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TOWN OF CASTINE  
SELECTBOARD, ASSESSORS & OVERSEERS OF THE POOR  
MEETING MINUTES

DATE: Monday, October 21, 2024

TIME: 4PM

PLACE: Emerson Hall

PRESENT: Gordon MacArthur, Chair, Roberta Boczkiewicz, Dan Leader (ZOOM), Selectboard members; Derik Goodine, Town Manager, Karen Motycka, Finance Officer and Susan Macomber, Town Clerk.

PUBLIC: Estimated 35 members of the public including David Avery of the Castine Patriot.

Zoom: Dan Leader, Bruce Boczkiewicz, Matt Powell, and Zack Sawyer.

Mtg was streamed on YouTube.

Gordon MacArthur opened the meeting at 4:00 PM and verified there was a quorum.

Gordon asked if there were any additions or deletions to the Agenda: Roberta added Library Board of Trustees Chair Karen Lyons, item #1A.

Gordon MacArthur asked for a motion to approve the warrants, abatements, budget vs. actual and trial balance reports, bank reconciliations and excise tax collections. Gordon MacArthur made motion to approve the General Fund Warrant in the amount of \$40,731.75. Second by Roberta Boczkiewicz. Roberta said this warrant covers 15 vendors/20 bills, with couple of the larger bills paying Pine Tree Waste for Transfer Station and employee municipal health insurance payment. With no other discussion, Gordon asked for votes: General Fund Warrant approved 3-0.

Roberta Boczkiewicz made a motion to approve the Water Warrant in the amount of \$2,705.18. Second by Gordon MacArthur. With no discussion, Gordon asked for votes: Water Warrant approved 3-0.

Minutes: Gordon MacArthur made motion to approve the October 7, 2024, Public Hearing minutes. Second by Roberta Boczkiewicz. With no discussion, Gordon asked for votes: 10/7/24 Public Hearing minutes – approved 3-0.

Roberta Boczkiewicz made motion to approve the October 7, 2024, Selectboard Mtg minutes. Second by Gordon MacArthur. With no discussion, Gordon asked for votes: 10/7/24 Selectboard Mtg minutes – approved 3-0.

Roberta Boczkiewicz made motion to approve the October 15, 2024, Selectboard Mtg minutes. Second by Gordon MacArthur. With no discussion, Gordon asked for votes: 10/15/24 Selectboard Mtg minutes – approved 3-0.

Old Business: None.

New Business:

Item 1. Gordon MacArthur introduced Update from the Castine Merchants Association (CMA). Matt Powell was present on ZOOM and gave updates including that new CMA Bylaws had been adopted (see attached report & new bylaws). Additional information shared:

- Kiosk updated (last update was 2018)
- New VC sign
- Feedback received from MVU Stone Fox who experienced a wonderful season in Castine and wants to return next year. She said wastewater removal was a challenge and the water spigot near the location on the dock for MVU's was not working

The Selectboard thanked Matt for his report.

Item 1A. Karen Lyons Chair of the Library Board of Trustees spoke about the recent denial by the Town's CHPC regarding the Library's landscaping project. The Trustees plan to appeal but wish to get Selectboard approval to contact an attorney for legal advice. They want to see if they are valid in appealing the CHPC denial. If the legal advice is against an appeal, the Trustees will have to approach different options. Discussion.

Gordon MacArthur made motion to consult an attorney on behalf of the Library Board of Trustees. Second by Roberta Boczkiewicz. Gordon said since the Library is a department of the Town we need to stand by the Board of Trustees. Dan said it is important to get legal advice. He said he wishes it did not have to get to this point.

With no other discussion, Gordon asked for votes: Consult an attorney on behalf of the Library Board of Trustees – approved 3-0.

Item 2. Gordon MacArthur introduced approving the November 5<sup>th</sup> Election Clerks. Gordon read the list (see attached) and made motion to approve. Second by Roberta Boczkiewicz. With no discussion, Gordon asked for votes: 11/5/24 Election Clerks – approved 3-0.

Item 3. Gordon MacArthur introduced the Town Manager's Report. Town Manager, Derik Goodine reviewed (see attached).

