



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

RB
AG

Daniel Leader
(Zoom)

DATE: Tuesday, January 21, 2025

TIME: 4PM

PLACE: Emerson Hall

PRESENT: Roberta Boczkiewicz, Chair, Dan Leader (Zoom) & Amy Gutow, Selectboard members; Derik Goodine, Town Manager, Karen Motycka, Finance Officer, Susan Macomber, Town Clerk.

PUBLIC: Don Tenney, Bob Friedlander, Scott Vogell, Marc Pelletier, Gus Basile, Tom Comiciotto, Penny Carlhian, Brooke Tenney, Christopher Brodeur, Randy Stearns and David Avery of the Castine Patriot.

ZOOM: Carmen Montes (MMA Sodexo), Michael Bowman (MMA Sodexo), and Mary Kneisel.

NOTE: Zoom was active due to Selectboard member, Dan Leader, out of Town and mtg was streamed on YouTube.

Roberta Boczkiewicz opened the meeting at 4PM and verified there was a quorum. Roberta stated that Selectboard member, Dan Leader was out of Town, therefore present via Zoom and reminded the public that Zoom was available for that reason.

Roberta asked if there were any additions or deletions to the Agenda: None.

Warrants: Roberta Boczkiewicz asked for a motion to approve the warrants, abatements, budget vs. actual and trial balance reports, bank reconciliations and excise tax collections. Amy Gutow made motion to approve the General Fund Warrant in the amount of \$26,091.39. Second by Dan Leader. Roberta said this warrant covers 16 vendors/24 bills, which includes Coastal Energy and electric bills.

With no other discussion, Roberta asked for votes: General Fund Warrant approved 3-0.

Amy Gutow made a motion to approve the Water Warrant in the amount of \$4,711.35. Second by Dan Leader. With no discussion, Roberta asked for votes: Water Warrant approved 3-0.

Minutes: Roberta Boczkiewicz made motion to approve the January 6, 2025, Selectboard Mtg minutes. Second by Amy Gutow. With no discussion, Roberta asked for votes:

1/6/25 Selectboard Mtg minutes – approved 3-0.

Roberta Boczkiewicz made motion to approve the January 13, 2025, Selectboard Mtg minutes. Second by Dan Leader. With no discussion, Roberta asked for votes:

1/13/25 Selectboard Mtg minutes – approved 3-0.

Amy Gutow made motion to approve the January 13, 2025, Selectboard Work Session minutes. Second by Roberta Boczkiewicz. With no discussion, Roberta asked for votes:

1/13/25 Selectboard Work Session minutes – approved 3-0.

Amy Gutow made motion to approve the January 17, 2025, Selectboard T/G Mtg notes. Second by Roberta Boczkiewicz. With no discussion, Roberta asked for votes:

1/17/25 Selectboard T/G Mtg notes – approved 3-0.

Roberta Boczkiewicz made motion to approve the January 17, 2025, Selectboard Mtg minutes. Second by Amy Gutow. With no discussion, Roberta asked for votes:

1/17/25 Selectboard Mtg minutes – approved 3-0.

Old Business: Roberta Boczkiewicz said the Selectboard had approved purchasing a new Fire Dept EMS vehicle and authorized allocating a \$40,000 deposit at their 1/17/25 Selectboard Mtg following the T/G Mtg.

New Business:

Item 1. Roberta Boczkiewicz introduced approving renewal Liquor License – MMA Sodexo. Carmen Montes & Michael (MMA Sodexo) were both present via Zoom.

Amy Gutow made motion to approve. Second by Dan Leader.

Roberta asked and Carmen confirmed that the license covers both MMA locations for weekly, monthly and special events.

With no other discussion, Roberta asked for votes: MMA Sodexo Renewal Liquor License – approved 3-0.

Item 2. Roberta Boczkiewicz introduced approving Innkeeper’s Licenses – Pentagoet, Castine Cottages, & Elms at Castine.

Roberta Boczkiewicz made motion to approve. Second by Amy Gutow.

Amy Gutow pointed out small correction on the Castine Cottage application.

With no discussion, Roberta asked for votes: Innkeeper Licenses – approved 3-0.

Item 3. Roberta Boczkiewicz introduced updates from Boards/Committees – CHPC.

Marc Pelletier, CHPC Chair addressed.

