**Carrabassett Valley Selectmen’s Meeting**

**4:30 p.m. Wednesday March 28th, 2012**

At the Town Office

**Agenda:**

Review and sign **2012 Payroll Warrant(s) #\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Review and sign **2012 Town Expenditure Warrant(s) #\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. **MINUTES** of the previous meeting (March 5th, 2012) are attached.
2. **SELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE BOARD OF SELECTMEN:** This is done annually by the Board.
3. **ANNUAL APPOINTMENTS**: These are appointed annually following the annual town meeting---See attached list.
4. **MARKETING CARRABASSETT VALLEY:** Nadene McLeod will be present to discuss with the Board concerns about the lack of marketing for the Town of Carrabassett Valley (especially outside our area) and potential suggestions for the future. As a side note, there is serious current discussion concerning dissolving the Franklin County Chamber of Commerce.
5. **UPDATE ON GOLF COURSE IRRIGATION SYSTEM PROJECT**: This is a brief update including decisions the Selectmen will need to make:

* Bids for the materials/equipment systems (pipe, sprinkler heads, electronic equipment, etc.) were received on March 2nd. Our golf course consultant is currently reviewing the bids and asking for additional pricing (the initial two bids were in the $580,000 to $585,000 range). We hope to be able to present the Selectmen with the final bid amounts and a recommendation at the meeting. If a contract can be awarded (pending approval of the golf course lease amendment) this will allow the material and equipment order to be placed to receive delivery in time to start the project when we have favorable course conditions and weather. There is also a provision in the bid quotes for additional costs if there is a price increase in certain materials.

Note: In addition to the above material and equipment bid costs the Town will also be responsible for the cost of providing “supplementary materials” (sand, gravel, stone, pvc piping for wire under roadways, cart paths and bridges, etc.). As part of the bid submittals the equipment contractors are supposed to be providing anticipated quantities of these materials which will help us determine those costs.

* Bid proposals from selected qualified irrigation system contractors to install the selected equipment system are due 2:00 p.m. March 28th. They will need to be reviewed by our consultant. This bid number(s) coupled with the bid number for the materials will start to give us a much better estimate of what the project costs will be (we should also build in an appropriate “contingency” figure also).
* As you know, the Town approved the project and authorized the Board to borrow up to $1.7M for the project at the March 14th Town meeting.
* The Town’s Attorney (George Marcus) has completed a first draft of a Golf Course Lease Amendment between the Town and CNL Income Sugarloaf, LLC and it is being sent for review to their attorney. The proposed amendment requires Sugarloaf to pay 50% of the debt service payments for the project and it requires an ‘Irrevocable Letter of Credit’ for 24 months versus the current 18 months in the event of default, etc. Obviously, we cannot commit funding for contracts, etc. until this is lease amendment is approved. (Note: Boyne/Sugarloaf has also agreed to split the annual cost of the debt amortization for this project and they have agreed to split the cost of legal fees associated with acquiring the bond (financing) and for amending the Golf Course Lease).
* Financing: Town has been approved for financing from Maine Municipal Bond Bank (MMBB) for $1.7M. However, we are only eligible for $239,000 in the Spring (May 2012) bond issuance. Because of the public/private nature of our golf course lease we have to fit into the (5%) non-tax exempt portion of their total bond issuance—we’ll explain at the meeting. We have however, received very favorable temporary (up to five years) financing from Camden National Bank which will enable us to apply for permanent financing from MMBB in the fall (they have two bond issuances per year) or, if necessary, next spring until we can permanently finance the project (through MMBB).

