

Town of Greenville

Select Board Meeting

Wednesday, August 16th, 2023, 6:30pm, Greenville Town Hall Meeting Room

Minutes for Meeting of the Select Board

Board members/Staff present at meeting:

X Selectman Geno Murray (Chair) X Selectman Bonnie DuBien X Police Chief Jim Carr
X Selectman Newton Pierce (Vice Chair) X Selectman Burt Whitman Fire Chief Sawyer Murray
X Selectman Richard Peat X Town Manager Mike Roy X Town Clerk Tammy Firman

Others attending: John Contreni (Chair, Planning Board), Janet Chasse, Jolene Staruch, Allison Arbo, Sally Tornquist, Katie Larabee

Via Zoom: Sheila Grant (Piscataquis Observer)

6:30 pm Meeting opened by Chair, Geno Murray

1. Pledge of Allegiance recited.

2. Opening of Meeting & Declaration of Conflicts of Interest: The Chair asked all members of the Select Board to review the meeting agenda and declare any potential conflicts of interest which members may have with any of the items listed. None were declared.

3. A motion was made by Burt and seconded by Richard to accept the minutes of 08/02/2023. Minutes were approved 4-1-0 with Newt abstaining as he was not present at the meeting.

4. There was a request for one addition and one change to the agenda. Janet Chasse requests permission to present first as she has another meeting this evening. Motion by Burt and second by Richard to allow Janet to become 4a on the agenda. Motion passed 5-0. Mike Roy requested an addition to the agenda which would become 6a for a request from the Dockside for a Catering License for a party to be held at the Lakeside on August 26th. Motion made by Richard, seconded by Burt to allow this change. Motion carried 5-0.

4a. Janet Chasse – Request for 4-year-olds Club to become a part of Recreation Department

Janet explained that the daycare group has two separate licenses – one for the Scammon Road facility which allows them to provide care for up to 20 children. They actually have space for more, but because of limitations with their water well, they are only licensed for 20. They have at least 10 children on the waiting list. They also have a license for school-aged children ages 5 and up for up to 20 children at another location. They currently have over thirty children in this program, but they come at different times. Four-year-olds who go to Pre-K at the school need a place to go at 2:30 pm when school dismisses. She presently has seven 4-year-olds who need after-school care. She cannot hold spaces at the Scammon Road facility for them to come only in the late afternoon as this would keep them from offering all-day care to seven other children. Following extensive discussions with state officials, she believes that the only solution to the problem may be to offer a “four-year-olds club” through the Recreation Department. Janet hopes this would only have to be for one year while they are awaiting the new multi-purpose building to be built at the school. Janet is not asking for the Recreation Department to take this on, rather to allow the daycare foundation to run it under the Rec Department’s auspices. Janet’s plan is that someone from the Scammon Road facility would collect the children at 2:30 pm when the bell rings at school and oversee

them until 5:00 pm when parents would pick them up. If not accepted as a club underneath the Recreation Department's umbrella, they will not be able to provide care for the children after school due to limitations from the state.

The plan is that parents will pay \$15/day which will include after-school oversight and a snack for the children at the Four-year-olds Club. All expenses should be covered by the amount that the parents pay. If there is any deficit, it will be covered by the Childcare Foundation.

If this plan is not approved, there will not be any daycare for the four-year-olds after school. Janet has spoken with Kelly MacFadyen (School Superintendent) who is on board with this plan.

Mike Roy shared that Janet had contacted him to discuss. The two of them met with Sally Tournquist and Kelly MacFadyen. Mike's concern is that if this is a Recreation Department program, then the employees would have to become Town of Greenville employees which would mean that there would be the employee's salary along with worker's compensation and unemployment compensation payments which would have to be collected. If the employee's wages are \$9,312 per year, this would also incur \$1,547 for worker's comp, unemployment, etc. The Recreation Department has no budget for this. If this is to be paid from the budget from the Recreation Department, a Special Town Meeting would have to be held to vote on this. Mike's other concerns include what would happen if a child drops out, for school half-days, for school vacation days or snow days. What if the employee who provides care is ill and cannot come to work? Janet says that she would cover any of these situations. Mike and Sally spoke with Jason from Fort Kent who shared that their program barely breaks even and often overruns their budget. Their town has this program approved in their budget as it could not be self-supporting.

Sally shared that many of her staff are volunteers from the community and are unpaid. She typically only pays for summer-time staff and help in the winter for ice rink maintenance.

Janet shared that she recently had to step up and cover the summer care program. All the hired employees had resigned due to misbehavior of the children. Janet was determined to continue the program and runs it along with their volunteers. She is working ten hours plus per day in order to keep this program up and running. It's important so that parents are able to work.

Janet stressed that there is urgency for consideration of the four-year-olds club as school begins in two weeks. We need to get a plan together quickly as this is not just a childcare issue but also a workforce issue.

