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AG

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

DATE: Monday, November 18, 2024

TIME: 4PM

PLACE: Emerson Hall

PRESENT: Roberta Boczkiewicz, Acting-Chair, Dan Leader & Amy Gutow, Selectboard members; Derik Goodine, Town Manager, Karen Motycka, Finance Officer, Susan Macomber, Town Clerk and Mark Boyd, new Public Works employee.

PUBLIC: Marc Pelletier, Gus Basile, Tom Comiciotto, Pat Bishop, Tom Gutow, Don Tenney, Dan Gardner, Bruce Boczkiewicz, Jeff Ackermann, Ruth Ann Vagt, Randy Stearns (Fire Chief), Brock Muir, Bob Beske, Doug Koos, Helen Miller, Karen Smith and and David Avery of the Castine Patriot. NOTE: Mtg was streamed on YouTube.

Roberta Boczkiewicz opened the meeting at 4:00 PM and verified there was a quorum. Roberta asked if there were any additions or deletions to the Agenda: Roberta added Welcome to new Selectboard member, Amy Gutow; and added item #3A -REC Committee update.

Roberta Boczkiewicz asked for a motion to approve the warrants, abatements, budget vs. actual and trial balance reports, bank reconciliations and excise tax collections. Dan Leader made motion to approve the General Fund Warrant in the amount of \$96,078.86. Second by Amy Gutow. Roberta said this warrant covers 60 vendors/87 bills, covering items for Elm Tree care, stump grinding, Election clerks (Roberta thanked all our Election clerks) and solar consultant. With no other discussion, Roberta asked for votes: General Fund Warrant approved 3-0. Dan Leader made a motion to approve the Water Warrant in the amount of \$13,949.11. Second by Amy Gutow. With no discussion, Roberta asked for votes: Water Warrant approved 3-0.

Minutes: Roberta Boczkiewicz made motion to approve the November 4, 2024, Selectboard Mtg minutes. Second by Dan Leader. With no discussion, Roberta asked for votes: 11/4/24 Selectboard Mtg minutes – approved 2-0 (Amy Gutow not elected yet). Roberta Boczkiewicz made motion to approve the November 14, 2024 Work Session minutes. Second by Dan Leader. With no discussion, Roberta asked for votes: 11/14/24 Work Session minutes approved 3-0.

Old Business: NONE.

New Business:

Item 1. Roberta Boczkiewicz introduced Electing a Chair for 11/24 – 11/25.

Dan Leader nominated Roberta Boczkiewicz to be Chair. Second by Amy Gutow.

With no discussion, Roberta asked for votes: 11/24 -11/25 Chair – approved 2-0. (Roberta Boczkiewicz abstained).

Item 2. Roberta Boczkiewicz introduced new Public Works employee Mark Boyd.

Mark started last week, and he said he hopes to make the community proud and will work hard to do so. Everyone welcomed Mark.

Item 3A. Roberta Boczkiewicz introduced updates from the Recreation Committee (REC). Dan Gardner, Chair was present and gave updates:

- Halloween festivities went well. New layout for Trunk or Treat on Court St received positive feedback.
- Investigating new programs such as Board game night, Cribbage night, etc.
- Work on objectives to help carry out Comp Plan pertaining to REC.
- Christmas Holiday events: Light Up Castine and Tree Lighting is being ironed out.
- REC currently has 6 members, need 1 alternate member if anyone is interested.

The Selectboard thanked Dan for the report.

Item 3. Roberta Boczkiewicz introduced appointment to the Zoning Board of Appeals (ZBA).

Dan Leader made motion to approve Patricia Bixel appointment to the ZBA as alternate member, 1-year term, expiring 6/2025. Second by Amy Gutow.

With no discussion, Roberta asked for votes: ZBA appointment – approved 3-0.

Item 4. Roberta Boczkiewicz introduced approving annual PUC Water Dept 1.5% rate increase.

Roberta read summary: in October 2023 the PUC approved for water utilities to have the ability to increase water rates 1.5% annually without having to do a full rate case. New rate sheets need to be filed with the PUC and letters mailed to water customers. Last year the Utility Board (UB) recommended and the Selectboard approved. Now it is time for the next 1.5% increase. The new rates will be effective 1/1/2025, therefore, customers will see the increase in their Jan – Mar 2025 bills. Currently the minimum rate for a 5/8-meter residential customer (most customers) is \$127.85 per quarter; the new rate will be \$129.75 per quarter, making the increase \$1.90 per quarter.

Dan Leader made motion to approve the annual 1.5% water rate increase. Second by Amy Gutow.

Marc Pelletier asked about sewer rates? Karen Motycka explained that new sewer rates come later. The Water Dept FY is calendar year and Sewer Dept FY is 7/1-6/30. New sewer rates will tie into the sewer budget.

With no other discussion, Roberta asked for votes: Water Dept 1.5% annual rate increase – approved 3-0.