1. **OTHER GOLF COURSE PROJECTS:**

Bid Proposal for Repair of the 14th and 15th green bridges and abutments: We recently met on site with the Town’s engineer and Sugarloaf representatives to draft a simple ‘Request for Bid Proposals’ to area contractors to repair these bridges. The abutments are in bad shape and need to be replaced. This was discussed last fall when we were dealing with flood related issues at the golf course (this project is not flood related and we will not receive F.E.M.A. funding for this project). Based on the golf course lease, Sugarloaf is responsible for paying for the first $31,700 ($25,000 plus the CPI since Nov. 2000) of “Extraordinary Maintenance” for this project. The estimates we received last fall (from a contractor working with Sugarloaf) to fix these bridges were $20,000 and $18,000 or $38,000 total. We anticipate that this might be low. However, the results of the bidding will provide us with these costs. The remaining balance over and above $31,700 will come from the Golf Course Reserve Fund. The ‘Request for Bid Proposals’ will ask the contractors to provide bid prices for acceptable (in consultation with the Plymouth Engineering the Town’s engineer for this project) repair options. We are proposing that bids be reviewed involving Sugarloaf management, the Chairman of the Greens Committee and the Town Manager. The bids and a recommendation would then be provided to the Selectmen at an upcoming meeting for approval consideration. We are targeting completing this project no later than May 15th.

Bids for Replacement of the 12th Tee Bridge (which was lost in the Hurricane ‘Irene’ Flood): Bid Specifications for this project (Plymouth Engineering) will be completed very soon and this project will go out to bid. We also anticipate possibly completing this project no later than May 15th but that might be “wishful thinking”. We anticipate that the Town will be reimbursed 90% of this project cost up to $56,865 for this project from F.E.M.A. and the State. However, any cost over that amount will be the Town’s responsibility (from the Town’s Golf Course Reserve Account which is funded equally be the Town and Sugarloaf).

Golf Course Reserve Funding: We will provide an updated estimate of ‘where we stand” with regard to funding from the Golf Course Reserve Account based on the above estimates.

1. **BID SPECIFICATIONS FOR THE MAJOR REPAIR OF THE NARROW GAUGE PATHWAY:** Plymouth Engineering is close to completing the bid specifications for the major repair project (flood related) the Narrow Gauge Pathway. As soon as they are completed we would like to advertise and go out to bid for this project.
2. **SPECIAL TOWN MEETING FOR SCHOOL BUDGET IS SCHEDULED FOR MAY 30TH: There were two items mentioned (split rail fence for the Cemetery and additional gravel for the “Black Fly” parking/trailhead area) at the March Annual Town Meeting that the Board may want to consider for additional funding requests???**

**TOWN OF CARRABASSETT VALLEY**

**MINUTES OF SELECTMEN’S MEETING**

**March 5, 2012**

**Board Members Present: Bob Luce Steve Pierce**

**Jay Reynolds John Beaupre**

**Others Present: Dave Cota Courtney Knapp**

**Jeff Jacques Chris Parks**

**BJ Bangs**

Bob Luce opened the Selectmen’s meeting at 4:30 p.m.

Payroll warrant #7 for $16,937.68 was reviewed and signed by Selectmen.

Expense warrant #8 for $35,289.78 was reviewed and signed by Selectmen.

The minutes of the February 13, 2012 were reviewed. A motion was made and seconded to accept the minutes as written. A motion was made and seconded to approve the minutes as written.

Dave Cota suggested that the Town join Flagstaff Area Business Association. Their annual dues are $100 and this could help promote the Town and use of the Anti-Gravity Center. John Beaupre made a motion to join; Jay Reynolds seconded the motion. Motion carried.

A proposed Mass Gathering Permit for Jeff Jacques, in conjunction with East Coast Snow cross, to use the Town’s Airport property for a Snowmobile Race Event on March 9-11 was discussed. Courtney Knapp, Chief Nichols, John Tobias and two representatives from North Star Ambulance met with Dave Cota and Jeff Jacques to discuss the logistics of the event. The Selectmen reviewed the proposed Mass Gathering Permit which is being recommended specific to this event. A dedicated ambulance will be at the event over the course of the event. An insurance certificate, naming the Town as additional insured, will be provided to the Town prior to the event. Safety fencing will be installed in accordance with recommendations of the Maine Warden Service. There will be parking attendants to direct cars for parking, and the Police will be in and out to check on things. There will also be a little bit of overflow parking at the Carrabassett Inn, and Sugarloaf may provide some shuttling to/from the mountain. Gates will open at 9am. Spectator area will be north of the wind sock. The airport will be closed around noon Friday through the weekend. There will be six fire fighters available for the event, and they will assist with North Star ambulance as needed. Jeff thanked everyone for all of the town support on this event. John Beaupre made a motion that the Selectmen sign the Mass Gathering Permit. Steve Pierce seconded the motion. Motion approved.

