



## Board of Selectmen Water Sewer Board

Tuesday, October 23, 2012 @ 5:30 - 6:00 p.m.  
Southwest Harbor Town Office

### MINUTES

**I. Call to Order/Roll Call:** Tom Benson, Dan Norwood, Ralph Dunbar, Jr., George Jellison, Jr., Dave Minctons, Don Lagrange, Town Manager.

**II. Visitors to be heard not on the agenda:** None.

**III. Water Department 2013 Proposed Budget:** Lagrange presented the BOS with a handout about maintenance needed on the valves at the Water Plant in town. Allen Willey from the Water department explaining the need of replacing the 4" valves and the handout showed how the valves were breaking and wearing out. Lagrange had allowed for \$30,000.00 for maintenance line item on the budget for this issue. Dunbar, Jr. asked if they could get other prices because the pricing seemed high. Allen explained to the BOS that the panel controls the valves and there are 14 valves. The BOS asked if the valves could be rebuilt. Allen explained that they had been rebuilt in the past and parts are obsolete now. Lagrange also allowed for \$30,000.00 for control panel part replacement. The parts that are wearing out were installed in 1997. Dunbar, Jr. asked Allen about the \$40,000.00 item line that was broken down for chemicals used in our water department. Allen explained to the BOS about the different uses for the caustic soda, fluoride and chlorine and how the water department has to be tested every 3 years to stay within the Drinking Water Program guidelines. The BOS discussed the pros and cons of using fluoride in our drinking water. More information will be provided at the next BOS meeting about the state requirements of fluoride. The Water department does not owe the town any money at this time. The Water department budget runs on the calendar year. 210 Water meters have been received and they are in the process of installing them at this time. The meters are lead free and are distributed from Ferguson.

**IV. YTD Sewer Report:** Lagrange handed out a report in the BOS packets of the sewer report. Dunbar, Jr. suggested reviewing the sewer budget with Corrigan and Randy from the Sewer department. He was speaking about the overall operating expenses. He also asked about having our sewer sludge removal be put out to bid. The town is currently paying \$53,000.00 a yr. to Terry's Tank Service to remove our sewer sludge. He did also note that the service provided by our current vendor has been great.

**V. Adjourn meeting:** A Motion by Dunbar, Jr. and Seconded by Norwood to adjourn the Water Sewer Board Meeting. Vote 5/0.

**Board of Selectmen Meeting**  
Tuesday, October 23, 2012 @ 6:00 p.m.  
Southwest Harbor Town Office

**I. Call to Order/Roll Call:** George Jellison, Jr., Ralph Dunbar, Jr., David Minctons, Dan Norwood, Tom Benson, Donald Lagrange, Town Manager.

**II. Visitors:** David Corrigan, Allen Willey, Bill Stewart, David Chapais, Melissa Frost.

**III. Approval of Minutes:** A Motion by Dunbar, Jr. and Seconded by Minctons to accept the minutes from the October 9, 2012 BOS meeting as presented. Vote 5/0.

**IV. Warrants:** Administration 55, 58, 62, Water 22, Sewer 61, School, 56, 57, Special Projects 11, 59, 60. A Motion by Norwood and Seconded by Minctons to accept all warrants as presented. Vote 5/0.

**V. New Business:** Lagrange asked the BOS if he could please change the order of items to be heard around tonight because he had 2 people to be presented to the board. The BOS agreed the meeting moved on.

**d. Records Preservation:** Bill Stewart from KOFILE Preservation addressed the BOS a proposal to preserve the town's permanent records. He spoke about the process of how his company preserves these records for the towns. Lagrange noted that state law requires records to be maintained permanently. In their original form, they will deteriorate. Lagrange proposes to preserve birth records for the period 1905 to 1964, marriage records from 1905 to 1964, and death certificates from 1905 to 1964 for the town at this time in the amount of \$12,251.00 through the KOFILE Preservation Company. After discussing the issue of preserving these records, Bill Stewart added that they need to be stored in a fire proof filing cabinet or a fire proof vault and the town should microfilm the files and have the back up off site. A Motion was made by Dunbar, Jr. and Seconded by Norwood to preserve the town's permanent records for the period from 1905-1964 for the birth, death and marriage documents in the amount of \$12,251.00 to KOFILE Preservation. Vote 5/0.

**c. Conservation Committee Appointment:** Lagrange presented the BOS with an appointment from the Conservation Committee to appoint Melissa Frost to the committee. Melissa Frost introduced herself to the BOS and spoke briefly about her being interested in being involved with this committee. A Motion by Norwood and Seconded by Dunbar, Jr. to accept the appointment of Melissa Frost to the Conservation Committee. Vote 5/0.