- Marc reviewed the current members list
- Commission needs 1 regular member and 2 alternate members.

- About ½ dozen applications reviewed; all approved except Library application for landscaping project; Library application approved by the Planning Board which CHPC believes was out of order, application should have been reviewed by CHPC first.
- Library CHPC application denial has been appealed to the ZBOA. ZBOA remanded back to CHPC to produce a Findings of Fact (FOF) to go with their 10/15/24 denial vote.
- If ZBOA upholds the CHPC denial decision Library can appeal to Superior Court, if ZBOA overturns CHPC denial decision then Library can build their proposed project.
- CHPC sometime ago submitted proposed changes to the Historic Preservation Ordinance (HPO) to the CEO with no word of a status; CHPC may revisit and submit proposed changes to the Selectboard themselves bypassing the CEO.
- CHPC is also reviewing the Design Review Manual with potential proposed changes resulting.
- CHPC started working on a welcome package to distribute to new property owners in the Castine Historic Preservation District. Welcome packages could be available at Town Hall and Real Estate offices.

Discussion.

Sue Macomber reminded that if there were to be proposed Historic Preservation Ordinance amendments to be on the May Town Mtg Warrant there are requirements such as, Public Hearings and Town Report deadline which are approaching.

Marc thanked the Town Manager, Derik Goodine, for his assistance helping CHPC crafting the recent FOF. Selectboard thanked Marc and the rest of CHPC members.

Item 4. Roberta Boczkiewicz introduced discussions regarding Composting Grant.

Derik Goodine addressed. The Selectboard has been discussing this topic in Work Sessions. Composting does bring up a few areas of concern such as transporting, critter invasion and bears. Also investigating grants available. One idea is to purchase backyard composting kits through recycling vendor, NRRA. We could get 40-60 kits, provide to community free of charge on a first come first serve basis and get input from users to help us possibly pursue bigger ideas and grants for composting. There is a small grant available we could apply for purchasing the kits; deadline is 1/31/25.

Dan Leader added this is a step in the right direction and allows the Town to sense if any or how much reduction to solid waste to our Transfer Station could result. There is an anonymous donor plus the grant so it will not cost the Town anything. Karen Motycka said the grant amount is \$6,900 and in-kind services would be used in the grant proposal.

Roberta Boczkiewicz said she appreciated everyone pulling this together in a short amount of time.

Dan Leader made motion to apply for the composting grant. Second by Amy Gutow.

With no discussion, Roberta asked for votes: Apply for Composting Grant – approved 3-0.

Item 5. Roberta Boczekiwicz introduced the Town Manager's Report. Town Manager, Derik Goodine reviewed (see attached).

- CEDD = Selectboard input from draft position description and job posting. It is a part-time position outlining expectations but not overkill. The overall opinions on the draft document were good.
- Chris Brodeur, who was present, is interested in Castine MVU and possible request to have an MVU on the Town Dock during winter months. Depending on term conditions, pricing, etc. he was willing to combat cold temperatures and bring his hot dog trailer to Castine's Town Dock mainly for breakfast service. Discussion.
Roberta suggested the Selectboard work on this a bit especially since the MVU fee schedule is targeted towards summer season. Roberta said this is an exciting prospect and thanked Chris for his interest and attending the mtg.

Item 5. Other Business as Required: NONE.

Communications: -Letter from Castine Touring Company (CTC) informing the Town they are accepting annual funding requests during the month of January.

-Letter from Sen Grahoski's office asking for feedback and input from Castine community members.

-Annual HCSD summary report. There were 199 incident calls: 40 of them through 911 calls. Copies are available.

Roberta acknowledged the public present:

- Don Tenney gave his opinion regarding public safety and clearing sidewalks. He said he knows we've been down this road before but with the recent snow it becomes apparent how unsafe the sidewalks can be. Don also asked if the community has given any input regarding last summer's MVU's and lastly, he commented that if we have composting bins, you might as well welcome all Maine black bears.
- Marc Pelletier said chaired the Ad-Hoc Sidewalk Committee a few years ago which at that time got zero support from the Selectboard. Marc said some day someone will get run over or really hurt. Penny Carlhian said she watched the other day the Town of Searsport clear sidewalks very efficiently using a bobcat. Castine does not have a bobcat. Discussion.
Selectboard member, Amy Gutow, said she would be supportive of making sure we have a safe environment including clearing sidewalks. She said if we make clearing sidewalks a requirement to property owners, we need to be prepared to enforce it. Amy suggested having more conversations on this. Derik told of his Bucksport idea of "lend a

hand, spread some sand” using bins on sidewalks for citizens’ to sand them as needed to help.

