

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday February 8th, 2021 at the Town Office

Agenda:

Notice: Please note, we are now allowed to hold public meetings allowing up to 50 people to attend. However, like entering the town office, we are requiring anyone who wishes to attend to use the hand sanitizing station at the door and to wear a mask (throw away masks are provided at the town office door also).

Depending on how many people wish to attend and 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.

In addition, the State Legislature passed emergency legislation to allow public proceedings through remote access during the "State of Emergency" under guidelines.

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.

Review and sign Town Payroll Warrants:

Review and sign Town Expenditure Warrants:

1. MINUTES from the last meeting (January 18th, 2021)—Attached.

2. APPLICATIONS FOR THE TOWN LOTTERY FOR ADULT OR MEDICAL MARIJUANA RETAIL STORES: As you know, the Town has approved allowing up to two total stores either Medical or Adult Retail. We have received three applications that met the February 4th deadline. All three applications appear to meet the qualifications of being eligible for the lottery. The three applications are from:

JAR CO CV LLC (Ryan Roy) doing business as: JAR Cannabis Company (Auburn, Maine).
Leasing from AP 27 LLC (Adam Platz), Tax Map 3, Lot 1 (the former "Judson" property).

Tombeau, Inc. (John Beaupre and Bob Thomas, Carrabassett Valley doing business as The Green Stallion. Map 3-003/01.

John Black, Wilton, Maine, doing business as Earth Keeper Cannabis. Map 4, Lot 29. Leasing (the "cabin" on the Sugarbowl Property) from the Valley Bowl Corporation.

Please see attached Lottery License Information which help move the process forward.

3. UPCOMING MAINE DEPARTMENT OF TRANSPORTATION AREA PAVING AND OTHER PROJECTS:

Please see the list of projects. There are a number of paving projects in Carrabassett Valley proposed for both 2021 and in 2022/23. Please note that the \$546,000 Airport Project that is referred to is probably going to be a more expensive project and may not happen in 2021. The project will need to be approved by the Town. We will be discussing this project (below) in this agenda.

4. UPDATE ON CURRENT AIRPORT TAXI LANE PERMITTING, DESIGN AND BIDDING GRANT PROJECT AND POTENTIAL CONSTRUCTION PROJECT: The current permitting/design/bidding project is due to be completed in time to submit an FAA construction grant application by May 1st. This project will be fully paid for with FAA funding.

In terms of the actual Taxi Lane Construction Project, we need to make application to the FAA by May 1st and, eventually if approved by the FAA, we would need a Town Meeting vote to approve this project. A potential problem is that due to what appears to be higher construction pricing the total cost of our construction project could be as high as \$900,000 and we can only accumulate up to \$600,000 in FAA allocation funding. We may need FAA Federal "Discretionary Funding" to complete the project which might be hard to come by right now. Apparently, the whole Northeast division only has \$50M of discretionary funding available and Taxi Lane projects are not high priority.

Having said that, we believe it makes sense for us to finish the current grant project (Design, Permit and Bid) and apply for a FAA grant for construction by May 1st. This means that we bid the project and have the bid numbers by May 1st as part of the project. Our only financial obligation to apply for the grant will be about \$2,000 from Hoyle, Tanner from their grants person's work (which will be reimbursable with a construction grant).

If we do not receive a construction grant this year, it's not uncommon to go back and renegotiate later with the successful bidder. Our recommendation is to finish our current grant project, and apply for a construction grant. Eventually, the project will be funded. In addition, we recommend that the Town place anticipated 2021 Airport Cares Act Funding (\$20,000) into the Airport Reserve Fund along with Airport Lease Fees and another \$10,000 appropriation into the Airport Reserve (same as last year). If a project is approved the Town would be responsible for 5% of the total construction costs or up to \$45,000. If the above local funding is approved, we will not need much additional local funding.

We continue to get very strong interest in building hangars at the Airport.

5. TOWN MEETING AND BUDGET COMMITTEE SCHEDULE: Please see attached schedule. This follows the decisions made by the Board as it relates to a Referendum Style Town Meeting on April 14th.

