



## Board of Selectmen

Tuesday, May 24, 2011 @ 6:00 P.M.  
Southwest Harbor Town Office

### Minutes of Meeting

- I. Call to Order/Roll Call: The meeting was called to order at 6:00 p.m.  
Present: Trudy Bickford, Ralph Dunbar, Jr., George Jellison, Jr., Robin M. Bennett, Town Manager. Excused: David Minctons, Dorr "Skip" Wilson.
- Visitors: Carolyn Ball, Lee Worcester, Jody Wolford-Tucker, Pat Biegler, Mark Good, Jim Wimbiscus, Sandy Johnson, Tom Benson, Don Lodge
- II. Visitors to be heard not on the agenda: Sandy Johnson said there was an article in the Islander last week the Hancock County Dispatch will now be funded completely by taxes – this is a piece of information that might need to be re-evaluated, whether or not to look at the issue of outsourcing dispatch again. Bickford said she was on the Budget Committee and she has tried to put that on the table here a few times prior. Johnson asked whether it influences the Town's decision. Chairman said he read the article, and it wasn't clear that this was going through. He said we need to get more information and look at that. Johnson is interested in the amount of county assessment that we may be charged. Chairman asked the Town Manager to get the impact of the proposed fee.
- Tom Benson asked for information about the State wanting to turn over some of the State Roads to the Town – do we have a choice in this? Bennett referred to the info in the packet, and said it is unlikely to happen in the near future. Biegler will give a report later in the agenda.
- III. Approval of Minutes: Selectmen Minutes of May 10, May 16 and May 18, 2011. It was Moved (Jellison) and Seconded (Bickford) to approve the Minutes of May 10 as presented. 3 - 0
- It was Moved (Jellison) and Seconded (Bickford) to approve the minutes of May 16 as presented. 3 - 0
- It was Moved (Jellison) and Seconded (Bickford) to approve the minutes of May 18 as written. 3 - 0
- IV. Manager's Report: Meter replacement is ongoing. The Town has replaced 39 meters with remotes; Winter clean-up is finished, beginning regular maintenance; Public Works staff is preparing restrooms to be

opened for holiday weekend; rain has hampered line striping; project update for Wesley/Mansell is in the packet; following the outcomes from the committee formed to study Highway Simplification, a memo is attached; it was originally anticipated that there may be a Crossman hearing set for after the 4<sup>th</sup> of July, but may now be sometime in June; sewer clarifier delivery has a tentative date of August 6<sup>th</sup>; and the welder has repaired seven more holes in the water tank. Jellison asked how many cards were sent out on the meter replacement project – Biegler said they have been done in sections – not the full 300 cards yet. Sent out cards to everyone we think have broken meters, and on Wesley there are some we think are broken. All parts have gone out for the broken ones. There are enough repeaters that all meters will be able to report to the Town Office.

V. Warrants: Administration 177-182 Water 14  
Sewer 40 Wesley/Mansell 2

VI. Old Business

a. Mansell/Wesley Project Update: Bennett referred to the status report from the Engineers and said the plans for the drainage should be here by next Wednesday, with comment back by next Thursday. We plan to advertise June 4 and 9 in both the Bangor Daily News and the Ellsworth American. A recommendation will likely be made at the June 28<sup>th</sup> meeting for the Selectmen to award a contract on July 5 and begin soon after that. A copy of the addendum to the engineer's scope of work to include the drainage was presented and needs a motion to execute. It was Moved (Dunbar) and Seconded (Jellison), to execute the document for additional engineering for the extended storm drainage on Main Street. Vote 3 - 0

VII. New Business

- a. Liquor License, Hospice Regatta of Maine: It was Moved (Jellison) and Seconded (Bickford) to approve the Liquor License for Hospice Regatta of Maine for July 16, 2011, as presented. Vote: 3 – 0.
- b. Special Amusement Permit, Hospice Regatta of Maine: It was Moved (Jellison) and Seconded (Bickford) to approve the Special Amusement Permit for Hospice Regatta of Maine for July 16, 2011, as presented. Vote: 3 – 0.
- c. Games of Chance, Hospice Regatta of Maine: It was Moved (Jellison) and Seconded (Bickford) to approve the application for Games of Chance for the Hospice Regatta of Maine for July 16, 2011, as presented. Vote 3-0.
- d. Comprehensive Plan Implementation Committee appointment: It was Moved (Jellison) and Seconded (Bickford) to approve the appointment of Carolyn Ball to the Comprehensive Plan Implementation Committee as presented. Vote: 3-0.
- e. Southwest Harbor Housing Authority (SWHHA): Lee Worcester, appointed representative from the Town to the SWHHA spoke to