**VI. Manager's Report:** Lagrange spoke to the BOS the attached check for them to see that was received from the Supt. Office as proceeds from insurance claims. Dunbar, Jr. asked Lagrange if he ever received copies of insurance checks received by the Supt. Office in the amounts of \$33,000.00 or \$100,000.00. Lagrange said that it had been some time since they had talked about those particular amounts and would check with the Supt. Office about them. Jellison, Jr. asked what was the total cost of all repairs to the School Room/Floor project. Has it been paid back to the Town yet? Lagrange presented GA rent comparisons to the BOS. He

spoke briefly about the Long Pond Road paving project and about the preliminary budget included in their packets. Dunbar, Jr. asked when the Auditor's Report would be ready. Lagrange was told by the accountants to expect the report between the first 2 weeks of December. Dunbar, Jr. thought that was a long time to wait seeing that the Town's year end is June 30, 2012. Lagrange will check with the accountants to see if it could be sooner. He spoke briefly about the attached agenda for the League of Town managers meeting. Lagrange also brought the subject of a transfer station and that the contract for EMR will expire in 2 years and the Town needs to start looking into other avenues of the Town's waste. Dunbar, Jr. expressed his opinion of there being no place on this island for a transfer station to be added. He said that we receive a great service now from EMR but at a premium price. The town needs to come up with a concept with Tremont. Lagrange expressed his concern about discussing this issue and come up with some kind of plan for the future of the Town of Southwest Harbor. He also presented the BOS with a memo regarding the usage of Surplus Funds. Basically it says, the Town needs to vote on any withdrawal from surplus funds.

## **VII. Old Business:**

**a. Public Works Report:**

**1) Water Tank:** Corrigan addressed the BOS about the progress of the Water Tank project. The first layer of Shot Crete has been applied and the post tension wire is being installed around the tank along with the seismic cables. The final coat of Shot Crete will be applied to the tank. Dunbar, Jr. asked if there was an engineer on site at all times of this particular project. Corrigan explained that the engineers are on site for critical points and not on site all the time. He will look at the contract and get back to the BOS about the engineers having to be on site or not.

**2) Fuel Pumps:** Corrigan spoke about the fuel pumps to the BOS. The company is going to send a technician out to see if it can be rebuilt...not sure if parts are available. The meters are not registering accurately. The BOS asked Chief Chapais if his department were having troubles with their keys and the fuel pumps. Chief Chapais did say that they have to estimate the usage because the pumps aren't giving accurate readings. Corrigan can report more accurately about this issue after the technician examines the pumps and go from there if they can be rebuilt or not.

**3) Truck Replacements:** Corrigan priced out trucks on line for the BOS. After discussing the issue, Corrigan thought it would be wise to continue to use the Sewer truck for non-plowing details and just order 2 new trucks. He would like to buy the Police Department's truck to use for his department when their lease is up. The BOS thought that was a great idea and asked Corrigan to get bids for a Ford, a Chevy & a Dodge truck and bring it to them at their next meeting. Corrigan did mention to the BOS that the summer water lines have been drained. He also mentioned that he had heard from MMA concerning the steps behind the Harbor House. They want those steps fixed ASAP. Corrigan discussed this issue with the BOS and it is up to the Harbor House to maintain their building. Lagrange had noted in the past to Ingrid Kachmar that there was a list of maintenance items that needed to be addressed---things of concern on the building. Dunbar, Jr. also added the same concerns and said that he had noticed that the concerns represented to Ingrid Kachmar didn't appear to have been taken care of as of yet. Corrigan did let the BOS know that the ditching had begun on the Seal Cove Road by the State. The BOS and Corrigan discussed the issue of purchasing a culvert for Seal Cove Road for the upcoming replacement project. Corrigan will check into a price and let the BOS know at the next meeting.

**4) RFP – Main Street:** Corrigan had a copy of the RFP for the BOS in their packets to review. Dunbar, Jr. noted that he thought it was quite detailed for the project. He would like for the BOS to be able to select the contractor for the project and he also would like the State to be involved with this particular project. Corrigan noted that he had been in contact with the State and with the Partnership program.

**b. Bicycle Shop:** Lagrange spoke to the BOS about receiving the legal documents back from the attorneys. He said that it had been sent to the owners of the bicycle shop to sign and return to the Town. As of the meeting, the town had not received the signed document back. One BOS noted that there was a concrete crew working at the bicycle shop.

**c. Main Street Infra-structure Project: Delete – duplicate item.**

**d. Sign GA Ordinance Appendices C:** The GA Ordinance was agreed upon at the last BOS but forgotten to be signed by the Selectmen. Lagrange noted that he needed it to be signed to send it in.

**VIII. New Business:**

**a. Water Commitment:** A Motion by Dunbar, Jr. and Seconded by Minctons to accept the certificate of commitment of water user rate to the municipality for the beginning July 1, 2012 to September 30, 2012, the sum total of that list being \$174,853.01  
Vote 5/0.

**b. Sewer Commitment:** A Motion by Dunbar, Jr. and Seconded by Jellison, Jr. to accept the certificate of commitment of sewer user rates to the municipality for the beginning July 1, 2012 to September 30, 2012, the sum total of that list being \$160,605.95  
Vote 5/0.

**IX. Other Business:** Dunbar, Jr. asked Lagrange about the Sign Ordinance and maybe it should go to the Planning Board for review. He also wanted to know the time line on banners and neon signs in the town. He noticed that some banner signs in town have been up for more than 30 days and should be addressed. Lagrange noted that neon signs stating “OPEN” are allowed on the inside of the business’ window. Dunbar, Jr. also asked about how long the sandwich signs are allowed for and are they in the ordinance. Lagrange told the BOS that he would have a copy of the sign ordinance in packets for the next BOS meeting and they would discuss these issues then.

**X. Adjourn:** A Motion was made by Minctons and Seconded by Jellison, Jr. to adjourn the meeting. Vote 5/0.