Gordon said the Hydrogeological Study reports that groundwater migrates to Battle Ave and into the storm drains and the sewer system, therefore, he feels the Town does not need further testing in this location. Roberta said she would like to know more regarding testing. She said she feels it is important for the next phase. Dan said he would like the Town to be as thorough as possible.

Item 4. Other Business as Required: Dan Leader gave update on a few important County issues as he is member of the County Budget Review Committee:

- The county has been given an unfunded mandate to get a new jail and police department which is predicted to cost millions
- There are payroll disparities within county departments

Between a new jail and payroll, county taxes will likely increase.

**Communications:** Request from MMA to use Fort George for a Black Hawk helicopter to land during their Leadership Challenge Weekend. MMA is trying to bring back the Leadership Challenge Weekend since Covid. The helicopter will be stationary on Fort George grounds on March 22, 2025, and will also be open to the community. Zack Sawyer, MMA representative explained that typically MMA would have the helicopter land on the MMA practice field, but this field is being used for the pier improvement project construction equipment and parking. Ross Cottrell of MMA will be the main contact person.

Gordon asked if the Town's emergency personnel/vehicles will be needed. Zack said it is not in the current plan. Randy Stearns, Fire Chief, said for events like this the CFRD is involved. Zack said they can definitely incorporate this. The Selectboard all agreed to allow the Black Hawk helicopter to land at Fort George on March 22, 2025.

**Gordon acknowledged the public present:** -Selectboard member Dan Leader suggested implementing a time limit for speakers to make sure everyone has ample time to be heard. Gordon said everyone would have 5-minutes to start; if 5-minutes gets too long it will be shortened.

-Marc Pelletier said he felt an RFP for a Waterfront preliminary design study is premature since he understood from earlier Selectboard Mtgs that an Owner's Project Manager (OPM) would be hired first. Discussion. Selectboard and others from the public agreed with Marc and that would be the correct procedure.

Marc Pelletier also said the CHPC is a Town Board/Committee and acts on behalf of the Town, therefore, the Commission would need to engage with opposing counsel regarding the CHPC denial of the Library's landscaping project. Gordon recognized Marc's comment and said that will come at a later time.

-Liz Parish asked about PFAS on behalf of Josh Adam who could not be present. She read Josh's statement regarding the potential PFAS hazard with the Castine Golf Club's usage of chemicals. Josh wants to know what further testing the Selectboard sees fit? Gordon answered that his inquiry should go to the Utility Board first.

-Mac MacArthur said there have been numerous accusations regarding a Castine youth on a scooter almost getting hit by student drivers which is affecting relationships, etc. The community should not outcast. The Town should not appoint a specific committee to investigate MMA students, faculty, staff etc. unless the Town is going to appoint a specific committee to investigate other behaviors within the community. We want the students to be part of our community. Craig Johnson said the Academy has met with many people including the Town's Fire Chief regarding this reported incident. Craig said he walked away from that mtg feeling pretty successful addressing the incident. He said he was even thinking about inviting State police to a future T/G Mtg so they can explain what they do for MMA events, etc. MMA is trying to operate with transparency.

-Joe Slocum said he was confused on how the Town is progressing with a new Fire Station and the potential of it being located on Battle Ave. He asked to clarify if the next step would be to hire an OPM then that OPM would work with a consultant hired to conduct a preliminary design study. Joe said he would expect that whoever is hired would work with the Fire Dept and others to gather information needed. Randy Stearns, Fire Chief, said that is the way he understands it to be and that all parties will be working together to gather information needed. Joe also asked to clarify the second PFAS testing. Gordon said the Selectboard will get recommendation from the Utility Board on whether we should further test for PFAS. More discussion regarding OPM. Debbie Bonaminio explained that with projects like this an OPM would be hired first, then an RFP for design work. The OPM works on behalf of the Town, is an unbiased representative, and is the voice for the Town.

Derik Goodine, Town Manager, reviewed his thoughts on the process. He agreed with hiring an OPM in conjunction with getting the project designed. Mac MacArthur used MMA's pier improvement project as an example and said the OPM was hired first to work on all things including the design firm.

