

Selectboard  
Meeting Minutes  
Tuesday, February 21, 2023, 4:00 PM  
Emerson Hall

  
(3/6/23 Zoom)  
Roberta J. Boczkiwicz  
GBM

**Present:** Gordon MacArthur, Acting Chair; Collin Powell (Zoom) and Roberta Boczkiwicz (Zoom), Selectboard; and Karen Motycka, Finance Officer.

**Public:** Marc Pelletier, David Adams, Don and Marty Tenney, Gus Basile, Tom Comiciotto, Josh Adam, Carmen Montes for Sedexo and David Avery for "Castine Patriot".

**Zoom:** Bruce Boczkiwicz, Liz Parish, Bobby Vagt, Ann Miller, Helen Miller, Brooke Tenney and Penny Carlhian.

Gordon called the meeting to order at 4:00 PM. Rollcall was done to verify that a quorum was present.

Gordon asked if there were any additions, deletions, or corrections to the agenda. There were none.

Gordon asked for a motion to approve warrants, abatements, budget vs actual and trial balance reports, bank reconciliations and excise tax collections. Colin made a motion to approve the General Fund Warrant in the amount of \$42,009.29. Gordon seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Gordon made a motion to approve the Water Warrant in the amount of \$2,173.02. Colin seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon - Yes.

Approved 3 – 0.

Gordon made a motion to approve the February 6, 2023, Selectboard Meeting Minutes. Roberta seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Gordon made a motion to approve the February 10, 2023, Executive Session Meeting Minutes. Roberta seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Karen asked to have a Disbursement Warrant in the amount of \$1,549.00 for Motor Vehicle Reporting approved. Colin made a motion to approve a Disbursement Warrant in the amount of \$1,549.00. Gordon seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 1.**

Gordon introduced approval of Annual Innkeepers/Tavernkeepers/Lodging Houses Licenses.

Gordon made a motion to approve Castine Cottages. Colin seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Gordon made a motion to approve The Pentagoet Inn & Pub. Colin seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Gordon made a motion to approve The Elms at Castine. Colin seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Gordon made a motion to approve The Castine Inn. Colin seconded the motion. With no discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 2.**

Gordon introduced Approval of Renewal Bottle Club Registrations. Colin made motion to approve Bottle Club Registration for Castine Golf Club. Gordon seconded the motion. It was noted that Marty Tenney was present on behalf of the Castine Golf Club. With no questions or discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Gordon made a motion to approve Bottle Club Registration for Castine Yacht Club. Colin seconded the motion. It was noted that Marty Tenney was present on behalf of Castine Yacht Club. With no questions or discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 3.**

Gordon introduced approval of Renewal Liquor License for Sodexo Operations, LLC (MMA). Colin made a motion to approve. Gordon seconded the motion. It was noted that Carmen Montes was present on behalf of Sodexo. With no questions or discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 4.**

Gordon introduced approval for Castine Fire Rescue Department to apply for the Globe Gear Giveaway Grant. Roberta made a motion to approve. Colin Seconded the motion. David Avery asked what the grant was. Karen explained that it was a no matching fund grant available to populations under 25,000 to receive turnout gear for firefighters. Jack Spratt has applied for this grant for a number of years. Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 5.**

Gordon introduced approval of appointment to the Library Board of Trustees. With the resignation of Dona Brophy from the Library Board of Trustees, the Selectboard is authorized to appoint someone to fill the vacancy until the next election. The Library Board of Trustees recommend Casey Bernard to fill the position until the November 2023 Election. Gordon made a motion to approve. Colin seconded the motion. Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 6.**

Gordon introduced discussion regarding Town Dock Food Vendor recommendation. Colin read the report prepared by the committee appointed to review the RFPs for Town Dock Food Vendor (attached to become part of the minutes). All proposals were well done and attractive. However, The Safe Harbor proposal by Julia Cooper and Jody Mabus was the top ranked pick. It was noted that the next step in the process is to gain Town approval authorizing the Selectboard to enter a lease with a Town Dock Food Vendor.

**Item 7.**

Gordon introduced approval of the March 6, 2023 Special Town Meeting Warrant. Gordon read the warrant. There are three items that will be going to the Town for consideration. 1. Town Dock Food Vendor Lease, 2. Wood Bank Lease and 3. Pickleball Court Lease.

**Item 8.**

Gordon introduced the Town Manager's Report, which Shawn had prepared before leaving on vacation (attached to become part of the minutes). Gordon read Heat Pumps for Emerson Hall and made a motion to move forward with 4 new heat pumps for a realized cost of \$6,758.38. Roberta seconded the motion. With no other discussion, Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

**Item 9.**

Gordon asked if there was any other business. There was none.

Communications – Letter from Community Childhood Learning Place concerning Adams School extending Pre-K to all day. Gordon said if anyone wished to either read or get a copy, they could do so after the meeting. Brooke Tenney asked if the letter could be read aloud. Karen read the letter aloud.

Gordon acknowledged members of the public.

Gus Basile wanted to thank Jack Spratt for all the grant opportunities he looks for and takes the time to apply. Gus had heard that a garage may be built for the new electric school bus at the Transfer Station and thinks the building should be built big enough to also house a fire truck. He suggests that water be put in out at the Transfer Station for fire suppression and that the Town should investigate Fire regionalization.

Marc Pelletier asked about the MMA pier project and how it will move forward. Gordon said that a Town/Gown should be scheduled shortly, but he did not know the process of how the project would move forward. Karen noted that a Harbor Committee Work Session had been scheduled and posted for Tuesday, February 28<sup>th</sup> at 4:30 PM. It will be a work session with MMA. The public may attend, but most likely there will not be public comment.

