

**Carrabasset Valley Select Board Meeting**  
**4:30 p.m. Monday November 13th, 2023 at the Town Office**



The Town provides a zoom link for members of the Public to link into Town of Carrabasset 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](mailto:townofcv@roadrunner.com)) during normal business hours.

Join Zoom Meeting:

<https://us02web.zoom.us/j/5312682243?pwd=TGxrUEExKcXdqQTdlZUZhYUVteG5GZz09>

If you need to "phone in":

Dial by Phone – 1-929-205-6099 US (New York)

Meeting ID: 531 268 2243

Passcode: 04947

Review and sign Payroll Warrants: #44 (\$33,923.08 and #46 (\$28,985.25)

Review and sign Expenditure Warrants: #45 (\$78,519.77)

## **AGENDA:**

**1. MINUTES** of the previous meeting (October 23rd, 2023) are attached.

**2. NEW LIQUOR LICENSE APPLICATION FOR NEW OWNERS OF HUGS ITALIAN RESTAURANT** doing business as Hugs Italian Cuisine, Ashley LeBlanc, owner.

**3. PROPOSALS FOR THE TOWN'S BANKING SERVICES:** At the last Select Board meeting the Board wished to take time to consider the three banking service proposals that were received for providing the Town's banking services.

We received bid proposals for these services from Showhegan Savings, First National and Franklin Savings banks. We have attached two bid summary spreadsheets and a copy of each of the three bidder responses to the question concerning community involvement. Please note we have made a change in one of the spread sheets to reflect a clarification in the Franklin Savings

proposal (we'll explain at the meeting). We have full copies of the bid proposals from each of the three banks if Board members wish to review them prior to the meeting (we will also have them available for review at the meeting). Please note that we based the estimated interest earnings on their interest rates, the amount of the money that they require for an operating account and the Town's cash balances for the past twelve months (one-year estimate). We anticipate representation from these banks at the meeting.

**4. RECOMMENDATION FROM THE RECREATION COMMITTEE TO HIRE ENGINEERING SERVICES TO EVALUATE THE CONDITION OF THE CONCRETE WALL THAT SUPPORTS THE TOWN PARK STORAGE BAY BUILDING AND IS LOCATED DIRECTLY ADJACENT TO THE RIVER:** The Committee is recommending using existing Town ARPA funding to accomplish this. There is approximately \$25,000 remaining in these funds.

**5. UPCOMING TOWN ORDINANCE AMENDMENTS REQUESTS:** It is anticipated that these ordinances will be considered for voter approval at the March Town Meeting. The Planning Board is meeting on November 16<sup>th</sup> to continue work on the following:

Contract Zoning Ordinance: The Sub-Committee has finished its review and the land use attorney (that was hired to help with this process) has completed their review.

Shoreland Zoning Ordinance Changes: to reflect recent State requirements.

Town Zoning Changes regarding non-conforming structures and lots and also signage requirements.

Marijuana Retail Store License Ordinance: We need to correct a mistake made in this ordinance. The current ordinance (see attached section of the ordinance) reflects language that refers to the number of lottery slots that were available at that time to also include marijuana cultivation, manufacturing and testing. The other approved related Marijuana Ordinance is incorporated in the Town's zoning ordinance and it does not allow these uses. This is a very easy fix and should be done for clarification.

While on the subject of Marijuana Retail Store License and Renewals, does the Board wish to continue with the requirement of annual Public Hearings for License Renewals? The Select Board would still be required to approve renewals at a public meeting). There is a requirement that all new and renewal application processes require review by the Code Enforcement Officer and Police and Fire Chiefs.

It is thought that maybe one combined public hearing on these ordinances (above) could be called in early January to receive public comment on these ordinances? That would meet the public hearing requirements and provide adequate time prior to a Town Meeting vote in March (in the event that additional changes to the ordinances are requested).

**6. DISCUSSION OF INCREASING THE AMOUNT OF NEXT YEAR'S BUDGET APPROPRIATION RECOMMENDATION TO SUPPORT THE ANNUAL SUMMERFEST:** At a recent Board meeting, the Board decided to bring this item up at a future meeting due to only three Board members being present. Select Board member Karen Campbell has requested increasing the amount for

this event cover costs and to help provide a donation to the Ski Club's Scholarship program (the Town appropriated \$20,000 for the Ski Club Scholarship program in 2023). The Town provided \$2,200 in 2023 and \$3,000 in 2022 (for the 50<sup>th</sup> celebration event) for the Summerfest event.