-Gus Basile said that putting a new Fire Station on Battle Ave next to the Town's water supply is too important even though it is a touchy subject. He said he firmly believes the Town needs a second opinion. Gus feels that judgement coming from just one firm's opinion is not the best for the Town. Gordon said the Town will move forward on a new Fire Station in an orderly, informative and in a timely fashion. Due diligence has been done throughout this process. Gus disagreed and said mtgs that took place were not open to the public like they said they would and they were not posted legally. Gus said mtgs regarding the Fire Station were not listed in the paper. Susan Macomber, Town Clerk, clarified and said all Board/Committee mtgs and Public Hearings open to the public are posted legally on the Municipal Bulletin Board. The

Town Office goes above and beyond posting mtg information on the Town's website, Castine Patriot, FB page, and now push notifications which are not required.

-Kate Noel said that resident Mark Morgioni had just asked her in what ways can the community become more involved with MMA. Kate said she'd love to take the opportunity to inform the community about host families. You are paired with a student(s) and it's a rewarding program. Contact MMA to sign up.

-Johanna Barrett said she needed to speak up and had some thoughts about the recent incident involving MMA student(s) and children in the community. Gordon MacArthur asked Johanna if she would wait a minute until he read his statement. Gordon read his statement regarding the recent incident and ended by saying it has been turned over to HCSD. It is a law enforcement matter. Johanna read her statement which adamantly expressed that MMA students need to be held more accountable. Roberta Boczkiewicz addressed. She said the relationship between the Academy and the Town is very important so she would like further outreach. We can all do better. Be better together. Johanna pointed out that the School Board will be bringing back the bicycle road safety course at Adams School.

Discussion regarding the video. Gordon said that by seeing the video he was glad to hear that a safety course would be taught at Adams School. The video tells a lot.

Joe Slocum said he lives on Court Street and witnessed where the other incident claiming Castine youths were offered alcohol and cigarettes, and it was not portrayed as it was reported at the last Selectboard Mtg. Joe said the concerns were taken seriously and looked into. He mentioned a concern he had about a year ago with excessive speeding on Courts St. The 20mph speed limit sign was missing. It was replaced and it helps a great deal. Joe said he feels T/G Mtg is the appropriate venue for these types of discussions. There is room for improvement by all.

Dan Leader said he doesn't want to see the finger pointing. How can the Academy & Town work together to make road safety a reality. There are many options available to consider encouraging drivers to slow down. Dan said he would like to see a safe environment for all. Liz Parish asked how did this all get so out of control? It was explained that the Bangor Daily News (BDN) published an article which was part truth and part false. It got way out of hand quickly. Questions were asked about the possibility of having a dedicated police service. Karen Motycka, Finance Officer, reviewed.

-David Adams said that on the Backshore Road there are student tenants. He asked what paperwork is required by the Academy for the students to live off campus. What is the process? Does MMA offer info to landlords when they are renting to the student population. Craig Johnson said there is no paperwork, and the Academy does not work with landlords for off campus accommodations.

**PAST ACTIONS:** NONE.

**Selectboard Comments:** - Roberta Boczkiewicz said she met with Doug Koos, who owns the Trailer Park, recently and discussed how to fund affordable housing in Castine. She announced that the DECD (Dept of Economic & Community Development) awarded the Blue Hill Peninsula funding to get a planner which is exciting news.

Roberta read a statement to honor Gordon MacArthur as his term is ending November 5, 2024, and presented Gordon with a plaque signed by the two Selectboard members, Town Manager, Department Heads and employees made by resident Temple Blackwood thanking Gordon for his dedicated years serving as a Selectboard member.

**Next Mtgs:**

Wedn, 10/23/24 – Selectboard Work Session with Planning Board members at 7PM to discuss natural historic watercourse with area property owners.

Friday, 11/1/24 – T/G Mtg at 9Am (MMA campus) – Craig mentioned that MMA had a conflict for mtg on 11/1 but could do Thurs 10/31 instead. Selectboard agreed.

Monday, 11/4/24 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

Tuesday, 11/5/24 – Election Day; Town Mtg Election of Municipal Officers & Town Referendum – Polls open from 8AM to 8PM.

Monday, 11/18/24 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

With no other business, Roberta Boczkiewicz made motion to adjourn. Second by Gordon MacArthur. Approved 3-0. Mtg adjourned at 5:24 PM.

Minutes Susan Macomber, Town Clerk.

