills		X	

**Carrabassett Valley School Committee
Welcomes You to Our
Education Roundtable Discussion**

Wednesday, January 12, 2022

6:00 pm

OUTDOOR CENTER

The Guiding Question for Our Work:
*What would the ideal school program look like for
Carrabassett Valley children now and in the future?*

- 6:00 pm Welcome and Introductions: Dr. Regina Campbell, Superintendent
- 6:05 pm Survey Overview, Outcomes: Meredith Swallow, School Committee Member
- 6:15 pm Discussion of Themes Gleaned from Survey Questions
- Break into groups w/ a School Committee Member
- What would the ideal school program look like for Carrabassett Valley children now and in the future?*
- 6:45 pm Group Report Out
- 7:15 pm Questions and Next Steps