the questions of the Board. Chairman said the original discussion started with an invitation to a dinner, and the Board doesn't have a great deal of information on how the SWHHA works. Worcester said it is part of the MDI/Ellsworth Housing Authority and the representatives from this Town have the responsibility of oversight of Norwood Cove and Ridge elderly housing. Members are Bruce Bicknell, John Wellington, Lee Worcester, Karen Craig and Pat Minetti, appointed for staggered 5 year terms, by the Board of Selectmen. That Board provides advice on the management, oversight of Norwood Cove and Ridge apartment complexes to Terry Kelly, Executive Director of the MD/Ellsworth Housing Authority on the management and establishment of policies. All funds come from either Residents rental fees or from HUD (federal). There are three other members elected as representatives who live at the housing. Terry Kelly serves as secretary/treasurer of the Southwest Harbor Housing Authority. All representatives review budgets, determining how to operate without receiving the entire budget expected through HUD. Members react to the needs of members of the housing community as funneled through their representatives to the Board. Maintenance and construction is also reviewed.

Bickford referred to the change in Norwood's Cove apartments because of some of the residents being younger, and the retired residents fear drug abuse. Worcester said it is run by Federal guidelines. He has not heard of this problem from any of the resident's Representatives. Chairman clarified that it is not only elderly, but disabled as well. Worcester said he would check on those guidelines and return the info as quickly as possible.

- f. Fire Equipment Disposal: Bennett said the Fire Chief was coming from another meeting, and would be here soon. The Board went on to item 'g' of the Agenda: Maine WARN.
- g. Maine WARN: this is an agreement for mutual aid as it relates to public utilities. Bennett asked the Board if they have interest in becoming part of that system. Dunbar thought it was a good venture, but wondered, since we have such a small crew, we might be limited in how much help we could provide, and wouldn't want to send our small crew out of Town at the expense of our own facilities. Bennett looks at it as a service in kind, and we do have an administrative agreement with them signed about three years ago. We would not jeopardize our own facilities. Biegler said to a small degree we do that over the Island now. Jellison pointed out that there is no obligation. Biegler said this would centralize the resources available. It was Moved (Jellison) and Seconded (Bickford) to allow the Town enter into a Mutual Aid Agreement with Maine WARN. Vote: 3 – 0

Item f. (continued) The Fire Chief arrived at 6:40 p.m. and the Fire Equipment Disposal was discussed at that time. Chisholm said there are two pieces of equipment that need serious work. He suggests the 1980 Pierce and the mini-pumper be eliminated. It was the Chief's proposal to find a station in need, and is willing to take on the repair and maintenance of these trucks, and donate the two pieces, as Mt. Desert did for Southwest Harbor with their older Ladder Truck. Chisholm said Islesford would like the mini pumper, and the bigger Pierce was of interest to Swans Island. Chief requested the Board donate these two pieces of equipment to Islesford and Swans Island. Chairman agreed this was appropriate. Jellison asked if the two Towns would accept all liabilities. Chief Chisholm said that they are willing. It was Moved (Jellison) and Seconded (Bickford) to allow the Town of Southwest Harbor and the Fire Chief to turn these trucks over to the Town of Swans

- h. FY 11-12 Road Projects: Bennett said there are two proposed projects in the packet. Going back to the master plan prepared by Olver Associates to look at what needs crack sealing currently. These the projects selected come to a total of \$76,000. The list indicates the priority of each repair. Chairman asked where the figures came from – was it contracted? Biegler said it would be contracted – Chairman asked what the procedure was. Biegler explained cracks are ground out, cleaned, and heated to soften. They then apply a material that is rubberized, while the pavement is still hot. Purchasing the equipment to do that would not be cost effective for the amount of work that needs to be done. Jellison asked if there is more than one company that does that. Biegler said this is an estimate provided from Olver but she has a list of about 10 companies that the Town could go out to bid with, and we may be able to do better than the Olver price. Jellison thinks this is a pro-active way to do things. Biegler said one crack sealing could extend the life of a road 5 – 10 years. Benson said he has done that in his storage buildings if the Board would like to see how it has worked. The Board decided to review the proposed work item by item:

Hillcrest Circle entry road: needs resurfacing (PB) no utilities

This type of road repair is recommended by Olver even though it is a low 6 priority, to maintain the road. This is pro-active maintenance..

