

Carrabassett Valley Selectmen's Meeting

6:00 p.m. Monday January 18th, 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 (December 21st, 2020)—Attached.

2. PROPOSAL FROM MAINE WATER COMPANY TO PURCHASE THE TOWN'S USED

SNOWMAKING PUMP: At the last Selectmen's meeting, the Board agreed to sell this 40 hp pump and related equipment to this company for \$11,000 which is the balance between what the Town paid for this equipment in 2013 (\$23,000) and what Maine Water has paid in lease fees the last three years (\$12,000). This equipment was originally intended to be part of a small snow making system at the Outdoor Center but was not effective. They are offering a counter offer of \$8,000 to purchase this equipment (see attached email) for their offer and explanation.

3. 2021 PROPOSAL FROM DIRIGO TIMBERLANDS COMPANY FOR REBUILDING ADDITIONAL

TRAIL BRIDGES ON THE TOWN PUBLIC LOT: Since 2018, the Town has expended approximately \$180,000 (and Sugarloaf \$45,000) in replacing the approximately 55 plus wooden trail bridges with precast concrete panel bridges. Funding for these projects has come from timber harvesting revenues on the Town's Public Lot (the voters each year at the annual Town meeting

“authorize the Board to implement the recommendations of the Town Lot Management Plan and to expend revenues received from proceeds of the implementation for costs associated with forest management activities and maintenance and improvements to the Outdoor Center/Public Lot roads and trails”).

We estimate that currently there is approximately \$137,000 (to be determined by the Auditor after adding investment earnings) in the Public Lot Account. We anticipate addition timber harvesting revenues in 2021 (and possibly in 2022). As you may recall, the Board has hired Forester Bob Carlton to assist the Town with the trail bridge rebuilding projects. Bob completed an inventory of all of the bridges in 2018. “The Plan” since 2018 has been to replace the bridges in the worst condition and bridges in somewhat close proximity first and over a four- or five-year period replace all of these wooden bridges. Bob is currently working on providing us with an approximate cost to replace all of these remaining bridges that need to be replaced (we anticipate receiving that soon).

Attached, is a recommended list of bridges to be replaced in 2021 and approximate costs. The cost for replacing these eight bridges is \$76,000. What the Board has done the past two years is to approve the project and pay one-half of the cost in the winter and the other one-half of the cost upon completion of the projects. This allows the company to build the pre-cast bridge structures in the winter with their crew (when not as busy) and to then move the concrete structures (with help of Sugarloaf’s groomers) in late winter to their intended locations causing less damage to trails and less hinderance of trail use in the summer).

4. BOARD OF SELECTMEN APPROVAL TO APPROVE FUNDS FROM “OVERLAY” (\$68,499) FOR OVERDRAFTS IN SOME YEAR-END TOWN EXPENDITURE ACCOUNTS: Every year the voters “vote to appropriate funds from “Overlay” for abatements and over drafts”. We had many accounts in 2020 with budget surpluses (significantly exceeding the total of these overdrafts). However, the following accounts were over-drafted and the Town’s Auditor recommends that the Board every year formally approve using “Overlay” funds for Overdrafts. “Overlay” is the amount of money that is “committed” to be raised from property taxes every year that exceeds the total budgetary needs of the Town (the total of the Town, School and County tax requirements).

The following is the list of the these (larger) overdrafts:

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.

5. MARIJUANA RETAIL LOTTERY: As you know, we have advertised the availability of two marijuana retail (Adult or Medical; two in total) stores to be allocated via a lottery with lottery applications due by February 4th. Although this may not develop into a concern (as we do not know who or how many applications we are going to receive), a question has been raised as to different immediate family members (qualified) submitting lottery applications and would the Select Board accept more than one qualified application from the same immediate family. Again, it may not happen but “something to consider”.