Item 5. Roberta Boczkiewicz introduced approving payment from Contingency.

Derik Goodine explained that an additional \$300 was needed to pay the solar consultant. At the May 2024 Town Mtg \$8,500 was approved by voters to hire a consultant for solar project at the Transfer Station. \$8,500 covered the contract amount with the consultant but we added for her to complete the pre-application interconnection study with CMP which is \$300.

Amy Gutow made motion to approve the \$300 to be paid from Contingency. Second by Dan Leader. With no other discussion, Roberta asked for votes: \$300 from Contingency – approved 3-0.

Item 6. Roberta Boczkiewicz introduced the Town Manager's Report. Town Manager, Derik Goodine reviewed (see attached).

Dan asked Derik about the FOAA request and how much time he has invested. Derik said at this point it's about 2-hours but will be longer. He said he will be able to gauge how long for total time on request in the next day or two.

Amy asked Derik if the salt shed is full, it would be difficult to make a foundation assessment. Derik said they will likely have to wait until spring to figure out what the foundation issues are and what work is needed. Amy was concerned about the time factor and if our insurance carrier would remove the property coverage if we didn't supply them with updates until spring. Derik said waiting until spring should be fine.

David Avery asked what the FOAA request was pertaining to? Derik answered it was a records request.

Roberta told Derik she thought it would be a good idea to discuss the Community Resiliency Grant at the upcoming 11/26 Work Session. Derik agreed.

Karen Smith asked what portion of the waterfront is being studied? Derik answered the study covers our town dock area but also includes how it would tie into surrounding properties especially the MMA pier improvement project. Smith property is an abutting property to our waterfront. The Smith family would be interested in attending mtgs when the Town's waterfront project is discussed. Derik said mtg will be posted.

Item 7. Other Business as Required: None.

Communications: NONE.

Roberta acknowledged the public present: Roberta reminded everyone to be patient. The Selectboard will take comments but may not have answers and are not obligated to respond on the spot. There were no comments from the public.

PAST ACTIONS: NONE.

Selectboard Comments: NONE.

Next Mtgs:

Tues, 11/26/24 – Selectboard Work Session at 4PM with a Selectboard Mtg to follow.

Mon, 12/2/24 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

Fri, 12/6/24 – T/G Mtg at 9AM in Emerson Hall.

Mon, 12/16/24 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

Roberta Boczkiewicz made motion to enter into Executive Session pursuant to Title 1 MRS Chapter 13 §405 6.A to discuss Personnel Matters. Second by Dan Leader.

Executive Session in – approved 3-0.

Executive Session in: 4:39 PM

Dan Leader made motion to leave Executive Session. Second by Amy Gutow.

Executive Session out – approved 3-0.

Executive Session out: 6:20 PM

Roberta Boczkiewicz made motion to adjourn the mtg. Second by Dan Leader.

Approved 3-0. Mtg adjourned at 6:20 PM.

Minutes Susan Macomber, Town Clerk.

-CMP Battle Ave Water Line Repair \$4,216.50 Claim Reimbursement and Indemnity Letter I signed this.

*-Battle Avenue Fire Station Property Study and PFAS - Next steps are determining when and if we want to investigate PFAS source, and put out RFP for the Owner's Project Manager. I will be meeting with Jake Jacobs on 11-19-24, to discuss a template RFP different than the one I originally gave out.

*-Salt Shed - Cracking and weeping of the rebar show wear. I need to check this out in the spring and bring in someone to look at how to repair and or prevent it. Our insurance has changed the property coverage from replacement cost (RC) to actual cash value (ACV). They have also increased the deductible from \$500 to \$5,000. If the foundation is fixed, they will consider putting it back on RC and lowering the deductible. If it continues to deteriorate in the future, they may have to remove property coverage.

*-Waterfront Study RFPs are in, and we got 4 total. The Waterfront Committee will be reviewing on Wednesday and giving a recommendation. I will pick one, the BOS should pick one, and the Harbor Master will be one. We hopefully will come to consensus on which one to choose. I hope to have the BOS make a decision after our work session on the 26th of November as part of a short BOS Meeting.

-Reminder of Elected Officials Training tomorrow evening 11-19-24, at 4PM-730PM

*-I will be sending out an invitation to all the various Boards and Committee Chairs asking them to attend the December 10 ZBA and Planning Board Training Workshop that I think should be useful for all the Boards and Committees for certain meeting and board rule aspects even though it is tied to the ZBA and PB as the subject matter.

-Fire Danger is high in town. No fires allowed, but we have had campfires in Witherle Woods and also at Wadsworth Cove. The Fire Chief and I had a good discussion with the MMA President about Fire Dangers and getting the word out to the students and warn them not to have fires right now. We also discussed Fire coverage during student break this winter and possible issues with Curtis Hall Renovations and coverage during break and during renovations.