M7 and M8 Seal Cove Road – replace culverts on east and west branch of Marshall Brook. Beyond Marshall Brook is a lower priority than the other part. The Western branch culvert is by the bridge; cost went from \$60,000 to almost \$90,000. Adding the second culvert required meeting other standards because it's a grant for the fish passage required – this price is Biegler being cautious to allow enough funds until we know what exactly we are dealing with. Biegler said one culvert was going to be \$60,000, using our crews. That did not count the value of their work, and putting together the total project is around \$150,000. The value of

our labor is \$45,000 and is our contribution in kind. We will be putting in about \$60,000 in cash and they will put in about \$50,000 and doing some design work, and then our labor. Bennett said what we first approved was just one branch at \$60,000, and we are specifying \$80,000 out of pocket to do the two projects. Bennett said the Park has written grants for us and has been very cooperative and supportive in our effort to get the grants to go ahead. Dunbar pointed out there are only 4 homes on the other side, and it is a low priority. He wondered if once the Town commits to the \$60,000 is there any possibility the Park would still provide funds. Bennett said the Park would likely not help us with our share of the funding. Biegler pointed out that the \$60,000 will now get the two culverts done. Chairman agreed it should be kept over, for fire purposes and other reason. Benson pointed out that even with the two culverts it won't help the flow, and putting the culvert in won't do much. Chairman said at the end of the marsh there are many beaver dams. Biegler said the shoulders will be raised and tapered. It is a low traffic area, and Benson suggested at some point, raising a portion of that road.

Lower Fernald Point M14 culvert installation: Biegler said the Town replaced 2 culverts on Fernald point last summer. Per the Infrastructure report this is one area that needs culvert work and larger culverts. The work depends on how much ledge is there and Biegler is hoping for multi-culverts but doesn't want to commit until ledge has been determined. Chairman asked if there were any areas that there is a flooding problem across the road. Biegler said Alley has alluded to this, and is hoping to focus in on any areas where water washes across the road.

Fire Station Driveway: Crack sealing at the Fire Station is needed. Biegler – cracks are starting to develop. It makes sense to do this now to get a longer life out of the surface.

Lower Town Dock resurface – Chair asked Biegler how far this work would go into the other parking area. Biegler said it would go to the street all the way to where the new dock pavement has been laid. There is a pipe that needs drainage work done as it doesn't have an inlet. There will have to be some reclamation with a decent base where needed and there are two sink holes that will need attention soon. Bennett said to complete the Lower Town Dock parking area, we will need to take money from the CIP Highway Parking Lots and would have to supplement from our general parking lot fund to complete. We have about \$33,000 total. For the Lower Town Dock parking lot fund we have \$19,600 We have just shy of \$250,000 for the roads project, there's almost \$14,000 in the general parking lot line item. Chairman asked for the Board's opinion on these projects. Jellison said 1 & 3 should be done and the timeframe on Marshall Brook should be ASAP because of the grants involved and because of the season. Biegler feels we may lose the money if it doesn't get done this year. She said we are waiting for the Federal Government's final word.

Dunbar agreed. It was Moved (Jellison) and Seconded (Bickford) to accept the proposed Road Projects for FY 2011-12: Crack sealing estimated at \$76,000, Hillcrest Circle road repair estimate of \$9,000, the Marshall Brook Seal Cove Road estimated at \$80,000 and whole of the Fernald Point Road culvert project estimated at \$20,000; and the coordinated work estimated at \$800 and \$32,135: one for the cracked sealing at the Fire Station drive and for the Lower Town Dock parking lot resurface. Dunbar asked if the \$60,000 was included in the \$80,000 and should that be an approval for \$20,000 instead. Bennett said approve the \$80,000 is just fine as we just haven't spent the \$60,000 yet. Vote: 3 – 0.

IX. Other Business: Bickford asked Bennett is there has been any inspection on the Harbor House Building – they are supposed to have an annual inspection and that should be brought to the board – Bennett said it is every 5 years, and she has spoken to the Executive Director about that. Bennett will follow up. Dunbar referred to a letter from the Hook's that is receptive to a proposal from the Town to purchase the property adjacent to the Manset Town Dock, for parking purposes. Bennett is trying to come up with what is a fair price and she has not responded back to Hook but she has talked to the assessors about a price for that piece of property. Bennett will follow up.

X. Sign Warrants: It was Moved(Jellison) and Seconded (Bickford) to approve the Warrants as presented. Vote: 3 - 0

XI. Executive Session pursuant to 1 M.R.S.A. 405 (6) (A) Personnel Matters: It was Moved (Jellison) and Seconded (Bickford) to go into Executive Session pursuant to 1 M.R.S.A. 405 (6) (A), Personnel Matters, at 7:15 p.m. Vote: 3 - 0

It was Moved (Bickford) and Seconded (Jellison ) to come out of Executive Session at 7:45 p.m. Vote: 3 – 0.

XII. Adjournment: It was Moved (Bickford) and Seconded (Jellison) to adjourn the meeting at 7:46 p.m. Vote: 3 – 0.