**6. REVIEW OF TOWN EXPENDITURE AND REVENUE ACCOUNTS:** If time allows for review, we will provide copies of up-to-date 2023 Town Expenditure and Revenue Summaries.

**7. INFORMATIONAL:**

- Legal Agreement concerning the Carrabassett Valley Academy request to build an adjoining structure to the Anti-Gravity Center (the project was discussed at the last Board meeting). The Town's Attorney will draft the necessary agreement which may also extend the existing 10-year operating agreement another ten years. CVA will pay for the legal fees involved with the amendments.

**Minutes of the Carrabassett Valley Select Board Meeting  
October 23, 2023**

Location: Town Office conference room

Time: 4:30-5:15

Board Present: John Beaupre, Karen Campbell, Lloyd Cuttler, Bob Luce; Jay Reynolds

Others Present: Dave Cota, Deb Bowker, Sacha Gillespie, Wendy Russell, Susan Davis, Tom Butler, Travis Chandler, Tom Cromwell, Russ Drechsel, Alex Godomsky, Mark Green, Mark Humphries, Mark Leathers, Sasha Lennon, Dave Smith

On Zoom: Chris Prudente, Martha Smith, Annie Twitchell, Jake Miller

Chair Bob Luce opened the Monday, October 23, Carrabassett Valley Select Board meeting at the Town Office conference room at 4:30. After passing along payroll and expenditure warrants, *the Board approved the warrants and the September 18 minutes, moved by Jay Reynolds, seconded by Karen Campbell. The motion passed unanimously 4-0. (Lloyd Cuttler arrived later.)*

***Public Hearing***

Luce opened the public hearing for the renewal of the marijuana retail store license for Green Allen Cannabis Company dba Cannabis Cured at 1215 Carrabassett Drive (Ayotte's Store). Town Manager Dave Cota noted that Town legislation requires cannabis license renewals be approved by the Select Board annually, whereas other license renewals can be handled by the Town Manager without Select Board confirmation under normal circumstances. Cota reported that there have been no negative reports from Town departments as required by the 'Marijuana Retail Store Licensing Ordinance' or the public. *Jay Reynolds moved the renewal be approved, seconded by Karen Campbell. The motion passed unanimously.*

***Carrabassett Valley Academy proposal to build new athletic facility next to the AGC***

CVA has discussed the concept of building a high-performance athletic center alongside the Anti-Gravity Center building for several meetings. Recreation director Deb Bowker noted that she needed to speak to two Town members of the AGC Operating Committee about the Recreation Committee's response to this proposal.

While attached in some form, it would be a "stand alone" facility owned and operated by CVA for their program needs. CVA would handle all costs and construction. Head of School-elect Alex Godomsky and CVA board member Russell Drechsel were present to discuss the proposal.

The 5-acre+ AGC lot is jointly owned by the Town and CVA, requiring approval from voters and authorization from the Select Board either to enter into a new agreement with CVA or create an amendment to the existing/original MOU agreement between the Town and CVA. Because of their timeline, Drechsel and Godomsky would like to pursue the legal aspects that need Town approval as soon as possible. They are hiring an architect that will facilitate revising concept costs into a budget.

Drechsel noted the performance training and programming needs for the growing student body, now 110-120 students, is limited. This new building will allow students to use equipment throughout the day, which makes student training consistent, reducing the chance of injury. It allows use when there is wind hold at the mountain keeping them off the slopes. The new structure will also be big enough to have all students there at one time.

The structure will be about 6,000 square feet, situated on the side of the AGC next to Mountainside Grocery. There will be an access point to their parking lot while students will access the building on a path link to the main campus.

Planning includes working with the State—the AGC encroached on wetlands because of a survey error when built. CVA would like to apply for a DEP permit by the end of the year, which will require a Town signature. Because final approval has to come before the Town at Town Meeting in March, language of the article needs to be ready in January for printing in the Town warrant. Bringing it before the Select Board at this time is intended to get this out in the public. Depending on approvals and fundraising, CVA hopes to be able to begin with concrete by the Fall of 2024.