6. REVIEW AUDITED AMOUNTS OF TOWN RESERVE AND TRUST ACCOUNTS: Attached.

7. DRAFT TOWN BUDGET: We hope to provide the Board with the Draft Budget at the meeting.

8. PAY INCREASE FOR THE TOWN TREASURER WHO'S PROBATIONARY PERIOD IS EXPIRING

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
January 18, 2021**

Board Members Present: **Bob Luce** **Lloyd Cuttler**
 John Beaupre **Jay Reynolds**
 Karen Campbell (via phone)

Others Present: **Dave Cota**

Present via Phone: **Annie Twitchell** **Lynn Schnoor**

Bob Luce opened the meeting at 4:30 p.m. and welcomed those in attendance. Dave Cota asked phone-in callers to identify themselves for the record.

Payroll warrant #55 in the amount of \$30,199.64 and Payroll Warrant #1 in the amount of \$12,980.73 were reviewed and signed by Selectmen.

Expense warrants # 56 in the amount of \$24,774.72 and Expense Warrant #2 in the amount of \$151,424.65 were reviewed and signed by Selectmen.

The minutes of the December 21, 2020 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.

The first item on the agenda was the Proposed Sale of the Town's Snowmaking Booster Pump that was used briefly at the Outdoor Center in 2013 and has since by leased by Maine Water Company. Dave Cota noted that, at the last meeting, a proposed sale price of \$11,000 was put on the system, which was the original price, less the amount paid in lease over three years. Maine Water Company has come back with a counter-proposal of \$8,000. Following brief discussion, and based on the fact that the system is 8 years old, Jay Reynolds made a motion to sell at the price of \$8,000. Lloyd Cuttler seconded the motion. Motion approved via roll call.

Dave Cota discussed a proposal from Dirigo Timberlands Company to rebuild a number of bridges on the Town's Public Lot. The cost for replacing eight bridges is \$76,000. This bid is in conformance with the management plan that has been in place since 2018 to replace all the more than fifty-five wooden trail bridges with concrete panel bridges. Dave estimates that there will be close to \$137,000 in the Public Lot Account as of the end of 2020. He anticipates additional income this year, which should be \$50,000 – 60,000 from wood harvesting revenues on the Public Lot. Bob Carleton will be overseeing this program with Dirigo Timberlands Company. Forestry revenues have been earmarked for this purpose. There are more bridges to be replaced in the future as noted on Trail 50 and we hope to see a cost estimate in the very near future. There was discussion concerning long-term expense projections. The Forestry Committee will be meeting on February 11th to review a revised three-year Forestry Plan for the "Town" Public Lot. John Beaupre made a motion to authorize expending half of the proposed cost at this time (which will cover the cost of the fabrication of the concrete panels). Jay Reynolds seconded the motion. Motion approved via roll call.

Dave Cota discussed a need for the Selectmen to review and approve funds from Town approved "Overlay" to cover year-end over-drafted expenditures in 2020 (\$27,708.18) as follows:

Land (Jones Lot) Purchase (\$2,567.50): due to cost of land survey and bond financing costs.
991 Expenses (\$972.54): Not budgeted for.

Narrow Gauge Pathway Maintenance (\$5,870.14): due to two floods in 2020. Will need to budget more in 2021.

Employee Health Insurance (\$11,210): Adding a full family policy for an employee and carrying two employees for two months in the same position as a new employee was hired.

Unemployment Benefits (\$7,088): The Town self-insurers and for many years we have save a lot of Money. However, due to COVID and other reasons the Town had a lot more claims this year.

While many accounts had year-end surpluses, these were a few that ran short and the Town's Auditor, in the past, has asked there be an official vote from the Selectmen to approve overdrafts from Overlay (\$68,499 in 2020) as authorized at Town Meeting every year. John Beaupre made a motion to approve covering these items from Overlay. Lloyd Cuttler seconded the motion. Motion approved via roll call.