Dave Cota gave an update on the Proposed Golf Course Irrigation System Project. A public informational meeting was held on February 28th. Bids for the materials/equipment systems are in (were due March 2nd). The two bids received are very close and will be reviewed by the Town’s golf course consultant. There appear to be three companies that will bid the installation of the irrigation system and those bids are due March 28th. The Town will likely provide the sand (for backfilling trenching) and other needed materials for this project.

With regard to financing on this project, Maine Municipal Bond Bank (MMBB) will probably be able to finance this project (a bond for estimated at 4% interest). Where this is not considered a tax-exempt project, we may be limited in the amount that we can borrow from MMBB. If this does not work out, the Town may have to go to temporary bank financing while waiting for additional financing from MMBB. Dave noted that one municipality currently makes up $22 million of MMBB’s spring bond issuance and if they pull out the Town will need to obtain temporary bank financing. Dave indicated that he has been working with Camden National Bank and it appears that the Town can obtain this temporary financing at very favorable terms and rates. John Beaupre said that the Greens Committee would like to do more work if there’s money available, but that remains to be seen as the bids come in and financing is put in place. It does not look like a temporary green will need to be built as part of this project as players will play the 10th and 11th holes twice. Dave will request that the consultant be available for the town meeting, if possible, to help answer questions.

A motion was made by Steve Pierce and seconded by John Beaupre to appoint Joyce Demshar and Arthur Pierce as additional ballot clerks.

Dave Cota distributed copies of the town warrant for review. John Dill is not available to be moderator for the meeting. Bill Gilmore has agreed to be moderator if chosen to do so this year.

Dave distributed information for Kingfield POPS and also a copy of a letter of support for the Arts & Cultural Programs.

Courtney Knapp proposed to the Selectmen that fireworks be allowed by permit in the Town, under the same standards that burn permits are issued:

* Class day is appropriate.
* Fireworks can only be used on property that the user owns.

After some discussion there appeared to be mixed feelings as to whether or not the Town needed a fireworks ordinance. However, the Selectmen requested that Courtney prepare a proposal for review. This will require town approval, in order to be adopted.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Lynn Schnorr

**Municipal Official Appointments for 2012**

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 Scott Nichols

CEO/ Plumbing Inspector William Gilmore

Tax Assessor William Gilmore

Fire Chief/ EMA Director Courtney Knapp

Health Officer Rebecca Morin

Animal Control Officer William Munzer

**Ballot Clerks:**

Democrats: Bonita Stagers, Joseph Lessard, Michele Cota, Joyce Demshar,

Arthur Pierce

Republicans: Linda Trask, Nancy Fowler, Janice Mildram, Karen Elliott,

Mark Curtis

**Appointed Board and Committee Appointments**

Planning Board: (3-year terms)

Neal Trask, Peter Smith, Jamie Corriveau, David Corrow (1st Alt.)

(One Vacancy for 2nd Alt.--2013)

Recreation Committee: (3-year terms)

Sherri Tripp, Barbara Hitchcock

Board of Appeals: (3-year terms)

Stan Tingley, Carl Demshar

(One Vacancy—2013)

Airport Advisory Committee: (3-year terms)

Thomas Fahy, Larry Hanson

Board of Assessment Review: (3-year term)

Wendy Glenn

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

John McCartherin, Richard Rose, David Ryan,

Golf Course Greens Committee: (3-year terms)

Bob Tgettis, Seth Wescott, Raliegh Zagnoli