- Scott Vogell, Harbormaster, said there is a 2-year-old 17’ Mako boat for sale at Port Harbor Marine that he has gone to check over and Harbor Committee is reviewing. The current Harbormaster boat needs to be replaced. He and the Harbor Committee have been searching and addressing for a few years now and this boat is within a good price range, is in great condition and only has 90 hrs. on it. It would also be handy for water rescue in collaboration with the Fire Dept. Boat price = \$19,995. There are a few minor things that need to be done with extra costs; bottom paint and install our electronics from old boat = est \$1,200. Discussion.

Roberta Boczkiewicz made motion to approve spending up to \$25,000 for Harbormaster boat purchase (2023 17’ Mako) to include extra expenses to outfit the boat. Second by Dan Leader. With no discussion, Roberta asked for votes: Purchase 2023 Mako Boat – approved 3-0.

- Gus Basile recommended that the Selectboard and citizens read the Town’s Source Water Protection Ordinance including a State guideline attachment available at the Town Office.
- Tom Comiciotto said he’s received an invoice from a solar company saying he owes them money and he does not have solar. He wondered if anyone else was getting this. Everyone present instantly thought it was a scam.

PAST ACTIONS: NONE.

Selectboard Comments: Roberta Boczkiewicz said the Selectboard needed to schedule its first Budget Work Session. This was scheduled for Tues, 1/28/25 at 4PM.

Next Mtgs:

Fri, 1/30/25 – Community Forum at 7PM.

Mon, 1/27/25 – Selectboard Work Session at 4PM.

Tues, 1/28/25 – Selectboard Budget Work Session at 4PM.

Mon, 2/3/25 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

Tues, 2/18/25 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

Roberta Boczkiewicz made motion enter into Executive Session pursuant to Title 1 MRS Chapter 13 §405 (6)(A) for Personnel Matters. Second by Amy Gutow. Approved 3-0.

Executive Session In: 5:20PM

Roberta Boczkiewicz made motion to leave Executive Session. Second by Amy Gutow.

Approved 3-0.

Executive Session Out: 5:58PM.

Roberta Boczkiewicz made motion to allow the Town Manager to move forward and hire the new Public Works/General Services Director following successful background and reference checks. Second by Dan Leader.

With no discussion, Roberta asked for votes: Hire new PW/General Services Director – approved 3-0.

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

Approved 3-0. Mtg adjourned at 5:59PM.

Minutes Susan Macomber, Town Clerk.

Town Manager Report

-Solar Update I have been talking to him since last meetings, and he should have stuff to us for our next meeting. Since writing this, I got information from him. You should review the information, and we should be ready to consider the option for our first meeting in February. As you know, there was a comment that we should think about soliciting bids for a project. As was explained at the meeting, and by myself, the Maine Power Options solicited bids for advising towns and also chose the vendor for municipal solar projects to save time and money for project. The amount that Solect may be offering is much larger than our study even came in at and the burden would be on them to develop the project and find off-takers for the power. We would also need to float the money for the Letter of Intent to CMP and an RFP as was laid out in our Dana Law Study although we could be reimbursed by the successful vendor. I think we could easily reach out to MPO and ask if they think the proposal is fair and in line with what other communities are getting for similar projects for leases.

OPM and Fire Department Budget - Need to get together with Randy and Jake Jakobs and also Marc Pelletier and figure out how this will work because what we heard from -Fire Station - Meeting with Colliers today to talk about Owners Project Manager which should then give me the information I need to start to move forward on getting an RFP out for hiring an OPM to do the preliminary engineering.

-Waterfront/Town Dock Study- GEI has done two updates thus far on the project. One to the BOS and One to the Harbor Committee. They have finalized the flyer for the Public Forum for January 30, 2025

-Cyber Security Grant - No update at the moment.

*-CEDD Job Description - I submitted a draft to you on Friday for review and comment. Please offer me changes at our meeting, and I can get this competed and advertised. This is on my radar and I have been reading some other towns job descriptions.