Dave Cota reported that the Lottery for the Retail Marijuana program has been advertised. One question that Dave received, to which he did not have an answer, was whether two or more applications from (qualified) immediate family members would be considered. While Dave does not believe there's a likelihood that this would happen, he does feel it should go before the Selectboard for a decision on policy. Lloyd Cuttler said that, if each related applicant has a different location, they should be considered. However, if they all name the same location, that should be a disqualifier. In discussion, it was noted that the State is carefully screening all applicants, and any applicant would have to have a conditional license before applying to the Town for an Adult Retail Store. Following discussion on the matter, Lloyd Cuttler suggested that Dave Cota consult with the attorney.

Dave Cota reported to the Selectmen that he and Selectperson Lloyd Cuttler have had a recent discussion with representatives of the Penobscot Indian Nation (PIN), and he's encouraged that there's been a line of communication opened. They expressed the Town's desire to work with PIN, and they would like to continue the land use request process going forward. They also discussed proposed State legislation, as there are several tribes working toward approval of legislation concerning changes to the 1980 Indian Lands Claim Implementing Act. The Town's concern with legislation is that it should not allow the ability of the Tribes to convert Indian "Fee Lands" (24,000 acres in CV) without a vote of the Town in which Fee Lands are located. Lloyd Cuttler added that they laid out the items that the Town would like to have approved sooner. Upon review of the requests, the PIN recommended that the Town send a list of Land Use Permit requests to the PIN Ambassador who will communicate with their newly revised Land Committee. Lloyd indicated that Dave has submitted this request and while very recent we have not received a response, to date.

Dave Cota discussed the Budget Committee Meetings, and how they should be conducted. He believes that the best way to conduct this meeting would be in the Begin Room at the Library, in order to provide for proper distancing. The other option would be the Outdoor Center. A Zoom meeting would be cumbersome, since there are so many details to cover, but it could be left on the table as an option. With the most recent restriction on numbers in a public gathering, Lloyd

Cuttler said he does not see how the traditional Town Meeting can be held in April (14th). Dave Cota said it can be done via referendum, with a Zoom public hearing in advance. There was also discussion about televising the public hearing WSKI. Dave Cota will contact Nadine at WSKI to see if she might be able to facilitate the public hearing. The Budget meeting will be conducted by phone, with access opened up to anyone interested, set for February 22nd and possibly the 24th, if necessary. Monday, March 15th will tentatively be set for a public hearing for the budget.

Dave Cota reviewed some budgetary items with the Selectmen, as a preview to the budget process, including continued upgrades at the Airport, the Outdoor Center lease, Mountain Bike Trail development, Public Lot work, School Tuition costs, facilities maintenance, and Employee health insurance. Jay Reynolds raised a concern about whether the health insurance contributions are equitable for all Town staff.

Informational:

The Mountain Bike Trails Committee will meet on January 29th at 1pm via Zoom. Contact the Town Office for a link.

The Town Lot Forestry Committee will meet on February 11th at 3pm at the Outdoor Center (unless changed).

John Beaupre expressed his pleasure in the participation to the Covid-19 guidance with the entire Town and Sugarloaf.

Respectfully submitted,

Lynn M. Schnorr
Secretary to Board of Selectmen

Lottery License Information:

Only one retail license per applicant will be granted. Once selected, an applicant will no longer be eligible to receive a license for another retail category. Applicants for the Lottery must have a valid Conditional Marijuana Retail License from the State of Maine.

At the beginning of the lottery, applicants will have their name on a list. Each applicant will be assigned a number and the Town Clerk will create some form of papered "ticket" (form) that will be placed into a container in full view of all present. We will conduct the lottery by drawing out the numbered "tickets" until all applicants have been pulled out of the container. These names will be recorded on a list in the order drawn. While the first two applicants drawn may go forward with the Town's license application process, those next on the list may be selected provided an applicant above them on the list either declines to go forward with the application process or fails to complete the Town Licensing Process within six months of receiving official confirmation from the Town that they have been successful in the lottery and may move forward in the process. The Board of Selectmen may waive the six-month requirement if they deem, through no fault of the applicant, the applicant needs additional time to complete the State and Town licensing process. At the end of one year from the date of the lottery the "applicant waiting list" expires.

