

## **SELECTBOARD MEETING**

### **November 14, 2018 6p.m.**

**Present:** Chairman Mark Humphreys; Vice Chair Shelly Patten; Board Member Zak Hollingshead; Town Administrator Barbara Ashe; Town Clerk Jeanine Tucker; Finance Director Vicki Eugley and Road Commissioner Amon Morse.

#### **Roads & Bridges:**

##### **Paving:**

Road Commissioner Amon Morse told the Board that Lane Construction will be coming back to correct a couple of issues. Chairman Mark Humphreys asked if the company has been paid yet. Finance Director Vicki Eugley stated that she had not received an invoice, so they have not received any payments. Morse asked Eugley to withhold 10% from the invoice, as has been done on other projects, and not pay them in full until the work is complete.

##### **Miscellaneous:**

Eugley asked Morse about an invoice from Basil Littlefield. Morse stated that he helped clean up a catch basin near Cobe Road.

Morse told the Board that Goodridge & Lermond should be clearing the broken limb in the East Side Cemetery right off. He said that they were supposed to have started before the meeting, but it should be done in the next day or so.

Morse noted some areas that needed culverts and catch basins cleaned out for better drainage and reported that they have all been taken care of.

##### **Nealey Road:**

Morse reported that F.C. Work was hoping to get Nealey Road paved this week, weather depending. Morse added that the contractor had asked to widen the road to 20 feet instead of 18, but he directed them to leave it as it is.

##### **Gartley & Dorsky Administrative Oversight Charges:**

Ashey informed the Board that she had received an itemization from Gartley & Dorsky Engineering for administrative oversight of the Nealey Road project. She stated that the firm provided an estimated quote of \$4,000 to \$5,000 for project oversight and a compaction testing quote of \$1,600 to \$2,200 to be done by S.W. Cole. Vice Chair Shelly Patten asked Ashe if she had approved and signed the necessary paperwork as the Board had given her the authority to do so as long as the quotes did not exceed \$6,000. Ashe told the Board that she had approved and signed the necessary documents.

##### **Duncan Alexander Cemetery:**

Town Administrator Barbara Ashe informed the Board that she had asked Glen Manchester, of Cutters Lawn Care, the current contractor for cemetery maintenance, to go to the Duncan Alexander Cemetery to clean up leaves. Ashe stated that she also asked Manchester to submit an invoice for the extra work.

She added that she was given contact information for the Maine Old Cemetery Association, an organization that provides aid for up to three old cemeteries a year. This organization provides volunteers that will do restoration work on deteriorated stones. The only request they have when selecting a site is that a portable toilet is provided.

Board Member Zak Hollingshead asked how the cemetery could be accessed if it is on land belonging to Point Lookout. Ashley replied that Point Lookout just asks that people check in when visiting the site.

**Northport Village Corporation Zoning Changes:**

Ashley told the Board that she received a reply from Judy Metcalf regarding changes to the Northport Village Corporation (NVC) Zoning Ordinance. This response came after Ashley had reached out to NVC President John Spritz inquiring about the status of the ordinance and concerns about the Village Police Officer. Metcalf thanked Ashley for pointing out items in the draft that were contradictory to what is allowed by Maine Legislative Statute. Metcalf stated in her response that the items were an oversight and were not supposed to have been in the document.

Ashley stated that she still has not received any response about the concerns she voiced about the Village Police Officer, but was made aware that Safety Committee Chair Wendy Huntoon had resigned from that position.

**Maine Department of Transportation Letter:**

Ashley spoke to Morse and the Board about a letter she had received from the Maine Department of Transportation. She stated that the letter notified the Town of paving work that will be done on Route One in 2019, allowing the Town time to address any utility work that needs to be done ahead of paving. Ashley noted that this is a two mile stretch from Lincolnville into Northport and that the Town does not have any utilities, but she wanted to be sure it was mentioned.

**Moorings:**

Ashley spoke to the Board about a committee being established in established in Lincolnville to look into concerns and the possibility of enacting an ordinance governing moorings in fresh waterways within the town. Ashley stated that many of the waterways are shared with other towns and they would like to see if any members of those communities would like to sit in on the meetings to participate in discussion. The Board did not feel as though this were an urgent matter for Northport and agreed to not move forward with the same committee seeking process as Lincolnville, but would follow the status as they move along.

**Waldo County Community Action Partners (Waldo CAP):**

Ashley told the Board that the Town received a Thank You letter from Waldo CAP for the donation approved at Town Meeting.