-Wildfire Protection Plan Grant- No Update at this time.

-Congressional Grant Info - Dock Grant - Was supposed to start a new training program for this last week, but they had technical difficulties. So now it won't start for several more weeks; however I continue to put together the materials for it.

-Acadia Dock and Docks - I saw someone working on this Friday last week. Scott Updated the Harbor Committee last week on this. They are actually trimming the boards under the Titan Open Classic planks to level out the surface edging. They will also be doing the cross bracing stabilization, I am assuming once this Arctic cold blast ends. I want to build the gazebo over this winter for the Town Dock also. I plan to have Corey and the new employee do this in the remaining months of winter.

-I will give you a personnel update in Executive Session related to Public Works.

-Still working on this with FEMA. Apparently, Water Street and Fort Madison projects potential is in the hands of the Environmental Staff at FEMA. So I got an update this past week on both of these projects. Apparently, they are putting in these projects for engineering money, so we can come up with a proper mitigation/remediation plan. They are doing this following discussion of the various conceptual designs and issues I have presented to them, as well as further evidence that the banks below Water Street are deteriorating further since January.

-NBRC Grant - No word yet on Court Street infrastructure grant.

-TMobile Grant - We await word on whether we got the Story Walk Grant

-Julia Cooper and I should be meeting this week on Safe Harbor Operations for 2025.

-Community Resilience Partnership - We have been renewed for this program for the next two years.

-Project Canopy Grant - Waiting to have the next meeting with Committee on this Project.

-Governors Waste Diversion Grant - This is the grant that Roberta mentioned at the last meeting. We have pivoted slightly on this grant in order to gauge level of interest from the public. Our grant proposes to purchase backyard compost kits and also get a larger composter as a demo project at the Transfer Station before we attempt to jump into this as some larger type of diversion program. We can then learn from both backyard users and our own small demo project. The price tag of the grant will be approximately \$6000 total and our match will be 25%. As the date for submittal will be by January 31, 2025, I need you to authorize the application for the grant and permission for me to sign all documents related to its submission.

*General Assistance Ordinance- We need to schedule the approval of the new ordinance at a future meeting soon. Basically, notice, and I think, Public Hearing and the BOS approves and signs it.

-Historic Preservation Commission did their findings of fact. We now await for the ZBA to schedule their next meeting and issue a decision in the Library Landscaping Project matter.

-MDOT Traffic Calming? Trailer for our sign and figuring out what roads are a concern and what to consider doing on each

-Affordable Housing - I called Marc Wiesendanger last week from Maine Housing. I have not heard back from him yet. I also asked him to call Roberta if not me about the Housing Work Session.

-Peter Garrett has been looking at the Source Water Protection Zones following our Battle Avenue Site Study pertaining to any danger from a Fire Station locating there. I expect him to complete it soon, and send it to the Water Department who will then forward it to me is my assumption. In it, he explains how the original zones were set, and offers revisions to the zones themselves, and also discusses water generation in our various wells, and ultimately, discusses bedrock and water flow. I don't wish to confuse the two issues though, and I have explained to him that changing the Water Source Protection Map is not something that is desired currently while we move forward with the Fire Station Project as it could be a cause for confusion. A fire station can be located at the Battle Avenue Site without it affecting our water sources, and the eventuality of any change in the Water Source Protection Zone Map is something for the future perhaps.

-Town Clock is working again.

-Things for the Future Date

-Affordable Housing Committee Workshop with a few different parties Next Week.

-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"

Salt Shed Cracking and Weeping Inspection and repairs

Roof Inspection for Emerson Hall and Weathervane still needs straightening

My Schedule

1/21/25 Meeting with Colliers about OPM 3PM

1/21/25 BOS Meeting 4PM

1/22/25 Meeting with Resident 11AM

1/22/25 or 1/23/24 Meeting about Safeharbor

01/23/25 Remembrance for MMA Student Jacob Peabody

01/27/25 BOS Work Session

01/29/25 Derik Dentist at 11am for Root Canal Will work from home in morning

01/29/25 Working Waterfront Storm Response Workshop in Blue Hill

01/30/25 GEI in Town at 11am and 4PM to look at Town Dock

01/30/25 Public Forum on Dock Study at Emerson Hall 7pm