Successful lottery applicants cannot transfer their license opportunity to another party.

Dave Cota

From: Joan Walton <JWalton@avcog.org>
Sent: Wednesday, February 3, 2021 9:31 AM
To: towncvtm@roadrunner.com
Subject: MaineDOT Releases Three-Year Work Plan

Good morning Dave,

MaineDOT has released its 2021-2023 Work Plan, which is posted on its website at <https://www.maine.gov/mdot/projects/workplan/docs/2021/WORK%20PLAN%20FINAL%202021%202022%202023%20Jan%202021.pdf>. The following projects in Carrabassett Valley are included in the Work Plan. Projects scheduled for 2021 are funded, all others are in the cue but funding has not been committed yet.

018689.03 2021	Carrabassett Valley	Aviation Runway/Taxiway New Construction	Sugarloaf Regional Airport	Safety and infrastructure improvements that may include a taxi lane for hangar development.	\$546,000
018689.05 2022/23	Carrabassett Valley	Aviation Runway/Taxiway Crack Sealing	Sugarloaf Regional Airport	Safety and infrastructure improvements that may include crack sealing and pavement markings.	\$155,000
024141.00 2021 HCP 2	Carrabassett Valley	Highway Paving Rural Highways 1 1/4" Overlay	Route 16	Beginning 0.05 of a mile west of Brackett Brook Road and extending northeast 3.07 miles.	\$1,290,00
024935.00 2021 HCP 2	Carrabassett Valley	Highway Paving Rural Highways 3/4" Overlay	Route 16	Beginning 0.10 of a mile northwest of the Access Road and extending east 0.31 of a mile.	\$55,000
024937.00 2021 HCP 2	Carrabassett Valley	Highway Paving Rural Highways 3/4" Overlay	Route 16	Beginning at Redington Stream Bridge (#3731) and extending east 1.79 miles.	\$330,000

WR 41438					
2021	Carrabassett Valley	Bridge and Structural Maintenance	Route 16	Repairing retaining wall on Redington Stream Bridge (#3731) in Carrabassett Valley which carries Route 16 over Redington Stream. Located 254 feet east of Redington Point Road.	\$18,000
HCP 2					
024135.00		Highway Paving			
2022/23	Carrabassett Valley, Kingfield	Rural Highways	Route 16	Beginning 0.16 of a mile south of Brinkman Lane and extending south 8.09 miles.	\$3,770.00
HCP 2		1 1/4" Overlay			
024137.00		Highway Paving			
2021	Carrabassett Valley, Wymian Twp	Rural Highways	Route 16	Beginning 0.18 of a mile north of the Carrabassett Valley town line and extending south 2.61 miles.	\$1,450.00
HCP 2		1 1/4" Overlay			
WR 41430					
2021	Carrabassett Valley, Kingfield	Drainage Maintenance	Route 16	Ditching and repairing culverts on Route 16 beginning at the intersection of the Tufts Pond Road in Kingfield and extending 5.50 miles north and beginning at the intersection of the Reddington Pond Road and extending 0.78 of a mile south.	\$189,000
HCP 2					

Please let me know if you have questions.

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Tentative Town of Carrabassett Valley Annual Town Meeting and Budget Committee Schedule

Due to COVID-19 the Board of Selectmen have voted to change this year's annual Town meeting from an "Open" Town Meeting to a "Secret Ballot Referendum" style annual Town meeting scheduled for April 14th as outlined below.

February 22, 5:30 p.m.: Budget Committee Meeting at the New Fire Station (Masks and Social Distancing Required).

February 24, 5:30 p.m.: 2nd night of Budget Committee Meeting if necessary or in the event of a storm on the 22nd.

March 1st: Post Notice of Public Hearing (at least 7 days in advance of Public Hearing). Post in same manner as Town Meeting (in the usual locations).