6. RECENT DISCUSSIONS WITH REPRESENTATIVES OF THE PENOBSCOT INDIAN NATION:

Selectperson Lloyd Cuttler and the Town Manager have had a recent discussion with representatives of the Penobscot Nation. We are hopeful that we have mutually opened up a new line of communication as we try to work with the Nation for the mutual benefit of both the Nation and the Town. We have been asked to submit Land Use Permit Requests to their newly re-established Land Committee which we have done. We hope to hear back from representatives of the Nation in the near future.

7. BUDGET COMMITTEE MEETINGS AND BUDGET CONSIDERATIONS: As you know, the Select Board has scheduled the annual Town Meeting for April 14th. Due to COVID, to be determined is whether we are going to have an actual meeting (in the Base Lodge) or vote by “referendum”. To vote by referendum, a warrant would need to be given to the Town Clerk at least thirty days prior to the Town meeting (by March 14th) the same requirement as absentee ballots. We do not see a problem meeting this requirement.

Regarding Budget Committee Meetings, due to COVID, the Board needs to discuss how to hold this meeting(s) and when?? The Budget Committee is comprised of thirteen members. We may be able to hold this meeting at the Outdoor Center or via a ZOOM meeting??

We have attached a list of some budget considerations that we would like to discuss with the Board as we start to create the preliminary budget.

INFORMATIONAL:

- Carrabassett Valley Trails (Mountain Bike) Committee Meeting: 1:00 p.m. on January 29th. This will be a Zoom meeting. Call the Town Office for information how to “link into the meeting”.
- The Town Lot Forestry Committee will be meeting at 3:00 p.m. February 11th at the Outdoor Center unless changed.

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
December 21, 2020**

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

Others Present: **Dave Cota**

Present via Phone: **Annie Twitchell**

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 #53 in the amount of \$35,685.70 was reviewed and signed by Selectmen.

Expense warrants #54 in the amount of \$151,720.95 was reviewed and signed by Selectmen.

The minutes of the December 14, 2020 minutes will be available for the next meeting.

Dave Cota discussed the job description of the Fire Chief/Emergency Management Director. He suggests that the Selectmen review the job description as part of the public meeting, and evaluation can be discussed in executive session with salary decisions made back in the public section of the meeting. Dave provided some comparable job descriptions, such as the position in the Town of Durham. Chief Knapp has taken on a number of additional responsibilities over the years, so his job description has evolved accordingly. When he was originally hired, the pay was based on 20 hours per week, and he's actually working a 30-hour week. Dave reviewed some specific duties for which Chief Knapp is responsible.

Dave Cota presented a basic job description for a possible Airport Manager position, which is basically voluntary, but would receive an annual stipend of \$500. He used the example of the Town's Cemetery Sexton position which receives a stipend of \$350 per year. The Airport Manager position however is much more involved. With the new systems that the Town is required to employ at the Airport (Notam reporting, GARD system), it seems prudent to have someone who is frequently at the airport be responsible for these tasks. Dave noted that the Public Works Director for the fixed based operator is generally responsible for airports in other municipalities, but Carrabassett Valley does not have either of these. The Airport Manager would report directly to the Town Manager. Tom Wallace has already been very helpful at the Airport and has assisted with these functions. Dave would like to formalize this position as the airport is seeing more activity and is expected to see more in the future with the development of the proposed Taxi Lane project. Lloyd Cuttler made a motion to create this position with the next budget and appoint Tom Wallace to fill it. Jay Reynolds seconded the motion. Motion approved via roll call.

Dave Cota reported that Tom Fahy has two airport hangars, and one of the leases is up for renewal. John Beaupre made a motion to approve the lease. Lloyd Cuttler seconded the motion. Motion approved via roll call.