Chair Bob Luce thought it was a great idea not only because CVA will pay all construction costs and utilities. At this point, CVA is looking for a nod of approval. Lloyd Cuttler pointed out the synergy between CVA and the Town that created the AGC, allowing the Town to thrive and tie everything together. Luce noted the full board was comfortable with moving this forward.

### ***Short-term rentals***

Local resident Dave Smith approached the Select Board about addressing short-term rentals in Carrabassett—nobody seems to know how many there are. He noted other resort communities—Bar Harbor, Kennebunk and ski areas Killington and Waterville Valley—that are addressing them. He listed several ways:

- Registration
- Safety inspections, from annual to every three years
- Septic system issues
- Fire department standards
- Licensing, varying from \$100 to \$4,000/year based on units

Lloyd Cuttler suggested that to some degree this would be homeowners association issue to manage, that HOAs needed to be in the conversation. These homes are on private land and private roads and suggested getting HOAs together to discuss this issue.

### ***Town banking services***

Cota reported receiving three bid responses to the RFPs for banking service sent to several banks:

1. Skowhegan Savings, current bank
2. First National Bank (based in Wiscasset)
3. Franklin Savings, Farmington

He provided spreadsheets that compared the responses. First National scored highest with a 24-month interest guarantee of 4.5% vs. 6 month guarantees at the same or similar rate and virtually no fees for various services, resulting in an \$7,875 to \$13,789 difference in interest on the Town's bank balances. Concern was based primarily on two factors: doing business locally, which would be staying with Skowhegan Bank, and managing cash and coin.

Discussion revolved around the following:

- Skowhegan Savings as brick-and-mortar bank for cash and coin
- Separate TRIO account for cash and coin

- First National for all other business
- Check scanning
- Impact on the treasurer
- Engaging with local businesses
- Community involvement and philanthropy
- The impact on School Committee treasurer Wendy Russell

First Bank has developed a specialty dealing with municipalities, 27 total over the entire State. Jake Miller, First National’s representative, lives in Rockland but has deep roots and a place at Sugarloaf. As incorporators of Skowhegan Savings Bank, Select Board members John Beaupre and Bob Luce recused themselves from the voting. Since only three Select Board members will be voting, the Board chose to table a decision to a later meeting.

***Tree removal on Town Office/Park lot***

The Town received two bids to remove dying poplar and “cottonwood” trees at the Town Office/Park lot that are bordering on being a public safety concern with dropping dead branches: \$5,300 from Libby’s Tree Service and \$12,500 from Arbor Mountain Tree Service. Cota believes that the cost can be covered from the remaining (\$56,027) ARPA funds. *Lloyd Cuttler moved accepting the Libby bid, seconded by Jay Reynolds. The motion passed unanimously.*

***Land Use ordinance violation***

Code Enforcement Officer Chris Parks has attempted to reach the three owners of 4040 Carrabassett Drive (top of Bigelow Hill) and sent violation notices accordingly. Apparently, the accessory building is not owned by any of the three owners. After discussion with the Board, the best option to correct the violations—

1. Lack of accessory building permit
2. Set-back requirements
3. Exceeding allowable square footage of buildings on the lot

was to seek legal action, which Cota has initiated. The Town has hired Kenneth Lexier of Mills, Shay, Lexier & Talbot, P.A. of Skowhegan to represent the Town in seeking corrective action.

***Town Lot legislative changes***

The Workforce Housing Coalition has requested that the Town withdraw its request to State Legislature to change the deed covenants to the portion of the Towns’ public lot (purchased from the State in 2000) to allow employee housing to be built on the lot. The Select Board agreed to withdraw the request at this time.

***2024 Elections and Town Meeting***

The Presidential Primary election is scheduled for March 5. Based on past practice with voter primaries, Carrabassett municipal elections for Town positions have been held at the same time. The timing governs nomination papers availability, which would therefore be November 27 with a return date no later than January 8. *Jay Reynolds moved holding municipal elections March 5, seconded by Karen Campbell. The motion passed unanimously.*

***Informational***

Carrabassett Valley has won again 1<sup>st</sup> Place Town Report Award from Maine Municipal Association in its population class. Cota thanked Wendy Russell and all who contributed.