Monday, October 21, 2024 4:00 PM

FEMA works continues on submitting estimates and clarifying work

-RFP for Waterfront went out and about a dozen firms have it in hand at the moment

-NBRC West Court Street Grant was finished last week and submitted Friday

-Hydro Geo Study for Battle Avenue - BOS needs to decide if we are going to further investigate PFAS or not, regardless, I have a couple of sample RFP's I will be working on for preliminary Fire Station Engineering. Side note on PFAS Testing. It is generally done once per year (our choice). We will be doing testing soon to cover EPA required testing which is once by 2027, 2 different samples from each source, 5-t months apart. Testing costs about \$500 per test. Last time we tested was in 21 and 22. It appears that the State is currently created new testing rules.

-Fire Department Personnel and Child interaction concern and video from incident showing not high speed and driver saw child.

Youtube and streaming issues and also Streamed one meeting live and recorded another meeting at same time last Tuesday, Only one zoom stream can happen at once. Sound quality has been an issue, and it may be because we need a better video card or more RAM also.

-Solar Study It was supposed to be last week, but they reached out and stated that it would be coming sometime this week, perhaps early next week

-Letters went out to 13 Addresses about water issue behind Main and Green St which flows towards Water Street. Only a couple of residents have responded, so we will have to see who shows up on Wednesday, at 7PM

-Attended Legislative Forum Weds. Oct. 16 in Ellsworth. It was informative about issues of State Police and Sheriff coverage issues and staffing, and to hear that other communities sharing similar concerns for the year ahead. Taxes, Affordable Housing, Roads etc

-MMA - Update on President Search Meeting, when and how?

-Ina will be working on TMobile Grant again to figure out a course of action to address the State Historic Preservation Office recommendation. -Need Executive Session under Title 1 MRS 504 6.A

Went to General Assistance Workshop this past Friday.

### **Things for the Future Date**

-Meeting with WG and Nancy in November at some point on Round School, and also discussion on an affordable child care program for Castine to attract young families

-Affordable Housing Committee after Comp Plan is approved, perhaps create a housing authority or development corporation.

-Question HCPC about hazard waste day and towns contributing \$500 or more towards fixed costs for future collection events 2025/ 2026 Budget

Pesticide Policy find Redundancies in Policy and in Zoning Ordinance, Planning Board?, and Utility Board? Need to do this is my "spare time"

Schedule - Don't let this schedule make you think I have a lot of down time in next couple of weeks. Just haven't booked a lot yet, but plenty to do.

-Meet the Candidates Forum October 23 6-8PM Emerson Hall

-Water Drainage Issues Meeting with Stakeholders 7PM Emerson Hall

--MMA Risk Management Online Training for Risk Mgmt University Advanced Training 2-3PM 102424

-Derik's Birthday 10-26-24 Bring Cake and Ice Cream, no don't it is a Saturday

-Docks out 10-28-24





## Castine Merchants Association

### Notes for Castine Select Board Meeting, October 21

The Castine Merchants Association is pleased to present some notes to our select board on our recent activity, fundraising efforts, and community concerns. Please see the notes below for more details:

#### Updates from the CMA & current projects highlights:

- CMA is more active than in recent years. Our membership is up this year, attendance & frequency of CMA meetings is up, and cooperative effort between merchants is strong. Total members to date for 2024 is now 43, with the new addition of Ebee's Sweets.
- Castine Visitors Center saw 3490 visitors in the 2024 season, an increase of 10% year over year.
- The CMA just elected new officers for the 2025 season (Matt Powell, President; Julia Gray, VP; Karen Koos, Treasurer; George Trinovitch, Secretary); we also adopted new updated bylaws inclusive of a code of ethics for members.
- CMA is gearing up for our annual Light Up Castine holiday fundraiser. We are making a concerted effort to reach out to a wider audience of donors.
- We will be increasing membership dues to \$125 (up from \$100) to help cover increasing costs.

#### CMA Marketing:

- The Castine Town Walking Map was successfully updated this year, with the town kiosk also getting a much-needed update. The Visitors Center also received a new sign.
- Castine social presence is strong.
- We have taken ads out in the following channels: MTA's Maine Invites You, Bangor Daily's summer guide, and VisitMaine.com and .net, along with special holiday ads for Castine's holiday attractions.
- We now have a formalized new member package.