*-Cyber Security Grant that we will need to approve on November 26 once I get a chance to review it. No one recalls applying for it, but got an email about the grant Friday. I need to figure out the parameters of the grant, what it is paying for etc.

*-CEDD Job Description - This is on my radar for this week.

-Had a Great lunch with Rich Rotella, CEDD from the Town of Bucksport.

*-Pedestrian Crossing Devices In-Ground - I have two of these for free from MDOT and we need to pick them up in Bangor - Was supposed to pickup last week, but never got to it. These are the signs that stand up in the crosswalks. In this case, these ones don't have bases on them. They attach into the pavement. I believe you had other ones with heavy bases in the middle of the road on Main St. that lasted a short while, and were destroyed.

*-Wildfire Protection Plan Grant Startup - This is for a Peninsula-wide Urban Interface Project. I will serve on it, and the Fire Chief or a representative for the Fire Department, and we need one more person to make up our total of 3.

*-Solar Study update - We need to discuss this and what our next steps are still. They have made their recommendations in the study. We need to have a discussion about their recommendations, and how we will pay for the next phases. Development of the RFP is the first step for a private company to own and install and have us lease the land. With that said, buying our power from a solar field will mean about a 10 or 15% discount on our power supply charges. They mention a hybrid model in the study where they will draft people

perhaps from Castine to buy their power also from this field; however the Solar for All Program may have already captured many of those Castine properties interested in solar already, but that ultimately will be up to developer and owner of the solar field. Regardless any agreement that we enter into should require third party review of the plan, the installation and that developer pays for those costs, and include reserves for removal, and also what happen if it is abandoned. Those are my thoughts.

*-Got Sea Street Congressional Grant Info, but still waiting for them to send me credentials to access the information. Need to watch a webinar which I will do Tuesday if they give me access by then. With that said, you should vote to make me authorized representative for the grant.

-Acadia Dock's, Awaiting for them to get back to complete the strengthening of that dock under structures similar to the Town Dock.

*-We need to probably hire engineers to look at waterfront erosion below Water Street and Fort Madison at this point as I think that is what FEMA is pushing towards. I need to get a clear answer from FEMA though. I need to see if they are going to pay us to do this engineering. I have not brought this to the BOS yet as I am not sure they are going to approve either project for funding, so not sure we can afford engineering for either project. Depending on who we choose for the Town Dock Waterfront Study, maybe we can get recommendations from them and an idea of the costs. Need to check with Karen on how much money we have left of the original appropriation for storm damage.

*-Update on Tech Review Committee The TRC is something I have mentioned at a couple of meetings. It is a scoping type of committee for developments to try and clear hurdles in the planning processes by bringing in Municipal stakeholders at the beginning of process. A TRC needs to be put into our Land Use Ordinance in order to be legal. It would not allow for any member of any Board that might review a plan and approve any part of it. It would need to be department heads such as someone from PW, Fire Department, and Code Enforcement, Town Manager, and a Planner for instance. Also as a side note to this, having a meeting with a board member of any board that would review your project is probably not allowed, and it should be the whole Board or no one from that Board. If we don't have sketch plan phases in our ordinances, then we should add language for it for our reviewing boards.

-FOIA Request is taking up some considerable time, and I am still in process of reviewing such a request.

-Derik has a conflict on December 6 for Town and Gown Meeting. I will be attending the annual Joint Town Manager Conference with Maine and New Hampshire in New Castle, New Hampshire. I think I already mentioned it, but I will be staying over in the area in hotel much less than the Wentworth were the event is being held.

-Tomorrow, 11-19-24, I will be working from 9am to 11am, then need to go to Brewer and Bangor to bring truck into body shop and get car rental. This was supposed to be last week, but they messed up car rental, so I had no choice but to reschedule. With that said, I need to get back to Castine as soon as I can as I have a full day and evening of work and meetings. I may try to get to MDOT if I can for those Pedestrian Crosswalk signs depending on the rental car space, and if they still have them there at the Hogan Road MDOT garage.

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"

My Schedule

11-19-24 1130AM Bring Truck in to body shop

11-19-24 1PM get Pedestrian Crossing Signs at MDOT in Bangor
11-19-24 File Claim on minor damage to PW Garage door hollow metal frame
11-19-24 3PM Meet with Fire Chief and Jake Jacobs on OPM and other things
11-19-24 4-7PM Elected Officials Workshop in and out and other work
11-20-24 1230PM-230PM Meet with Henry and Marc on Transition Plan
11-21-24 1230PM-230PM Meet with Henry and Marc on Transition Plan
11-25-24 9AM Water Meeting on Budget
11-26-24 4PM BOS Work Session and Need a Special BOS Meeting
11-28-24 and 11-29-24 Closed Thanksgiving
12-5-24 BOS Town and Gown but I will be at TM Workshop in NH.