Voting on the State Ballot Questions will be held November 7 at the Town Office, which will be open from 8:00 am to 8:00 pm Absentee ballots are now available.

The Comprehensive Plan Committee will hold its first meeting at 4:00 p.m. October 26 at the Carrabassett Valley Public Library.

There will be one more meeting with the Contract Zoning subcommittee to prepare an article for the March Town Meeting.

Normally, the Town Manager can renew a liquor license without holding a Public Hearing. A liquor license renewal for a new owner of the same business, and with a new name, is coming before the Select Board. Because it is a new owner and a new name, the Board determined that there should be a Town Hearing, which they set for November 13, the second Monday of the month.

Karen Campbell brought the electric bills for the library and the AGC to the Board's attention because of the wide difference, asking if there had been an energy audit. Cota noted that heat pumps had been installed at the Library, accounting for the higher bill.

Some mention was made of the cabin just off the Narrow-Gauge Pathway and its appearance. Cota explained that the lot shows up on the Town's tax maps and has been in existence for many years. Cota mentioned that the Code Enforcement Officer has corresponded with the occupant of the building.

*Karen Campbell moved to adjourn, seconded but Jay Reynolds and approved unanimously, 5-0.*

Respectfully submitted, Susan Davis, Secretary

# 2023 Banking Proposals Summary

	Skowhegan Savings	1st National	Franklin Savings
<b>Pay for Checks/Deposit Tickets</b> (Town generates 2,200/yr.) (currently \$2,500/yr.)	Yes? (negotiated)	0	Pay for 1st order
<b>ACH (payments/revenues)</b>	0	0	0/charge \$3 for returns
<b>Remote Check Deposit</b> (remote deposit capture)	0	0	0
<b>Bounced Checks</b>	\$10/ea.	0	\$10/ea.
<b>Canadian Checks (approx 100)</b>	0	0	0
<b>Credit Card(s); same acct. but individual cards</b>	Elan	Elan	Elan
<b>Interest Rate Checking</b> (Based on Town monthly bals.)	4.50% 6-mo. guarantee (rate above \$175,000 balance)	4.50% 2-year guarantee (entire balance)	4.00% 6-mo. guarantee (rate above \$100,000 balance)
<b>Estimated Interest Earnings</b> (see attached spreadsheet)	<b>\$80,228</b>	<b>\$88,103</b>	<del>\$74,314</del> <b>78,314</b>

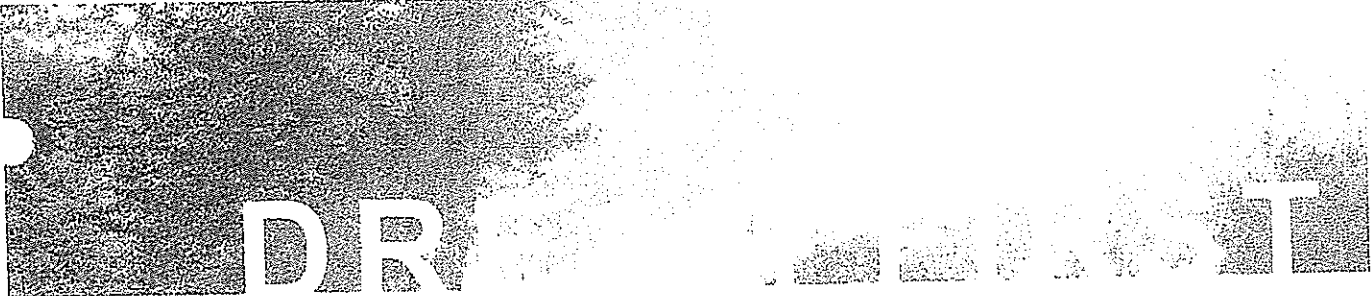


## 2023 Banking Proposal Summary Comparison

(Based on interest rate provided and Town monthly balances October 2022 thru Sept. 2023)