#### Successes:

- Mobile Vending! CMA reached out to all vendors who participated in the 2024 season. ALL vendors said that they would want to return for the 2025 season, and for more days. Stone Fox Creamery notably said that this was her most successful season to date, thanks to the strong interest of the Castine community, and Starfire Pizza ran out of supplies for all days they were in town! Interest is already growing for the 2025 season from NEW vendors, thanks to word-of-mouth marketing.

- The CMA had representation from MMA in our recent meeting (Kate Noel). Merchants are enthused for the new training ship. We are looking forward to forms of collaboration and are willing to offer our buy-in and support in this new academy feature.

Challenges:

- Coordinated town marketing & business development efforts. Would like to voice our strong support of a new economic development consultant.
- Continued lack of food options in town. As we enter the 2025 season, we would like to voice our strong support of the renewal of the mobile vending town ordinance.
- Parking for the Visitors Center volunteers. Volunteers would like to request a dedicated parking space near the VC for in-season hours.

**Castine Merchants Association  
CMA By-Laws  
Submitted by Matt Powell  
September 9, 2024**

**Article I:**

Name

This organization shall be called the Castine Merchants Association (CMA).

**Article II:**

Vision Statement:

Castine will have strong, viable businesses which will meet the needs of the year-round community as well as our growing tourist population.

**Article III:**

Mission Statement:

The Castine Merchants Association (CMA) embraces, supports, and promotes businesses, organizations, and the overall town of Castine. It acts as a resource for current Castine merchants and organizations to grow and foster future economic development.

**Article IV:**

Goals:

The CMA goals shall be to:

- Maintain updated list of businesses/organizations with phone numbers, email addresses, physical addresses, websites, hours of operation, and what the businesses offer.
- Promote new and existing businesses, locally and beyond. Promote the town of Castine for both locals and visitors, and promote greater Blue Hill Peninsula events to draw new visitors and business into Castine.
- Share information with the Castine Community, the Castine Town Select Board, and the Castine Town Economic Development interests.
- Collaborate with the Select Board, town office, and Recreation Committee to provide info helpful for marketing.
- Engage resources for new and current businesses (e.g. plan workshops, seek experts, engage with regional and state officials and offices, such as Maine Tourism Association, Blue Hill Chamber, Downeast Acadia Regional Tourism)
- Raise funds to support CMA activities through membership fees and fundraisers

**Article V:**

Annual Membership:

Section 1: General CMA Meetings are open to all.

Section 2: Contributing CMA Members are dues-paying members and are the only voting members— one (1) vote per businesses/organization.

**Article VI:**

Officers:

Section 1: The officers of this organization shall be President, Vice-President, Secretary, and Treasurer.

Section 2: Any Dues-Paying Contributing Member shall be eligible for office.

Section 3: Officers shall be elected at the Annual (fall) CMA Meeting.

Section 4: Terms of offices shall be for one year, with re-election options.

Section 5: Officers shall assume office immediately following their installation at the Annual CMA Meeting.

Section 6: Should an officer wish to resign, the remaining officers will appoint a temporary officer to take their place, to be approved by the CMA body at the next meeting.

**Article VII:**

Duties of Officers:

Section 1: The President shall preside over meetings of the organization and shall appoint ad hoc committees as needed. The President shall be as "ex-officio" member of such committees. The President shall oversee marketing decisions, membership, and fundraising efforts.

Section 2: The Vice-President shall work closely with the President and assume the duties of the President when necessary. The Vice-President shall serve as the advisor for visitor center operations.

Section 3: The Secretary shall keep minutes of the CMA Meetings and communicate with the membership regarding meetings and activities.

Section 4: The Treasurer shall keep accurate records of all monies received and expended by the CMA and shall render a financial report at each CMA meeting, and as requested by the President.

#### **Article VIII:**

##### Meetings:

Section 1: An Annual Meeting, open to the public, shall be held in Sept/Oct at which time officers will be elected, a financial report given, and a promotional/marketing calendar reviewed. Plans for winter fundraisers will be made at this time.

Section 2: A "Spring" meeting, open to the public, shall be held in March/April to organize for the coming season, and review ongoing projects/goals.

Section 4: Other meetings may be called as deemed necessary/desirable by the President.