Josh Adam noted that at the last Utility Board Meeting he had asked Peter Garrett if he knew of any other Fire Department in a Source Water Protection Area. Dr. Garrett had mentioned a building in Calais, but it is a US Customs/Border Office. Karen clarified that although Josh had asked specifically about a Fire Department being in a SWPA, Utility Board Member, Mac MacArthur had piggy backed on the question to Peter Garrett with Fire Department or other Commercial type building on a SWPA.

Bobby Vagt said that he does not represent the School Committee, but he does go to most of the School Board Meetings and for several years there have been several parents requesting all day Pre-K.

Past Actions – there were none.

Selectboard Comments – Kate Noel of MMA request to schedule Town/ Gown Meeting on 03/06/23 after Special Town Meeting and Selectboard Meeting. Selectboard members thought too much and better to schedule on a different date. Colin Suggested Monday, March 13<sup>th</sup> at either 4 or 5PM. Karen will get back to Kate Noel to check on that date and time.

Schedule Next meetings – Monday, 03/06/23 immediately following the Special Town Meeting at 4PM and Monday, 03/20/23 at 4PM.

With no other business, Gordon made a motion to adjourn. Colin seconded the motion. Gordon called for a vote by rollcall. Roberta – Yes, Colin – Yes and Gordon – Yes.

Approved 3 – 0.

Meeting adjourned at 4:53 PM.

Minutes by Karen Motycka.

# Castine 2023 Food Vendor RFP Report

## Process

On Wednesday, February 15, the committee to review requests for proposals (RFP) for the lease of food vending at the Castine Town Dock met via Zoom. Using a rubric developed for past RFP evaluations, the three members of the committee reviewed three RFPs submitted by the town's deadline.

The members of the committee were:

- Karen Mdycka, representing the Town Staff
- Zander Parker, representing the Harbor Committee
- Colin Powell, representing the Select Board

The three RFPs reviewed were:

- The Safe Harbor, submitted by Juila Cooper & Jody Mabus
- The Cap'n's Crunch, submitted by Timothy Rich & Rebecca Ramos-Rich
- Cotoni's Catch, submitted by Rachel & Phil Contoni

Each RFP was evaluated in a random order based on the criteria laid out in the posted request for proposals:

- Quality and friendliness of staff, and ability to adequately staff (0-5 Points)
- Quality and perceived value (price) of food (0-4 points)
- Quality and attractiveness of menu offerings (0-4 points)
- Quality of customer service, including ability to keep establishment open for 8 hours/day and to keep the area tidy (0-7 points)

Each committee member kept their own notes while ranking each proposal, with the totals computed at the end.

## Conclusion

The Safe Harbor proposal was the top ranked proposal after the committee's process, both by average and amongst each individual committee member's ranking.

Amongst the reasons the committee discussed for the unanimous pick were the historical expectations of menu a dock food vendor ought to provide, hours that extended an hour beyond all other proposals and the experience of the proposal authors with hospitality and food service in the community.



## MEMORANDUM

To: Castine Selectboard  
From: Shawn Blodgett  
Date: February 21, 2023  
Re: Town Manager's Report

1. MRC Update. On February 01<sup>st</sup>, the Municipal Review Committee (MRC) announced that the exclusivity agreement with potential partner Revere Capital Advisors, LLC ended January 31, 2023, without a definitive follow-on purchase agreement or timeline. As a result, the MRC is pursuing all recapitalization options to reopen the Municipal Waste Solutions (MWS) recycling and solid waste facility in Hampden. Karen attended an MRC member Executive Session on February 15.

2. Heat Pumps for Emerson Hall. Included in this report are the three quotes that we received from a vendor we have worked with before for heat pumps for Emerson Hall. The Efficiency Maine rebates are substantial owing to a State of Maine funding opportunity notice provided to municipalities beneath 4,000 in population. For 4 new heat pumps installed for the Selectboard meeting room, the Clerk's Office, the Town Manager's Office and the basement meeting room, the up-front cost will be \$17,958.38. After the \$11,200 rebate, the realized cost for the four heat pumps will be \$6,758.38. The upfront cost will be substantial, but there is money in the Emerson Hall account to cover this and no work will be authorized to start until after the town receives rebate approval. I recommend and request the Selectboard authorize town staff to move forward with this purchase.



3. Acadia Dock Repair. The bid for the Acadia Dock pavement and sub-base repair has been signed. We expect this repair to take place as early as possible in the spring.

4. CEO/Licensed Plumbing Inspector Pay. We recently analyzed the LPI stipend pay for 13 similar sized communities in Maine that responded to the Maine Municipal Association yearly salary survey. We found that the average stipend for LPIs in communities between 1000-2000 in population was right at \$5,000 annually. However, most of the communities analyzed combine their LPI and CEO. Though outside of the population parameters, Blue Hill provided an accurate snapshot of what the going rate for these services could cost on the Blue Hill Peninsula at \$27.00 an hour for an annual cost to their community of \$35,100. However, this is also not an accurate comparison because while Blue Hill has a larger population than Castine, Blue Hill does not have a water district, has a much smaller sewer district than Castine and does not currently have a Zoning Ordinance. We will continue to refine these numbers and I expect to be able to provide finished analysis to the Selectboard on this soon.

5. Staff Vacations. For the Selectboard's and the community's awareness, the Town Manager/CEO will be out of town until March 03d. The Town Clerk will be out February 21 - 24. The Fire Chief will be out of town from March 11<sup>th</sup> through the 21<sup>st</sup>. Likewise, the Town Clerk will be out of town on the same dates, but Karen will be in the office and the TM/CEO will be back, so we expect disruptions to be minimal.