Ending Monthly Balances (Based on less \$250,000 in the operating Account)	Skowhegan Savings 4.5% (6 mos. guarantee)	1st National 4.5% (24 mos. guarantee)	Franklin Savings 4.0% (6 months guarantee)
JAN	\$2,118,733.37		
FEB	\$1,480,879.81		
MARCH	\$871,287.27		
APRIL	\$370,083.70		
MAY	\$220,267.28		
JUNE	\$12.56		
JULY	\$378,011.79		
AUG	\$316,662.97		
SEPT	\$2,589,277.52		
OCT. 2022	\$2,789,009.67		
NOV	\$2,626,625.58		
DEC	\$2,512,905.09		
JAN. 2023	\$2,226,026.44		
FEB	\$1,594,037.23		
MARCH	\$1,428,686.81		
APRIL	\$1,115,115.63		
MAY	\$843,816.87		
JUNE	\$500,569.11		
JULY	\$1,146,965.01		
AUG	\$1,464,888.43		
SEPT	\$2,245,457.00		
Total 12 mos.	\$20,494,104.00		
<b>AVG.</b>			
<b>12 MONS.</b>	<b>\$1,707,842</b>		
Plus Diff. in Oper. Acct.		<u>\$75,000</u>	<u>\$250,000</u>
Avg. monthly balance		\$1,782,842	\$1,957,842
Proposed Interest Rate:		<u>0.045%</u>	<u>0.045%</u>
<b>Interest Earnings Estimate</b>		<b>\$80,228</b>	<b>\$88,103</b>

*250,000*  
~~\$150,000~~  
~~\$1,857,842~~  
0.04%  
 \$74,314  
 28,314  
 1,957,842



bank committed to our core values of customer service and community involvement.

We are also a publicly traded company, through our holding company The First Bancorp (Nasdaq: FNLC).

We welcome you to visit any of our 18 branch locations, meet some of our 270 employees, and discover all the ways First National Bank can help you to Dream First.

### Community Relationships and Philanthropic Impact

First National Bank is a full-service bank that provides services to individuals, businesses, non-profits, municipalities and trust clients.

#### **General Giving**

In 2022, our organization contributed over \$660,000 to non-profit organizations in our market area. For 2023, our giving budget is \$725,000. These contributions can range from large capital campaign donations to upgrade or build a facility, to smaller more targeted contributions. For example, in 2022 the Bank committed \$25,000 to the Northern Light Auxiliary Capital Campaign to purchase an Angel 2 Ambulance and also helped send the Ellsworth High School Marching Band to Washington, D.C.

#### **Food Insecurity**

For the last three years, the Bank has committed \$50,000 annually to fighting food insecurity in our state. Through this program we donate to food pantries, food bank farms, school backpack programs and programs that aid cancer patients with nutrition, among others.

#### **First Hoop Program**

Outside of our general donations budget, we also sponsor the very popular First Hoop program at the high schools in our market area. Each high school receives a donation between \$2,500 and \$3,000 for participating in this fun, interactive program. Since 2005, we have donated \$300,000 to local schools.

#### **Employee Volunteerism**

In addition to our monetary contributions, in 2022, our employees volunteered over 11,000 hours to community organizations. In our employee ranks you will find youth sports' coaches, classroom volunteers, town officials and non-profit board members all working together with our customers to make our communities better places to live and work.

For additional information you will find our Environmental, Social & Governance Report and our Corporate Giving Philosophy on our website.

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# Skowhegan SAVINGS

- b) Describe any other information the bank believes should be given consideration (e.g. sweep accounts, positive pay, etc.)
- Our Business Sweep Account is a popular product with our depositors in order to help maximize utilization of idle funds. This is an interest-bearing checking account in which the Bank is offering an APY of 4.50 % for the first 6 months. By maintaining a target balance of \$175,000 in the Operating Account, all balances above \$175K will automatically transfer daily to the sweep, and vice versa; funds will sweep to the Operating Account as checks and other debits are presented. There is no cost for this account and no item restrictions, allowing for unlimited sweeps to and from the account. Funds always remain totally liquid.