March 15th, 6:00 p.m.: Public Hearing on the Budget: Selectpersons and Town Manager to be present in the Town Office Conference Room. WSKI will "live broadcast" the meeting which will be available on U Tube. Citizens will be able to call in via phone which will be heard by all participants. WSKI will also replay the meeting on their station prior to the Town Meeting.

Note: The Board of Selectmen will meet (regular meeting) prior to the Public Hearing and they will reconvene directly after the Public Hearing to sign the Town Meeting Warrant. If there are changes to the Warrant the Selectmen may want to vote to make the changes during the Public Hearing so the public is aware of the changes and can comment on them at that time.

March 16th: The signed Town Meeting Warrant is presented to the Town Clerk and is posted in usual locations. Absentee Ballots are available to vote for Town Officials and to vote on the Secret Ballot Referendum (the Town Meeting Warrant). Absentee Ballots will be accepted up to 6:00 p.m. the day of the election (April 14th).

April 14th, 8:00 a.m. to 6:00 p.m.: Voting for Town Officials and on the Town Meeting Secret Ballot Referendum (Town Meeting Warrant) will take place at the Town Office Fire Station.

Sometime around the beginning or middle of April Town Reports will be available. A copy of the Town Meeting Warrant will be posted on the Town website and copies will be available at the Town Office on March 16th.

Town Reserve and Trust Account Estimated Balances

CAPITAL PROJECT/RESERVE FUNDS:

Estimated Balance Comments/Suggestions:
1/1/2021

Airport Taxi Lane Project	\$8,500	Can used for Planning Proj. or construction if approved by FAA and Town
Airport Tree Clearing Project	-\$26,538	Awaiting \$23,051 in FAA and State funding
School Bus Reserve	\$93,179	For School Committee to buy new bus
Town Park Pavilion & Garage Project	\$15,865	If approved, construct new walkway to pavilion and rehab old dog pound space for summer camp office and storage.

Golf Course Reserve Fund	\$119,112	For major repairs and improvements.
Solid Waste (Transfer Station) Reserve	\$3,422	Should build this Reserve
Carriage Road	\$50,910	Used for possible purchase?
Town Park Reserve	\$8,360	Capital Repairs for Park
Pool Reserve	\$16,603	Capital Maint. For Pool and Building
Recreational Endowment Fund	\$341,360	Used as match for Recreation based projects
Fire Department Equipment Reserve	\$400,401	For major equipment (trucks) replacement
New Mt. Fire Station Reserve	\$21,230	This will be expended in 2021 finishing the project.
Outdoor Center Facility Reserve	\$75,945	Capital Maintenance and Improvements (build new Nordic Ski wax bldg. in 2021)
Town/CVA AGC Capital Reserve	\$24,519	For capital maintenance (boilers, major repairs, etc.)
Golf Clubhouse Reserve Fund	\$26,352	Town funds used for capital repairs
Library Capital Repair Fund	\$10,728	Used for capital repairs
Playground Equipment Reserve	\$10,871	Used to fund playground equipment and repairs
Public Lot Reserve Fund	\$140,767	Reserve used for trail bridges, lot roads, forest management.
Town Office Expansion	\$41,938	New Reserve in 2017 for Expansion Project estimated to cost up to \$60,000
Narrow Gauge Pathway Reserve	\$43,989	New Reserve from FEMA funding
TOTAL:	\$1,336,507	

SPECIAL REVENUE FUNDS:

Highway Fund	\$3,368	State Funding for Local Road Assistance
Scholarship Fund	\$87,636	Town Scholarship Reserve Fund has not been used in many years
Town Land Fund	\$54,194	From sale of Town land; could be used to purchase land (example: Dead River Lot adjacent to Town Office if it ever becomes available)

PERMANENT FUNDS:

MacDonald Jr. Golf Trust Fund	\$98,427	Accumulated from MacDonald Family contributions and Town matches. Has not been expended from in many years.
Cemetery Fund	\$11,657	Comes from sale of cemetery lots.