Dave Cota discussed the lease of a portable snowmaking water pump to Maine Water Company. It was purchased previously with the intent of making snow at the Outdoor Center, but it was not overly successful. Dave said the Town will not use this pump again for that purpose. The purchase cost was \$23,000 at the time of purchase in 2013. Sugarloaf Water Association would like to rent it for \$4,000, with a credit toward purchase as they have for the past three years. The lease calls for the lease price to be used against the sale price should the Town agree to see it to Maine Water Company. The cost of the purchase came from the Public Lot fund initially, so any lease or purchase revenues for pump should go back into that fund. The Selectmen expressed an interest in selling the pump, but would consider one more year of leasing it. John Beaupre made a motion to request that the pump be purchased from the Town for \$11,000 which is the difference between the original purchase price and the lease fees paid to date by Maine Water Company. If there are budgetary concerns, the Selectmen will re-address it. Lloyd Cuttler seconded the motion. Motion approved via roll call.

Dave Cota will put together some information on the School Budget that can be discussed at the next meeting. Based on the information available right now, the Town will have an approximate 10.6% increase in property taxes in 2021 due to school tuition costs. Taxes are likely to increase more than that due to a less extent to an increase in the Town's share of Franklin County taxes and due to some increase in the municipal budget. There will be another increase the following year, if the trend continues with the increasing school enrollment also as the School and Town are on different fiscal years.

Dave Cota reported that Net Energy billing is being discussed, which has to do with the Solar Farm being proposed on Carrabassett Valley Sanitary District land. The Town will have the opportunity to look at a proposal for the Town's buildings' electrical supply. It's possible that the Town could realize a savings of 10-20%. If that project moves forward there may also be an opportunity for local businesses to take advantage of this program. More information will be forthcoming soon.

John Beaupre expressed thanks to the Jay Reynold, Lloyd Cuttler and John Tabis who installed Christmas lights on the Outdoor Center and Town Office lot trees.

In accordance with M.S.R.A Title 1, Section 405 (6A), Lloyd Cuttler made a motion to go in to Executive Session for the purpose of discussing staff evaluations at 5:45. Jay Reynolds seconded the motion. Motion approved via roll call.

At 6:11 p.m. the Board voted unanimously to go out of Executive Session.

The Board voted unanimously to accept the revised position of Town Fire Chief/Emergency Management Director and set an annual salary of \$42,000 for this position.

The Board voted unanimously to provide all full-time salaried Town employees a salary raise of \$1,000 for 2021 and to provide a 1.1% increase to part-time employees subject to other changes made by Department Heads and the Town Manager.

Meeting was adjourned at 6:30 p.m.

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

Dave Cota

From: Richard Knowlton <Richard.Knowlton@MaineWater.com>
Sent: Thursday, January 7, 2021 4:14 PM
To: Dave Cota
Cc: Michael Cummons
Subject: RE: Portable snowmaking pump

Hi Dave,
Sorry for the delay in getting back to you.
Maine Water would be willing to buy the pump, but we'd like to counter your offer.
HKD will sell us a new pump for \$25,000, so we believe that \$20,000 is a very reasonable offer for the Town's used pump.
We would send you a check for \$8,000 before month end to purchase the pump as is.
Would that be acceptable to the Town?
Rick

Rick Knowlton
President



MaineWater Company
93 Industrial Park Road
Saco, ME 04072
800-287-1643 office
207-975-6169 cell

From: Dave Cota <towncvtm@roadrunner.com>
Sent: Tuesday, December 22, 2020 9:27 AM
To: Richard Knowlton <Richard.Knowlton@MaineWater.com>
Subject: RE: Portable snowmaking pump

Please note: THIS EMAIL ORIGINATED FROM AN EXTERNAL SOURCE.

Hi Rick: Our Board is willing to sell you folks the pump for the remaining balance (\$11,000) between what the Town has into the equipment (\$23,000) and what Maine Water has paid in lease fees to date (\$12,000). Payment due by Dec. 31st, 2021.

If that doesn't work for you we can continue with the lease. Let us know your preference.

Also, we are starting conversations with the folks who are building the proposed solar farm on Sanitary District land here in CV about obtaining a "Net Energy Billing" proposal for the Town's electricity needs. They are looking for customers. Person I just talking with is Ron Kelly, Advanced Solar Products (ronkelly@megawattssolarconsulting.com). I'm not sure of Sugarloaf Water Association electrical needs but I understand the savings to be in the 10% to 20% range.