**Architectural Services:**

Ashley informed the Board that 2A Architects had submitted a quote for the next phase of the Town Hall renovation planning, which is the design phase. She stated that the design phase is \$6,900 and a cost planning quote of \$1,800.

**Under motion** by Chairman Humphreys, second by Vice Chair Shelly Patten, the Board voted 3-0 to approve the amounts of \$6,900 for the design phase of Town Hall renovations and \$1,800 for 2A Architects to aid in cost planning.

**Elections Recap:**

The Board asked Town Clerk Jeanine Tucker for a recap on the November 6<sup>th</sup> Elections. Tucker stated that voter turnout was quite high, 929 voters, and there were some issues with the ballot scanner. She told the Board that all went well despite the minor hiccups and everyone who voted seemed patient and understanding.

The Board acknowledged the high turnout and commented on the lack of space and how flow could be improved.

**Recycling Committee:**

Ashey told the Board that Vic Horton, of Maine Resource Recovery Association (MRRRA) had provided information regarding the ability to sign on with the association for \$100/year and they find a contractor to haul the recyclable materials. She explained what bins and containers would be required and necessary in order to continue through MRRRA. Ashey said that the committee is still working on as many options as they can, and they will meet again November 29<sup>th</sup>.

Ashey stated that the contract with Pine Tree expires in June, and bids for services will need to be run in February or March in order to have figures for budget planning.

The Board asked if the committee would attend a Board meeting in December so that they can communicate their findings and thoughts. Ashey said that she would inform them and added that they have been working on a spread sheet to present to the Board.

**Change in Positions:**

Tucker spoke to the Board about a recent vacancy to the Planning Board and the need to fill the spot. She stated that long time Northport resident and Planning Board Member Peter Dalton has sold his property and has moved out of State. Because of this he has resigned from the Planning Board. The Board thanked Dalton for his many years of dedicated service on the Planning Board and extended best wishes on his future endeavors.

Tucker told the Board that recently appointed Zoning Board of Appeals Member Richard Coleman is willing to serve on the Planning Board instead if the Board would like to transfer his appointment.

**Under motion** by Chairman Mark Humphreys, second by Vice Chair Shelly Patten, the Board voted 3-0 to relieve Richard Coleman of his Zoning Board of Appeals appointment and approved his appointment to the Planning Board.

**Finance Director:**

Finance Director Vicki Eugley presented the Board with Accounts Payable and Payroll Warrants for review and signatures. The Board reviewed and signed the warrants as presented.

**Minutes:**

Tucker provided the Board with draft minutes of the October 22, 2018 meeting for review and approval. The Board reviewed the minutes as presented.

**Under motion** by Vice Chair Shelly Patten, second by Chairman Mark Humphreys, the Board voted 3-0 to approve the October 22, 2018 minutes as corrected.

**Executive Session:**

**Under motion** by Chairman Mark Humphreys, second by Vice Chair Shelly Patten, the Board voted 3-0 to enter into Executive Session, pursuant to 1 M.R.S.A §405 (6)(A), at 7:00p.m.

**Under motion** by Board Member Zak Hollingshead, second by Chairman Mark Humphreys, the Board voted 3-0 to exit Executive Session at 7:30p.m.

**Under motion** by Board Member Zak Hollingshead, second by Chairman Mark Humphreys, the Board reluctantly voted 3-0 to accept the resignation of Jeanine Tucker as Town Clerk. The Board extended their sincerest appreciation and best wishes on her new adventures.

**Under motion** by Board Member Zak Hollingshead, second by Chairman Mark Humphreys, the Board voted 3-0 to add the title and duties of Treasurer to the Finance Director job description, which entails duties she has already been performing.

**Under motion** by Board Member Zak Hollingshead, second by Chairman Mark Humphreys, the Board voted 3-0 to direct the Town Administrator to announce Tucker's resignation and to seek applicants by as many means as possible.

**Under motion** by Board Member Zak Hollingshead, second by Chairman Mark Humphreys, the Board voted 3-0 to reduce the hours of operation at Town Hall during the staff shortage, until a new Clerk can be hired and trained. The Board voted to change the Wednesday hours from 8a.m. to 6p.m. every week to a rotating schedule where the office will be open 10a.m. to 6p.m. on Wednesday one week with the office closed the following Saturday and open 2p.m. to 6p.m. the opposite week with the office being open that Saturday 8a.m. to Noon.

Ashey and Eugley stated that they would make and publish a corrected office hours of operation schedule.

**Under motion** by Board Member Zak Hollingshead, second by Chairman Mark Humphreys, the Board voted 3-0 to adjourn at 7:37p.m.

Respectfully Submitted,

Jeanine Tucker  
Town Clerk