## SECTION 5: Local Community Support

- Skowhegan Savings has been a major sponsor and supporter of the Kingfield POPs for over a decade.
- The bank's Kingfield branch enjoys annually participating in Kingfield Days. There is a video of this event on our social media, should you like to view.
- Skowhegan Savings has been the presenting sponsor of the Carrabassett Backcountry Challenge for the past several years. There is a video of this event on our social media, should you like to view.
- We've are a major sponsor and participant in the Make-A-Wish Maine's Trailblaze Challenge, a 23.4 mile hike along Carrabassett Valley's Maine Huts and Trails, in an effort to raise money to grant wishes for children with illnesses in Maine. There is a video of this event on our social media, should you like to view.
- Historically, the bank has been a major sponsor and participant in the Franklin Chamber Seth Wescott Golf Tournament.
- Our Kingfield branch annually volunteers for the Sugarloaf Marathon.
- Each Halloween, our Kingfield branch hosts a Trunk or Treat for the community.
- The bank annually sponsors the Sugarloaf Charity Summit.
- We are a supporter of the Maine Community Foundation.
- The Franklin County Chamber's current president is a Skowhegan Savings Bank employee.

See Appendix B for more information about our Charitable Foundation's Workforce Development Fund.

## Section 6 : PROPOSED SERVICE TEAM / PRIMARY CONTACT

This section shall discuss how the Respondent would propose to staff this project for both implementation and on-going support. Key project team members shall be identified by name, title and specific responsibilities on the project.

### Key project team members are as follows:

- Angelica Quick, VP Treasury & Business Service Officer, Skowhegan – Angel will be the first line of contact for rate and account changes needed. Please reach out to Angel with any question or concerns with your banking needs.
- Patricia White, Branch Manager, Kingfield Office – Trish will be the local representative in charge of opening all accounts, setting up online banking, etc. Trish will ensure that all documentation requiring signatures are delivered to the Town and Trish will be available for on-going deposit support.
- Debbie Nadeau, Call Center Manager; Jess Dixon, Electronic Services Rep. Both Debbie and Jess are based out of Skowhegan and will be the go-to individuals providing training and implementation for all online banking features such as ACH, wire, remote deposit as well as providing on-going support for these services.

Referrals that may be contacted for this RFP include the following

Response:

Town of Eustis  
Rachel Williams, Treasurer  
(207) 246-4401

Carrabassett Valley Academy  
Alex Godomsky, Director of Finance  
(207) 237-2250

For consideration on your decision, Franklin Savings Bank has proudly made the following contributions to the Town of Carrabassett Valley in the past two years.

- 2/2/2022 \$1,500 Albitston Foundation - 2022 Wheel Together Retreat
- 2/2/2022 \$2,500 Carrabassett Valley Academy-Scholarship Fundraiser
- 3/31/2022 \$2,500 Carrabassett Valley Academy-Podium Project
- 3/31/2022 \$2,500 Sugarloaf Region Charitable Trust- Marathon & 15k
- 8/10/2022 \$2,750 Sugarloaf Mountain Corporation- Ball & Chain Tourn
- 11/30/2022 \$3,000 Sugarloaf Charity Summit
- 4/27/2023 \$2,000 Maine Ski & Snowboard Museum
- 4/28/2023 \$2,500 Sugarloaf Region Charitable Trust-Marathon & 15k
- 5/18/2023 \$2,000 Albiston Foundation- 2023 Caregivers Retreat
- 8/22/2023 \$1,500 Sugarloaf Mountain Corp.- Xterra Trail

12.  
\$

**PROPOSED AMENDMENTS TO THE 'CARRABASSETT VALLEY MARIJUANA BUSINESS LICENSING ORDINANCE TO ALLOW RETAIL MARIJUANA STORES'**

**§68.17. Limitations on licenses. Lottery.**

A total of ~~four~~ two licenses shall be issued. There shall be two licenses issued for Marijuana Stores, and ~~two additional licenses which shall be selected from the other license categories below.~~

Lottery Category One

Marijuana store: 2

~~Lottery Category Two~~

~~Marijuana cultivation facilities: 1~~

~~Marijuana manufacturing facility: 1~~

~~Marijuana testing facility: 1~~

Registered caregiver retail store: 1

~~Medical marijuana manufacturing facility: 1~~

~~Medical marijuana testing facility: 1~~

No new licenses shall be issued if issuance would bring the total number of valid licenses in all categories above to more than ~~four (4)~~ two (2) total. In the event that a greater number of valid license applications are submitted than can be issued within these limitations, a lottery shall be conducted to randomly determine which qualified applicants shall receive licenses.