Thank you.

Dave Cota

From: Bob Carlton <Bob@freemanridgeforestry.com>
Sent: Wednesday, January 13, 2021 4:52 PM
To: Dave Cota (towncvtn@roadrunner.com)
Subject: SOC Bridge inventory

Dave looking over the bridge inventory we have done a total of 20 bridges over the last 3 years (1 was on sugarloaf) this year we have 8 scheduled which will bring us to 28. After this year the following trails will be complete.

#1, #2, #6, #10, #21, #22, # 23, #24, #27, #29, #32 & 31

The final push is trail 50 which will have 15 after this year. These are all the smaller style crossings with the 3 bridge panels.

Trail 7 (7- B2) has one more but it is questionable if they still use it.

There are a couple of crossings AFM has put in that need to be addressed as well but we can look at those this summer.

This doesn't include any crossings on SMC or the PIN.

It is very likely we could finish this next year.

Bob

Bob Carlton, LPF 966
Freeman Ridge Forestry
45 Ramsdell Road
Kingfield, ME 04947
(207) 446-6751
Bob @freemanridgeforestry.com

Dirigo Timberlands

Estimate for Carrabassett Valley Outdoor Center

January 13, 2021

Bridge #	Description	Package Price
10-B1	20 ft. 4 Beam Bridge with concrete deck	\$16,500
2-B1	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500
50-B1	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500
50-B2	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500
10-B2	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500
10-B3	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500
7-B1	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500
27-B1	(3) 5 ft. concrete deck panel crossing with 1 ft. abutments	\$8,500

Total Estimate

\$76,000

2021 Budget Requests

This is a list of potential budget items (and initiatives) to fund for fiscal year 2021. Other items may appear as the budget is developed.

1. Ask Voters for Approval of a Taxi-Lane Construction Project at the Airport; Request use of \$20,000 from Airport COVID Grant funds for this project and request additional airport lease funds and, potentially additional funding for this project (TBD soon).
2. Request authorization for a new Outdoor Center Lease with Sugarloaf and continue to request use for funds for Capital Maintenance and Improvement Projects at the Center (new wax building needed, etc.).
3. Request same funding for mountain bike trail development and maintenance (\$38,000).
4. Appropriate \$15,000 for Comprehensive Plan again (\$15,000 balance forward; probably a \$45,000 project).
5. Appropriate \$12,500 for Town History Project again.
6. Continue to request funding from the Public Lot fund for the trail bridge improvement project.
7. Develop and appropriate a budget for maintenance of the new fire station.
8. Budget some additional funding for Library Building "log/drainage off roof" issues.
9. Request to place \$31,495 from FEMA funding into Narrow Gauge Pathway Reserve (\$44,000 1/1/20) and to expend funds from this Reserve for Capital Maintenance on the Pathway.
10. Increase in Unemployment Insurance Account
11. Decrease in Health Insurance Budget (employees paying 10% of single coverage in addition to 50% of dependent costs and one employee going off the insurance.
12. No appropriation this year for Fire Department Equipment Reserve.
13. Budget Debt Service for new Fire Station; but no amount as in the past for a Reserve for a new Station; however, an appropriation for capital maintenance (\$5k to \$8K?).
14. Budget New Fire Station debt service payment (\$74,500).

15. No Fire Dept. Ladder Truck Debt payment (\$62,200 in 2020).
16. No Town Public Lot Debt (\$21,000) however, budget Jones Public Lot Debt (\$12,500)
17. No Transfer Station Backhoe Purchase Reserve (\$15,000); However, add Transfer Station Capital Maintenance Reserve (\$5,000).
18. Budget \$10,000 for Golf Course Reserve; and ask for match from Sugarloaf; Ask voters for continue authorization to expend funds for Capital Maintenance and Golf Course Improvements.