Section 5: A quorum shall consist of one third of the current Dues-Paying Contributing Membership. A simple majority constitutes a deciding vote with the exception of the alteration to the By-Laws. (Proxies sent via mail or email to President/Vice-President with voting directions from absent members shall be considered as part of the quorum and voting tallies.)

#### **Article IX:**

##### Executive Board:

Section 1: There shall be an Executive Board comprised of the elected officers and the immediate past president.

Section 2: The Executive Board shall meet at the call of the President.

Section 3: The Executive Board shall exercise all authority of the CMA.

Section 4: Any action taken by the Executive Board shall be communicated to the Membership in a timely manner.

#### **Article X:**

##### Standing Committees:

Standing Committees shall be Membership, Finance, and Marketing. The President may form other Committees and appoint Chairs as needed.

#### **Article XI:**

##### Duties of Standing Committees:

Section 1: The Chair (a Dues-Paying Contributing Member) of each committee shall appoint additional members (Contributing Members or members of the public who may be experts in the committee purpose) necessary to carry out the responsibilities of the committee.

Section 2: The Membership Committee shall maintain membership records, encourage new memberships, and receive dues. The Committee shall work closely with the Treasurer who acts as the de facto chair.

Section 3: The Finance Committee shall be responsible for preparing the annual budget and overseeing fundraising efforts. The fiscal year shall be Jan 1 to Dec 31. Dues shall be payable by January 15 for CMA Membership for the ensuing year.

Section 4: The Marketing Committee shall coordinate the online calendar of activities throughout the community, and promote these activities, the businesses, and organizations to the greater Castine and Maine audiences.

#### **Article XII:**

##### Ad Hoc Committees:

Section 1: Ad Hoc Committees shall be formed under the direction of the President as deemed necessary.

Section 2: Ad Hoc Committee Chairs shall be Dues-Paying Contributing Members.

Section 3: Ad Hoc Committee members may be General or Contributing Members.

Section 4: Members of an Ad Hoc Committee shall serve for the length of the project, unless otherwise so designated at its formation.

#### **Article XIII:**

##### Parliamentarian Authority:

Robert's Rules of Order New Revised shall be the authority for the conduct of the CMA.

#### **Article XIV:**

##### Code of Conduct for CMA Members

Section 1: As members of the CMA, we recognize the importance of integrity, professionalism, and mutual respect in fostering a thriving business community. This code of conduct outlines our commitment to upholding these principles and maintaining the highest standards of ethical behavior:

- **Integrity, Honesty, & Kindness:** We conduct our business affairs with honesty and transparency, ensuring that our actions are fair and trustworthy. We adhere to all applicable laws and regulations and avoid any deceptive practices or conflicts of interest that could undermine trust within the community and/or undermine other members' businesses.
- **Professionalism:** We strive for excellence in all aspects of our business operations. This includes respecting the rights and dignity of all individuals, both within and outside our organization. We promote a culture of inclusivity, where diversity is celebrated and discrimination of any form is not tolerated.
- **Community Engagement:** We actively contribute to the well-being of our community by participating in initiatives that promote economic growth, sustainability, and social responsibility. We support fellow association members and collaborate with local stakeholders to create a positive impact. We support potential new businesses who may be exploring the possibility of coming to Castine.

Section 2: Consequences of Non-Compliance: Violation of this code of conduct may result in disciplinary actions, which could include warnings, suspension of membership privileges, or termination of membership. Such actions will be determined by the CMA executive officers following a fair and thorough review process. By adhering to this code of conduct, we demonstrate our commitment to ethical business practices and uphold the reputation of the CMA as a trusted advocate for the business community. As members of the CMA, we are representatives of Castine businesses, organizations, and the greater town community.

#### **Article XV:**

##### Amendments:

These By-Laws may be altered at any general meeting of the CMA having a quorum (one-third of the Contributing Membership), by a vote of two-thirds of the Contributing Members. (Proxies sent to President/Vice-President via mail or email with voting directions from absent members shall be considered as part of the quorum and voting tallies.) This vote can occur provided that the suggested alterations or amendments have been read at the previous meeting, or have been circulated to the membership at least 10 days prior to the meeting at which the voting will take place.

These By-Laws supersede all previous By-Laws.

Adopted:

April 28, 2014

Amended:

October 7, 2024