A suggestion was made by John Contreni that we ask for a contractual agreement with the Moosehead Caring For Kids Foundation clearly stating that they will cover all costs of the program not covered by revenue if it is accepted underneath the Recreation Department's umbrella. A motion was made by Richard to have Janet ask the Foundation to create a contract indicating their intent and agreement to cover all costs of the four-year-old after school club. Bonnie DuBien asked that we take a pause and table this discussion for now until we have more information. She is not comfortable voting at this point. Burt Whitman indicated that he understands the need and thinks this could be a good plan, but he's concerned about liability for the town if a child should become injured. Esther Ireland questioned why an individual couldn't take this over which would leave the town out of it. Janet shared that recreation department programs do not fall under the state's childcare licensing requirements.

A new motion was made by Richard to ask Janet to move forward with asking the Foundation to draw up a contractual obligation clearly delineating responsibilities of the Recreation Department, the Foundation and the Little Schoolhouse Daycare. This contract will be subject to Board approval. The motion was seconded by Newt. Motion carried 4-1.

5. Mike Roy – Update on Spruce Street property

Mike was tasked by the Board with finding about more information about the Spruce Street property. He has come to a dead-end. The town acquired the property in 1988 when a plan was developed for a business incubator. This plan was revised in 1992. There was originally 8.26 acres. At one point, the town sold three lots but kept one lot and a right-of-way access across the Muzzy property. Discussion with a long-time clerk indicated that the property was originally acquired for a snow dump. An interested party inquired about purchasing the property on Monday. At this time, there is no capital plan. The Town's Comprehensive Plan of 2013 provided limited information. Requested next steps for development of this property. We could allow rentals on the property for business which would include room for parking. Per previous Board vote, we will ask \$0.25 per square foot which is a low amount when compared with what others charge. Mike recommends that we put it out there to the public and see what kind of interest is generated in order to create revenue for the town. Next steps would include determining how we would divide the available square footage. Usage would be considered on a case-by-case basis as is consistent with the language in the Comprehensive Plan. There is still room to expand on the original building. The codes that must be followed are those for Industrial Zoning. A motion was made by Richard to authorize Mike to begin marketing the Spruce Street property only for leasing, not for purchase. Motion was seconded by Burt. Motion carried 5-0.

6. Tammy Firman – Request for Liquor Licenses

The Stress Free Moose has requested approval for a catering license for an event to be held on September 8th-10th, 2023 at the Stobie Hangar area on Lower Lincoln. Tammy has talked with Chief James Carr (Greenville PD) who has no issue with this event. A motion was made by Richard, seconded by Bonnie to approve Stress Free's request for catering license. Motion carried 5-0.

The Dockside has requested approval for a catering license for an event to be held on September 26th, 2023 at the Lakeside Building. Bonnie expressed concern that the request was not signed by the owner of the Dockside, rather it had been signed by the manager. This is typically how the Dockside submits their requests. Bonnie asked that this be looked into to ascertain that it is appropriate for the manager to sign rather than the owner of the facility. A motion was made by Richard and seconded by Newt to approve the request. Motion carried 4-1.

7. Jolene Staruch – Library By-Laws

Jolene has researched the library documents and found that some documents have been signed by the trustees of the library and some by the Selectmen. They feel that the documents should be signed by both groups. The documents define the responsibilities of the trustees. In Maine, libraries are of two types – free-standing libraries or town libraries. The responsibility of our library's trustees is to focus on library policies and how the library is run. The Town Manager is responsible for hiring of staff and for payroll. Newton Pierce suggested that it would be helpful for the Selectmen to meet occasionally with the Library Trustees. The Library Trustees currently meet quarterly and makes recommendations to the Select Board. They also revise their strategic plan yearly. The budget request for the Library comes from the Trustees and is a recommendation. According to the library's by-laws, they are responsible for evaluation of employees but they do not hire nor terminate employees. Jolene provided materials from the Library for the Selectmen to review. The Selectman are asking for time to review these documents. We should meet together with the Trustees prior to the budget planning period. Mike will add this to the next agenda.

8. Janet Chasse – Recreation Department Program Proposal

Was moved up to Item 4a.

9. CDS Grant Resolution – Accept and approve

Mike shared that the CDS Award letter was received last Friday. There are a few more steps and documents required. We have also found out that we must expend all of the town's funds (\$5,150,000) before tapping into the grant funding.

Tammy Firman, Town Clerk read the resolution (copy attached).

BE IT RESOLVED that the Board of Selectmen of the Town of Greenville approves and accepts in all respects, a proposed grant of \$902,000 from the USDA Rural Development for the Public Safety Building in accordance with Form RD 3570-3 "Community Facilities Grant Agreement," and authorizes the Town Manager and Town Clerk of the Board to execute and deliver all documents, and to take any and all actions necessary to carry into effect such grant funding, including, but not limited to, Form RD 400-1, Equal Opportunity Agreement, and Form RD 400-4, Assurance Agreement.

Form RD 3570-3 was presented and voted upon as follows:

Yeas 5 Nays 0 Absent 0

A motion was made by Richard and seconded by Burt to approve the resolution as presented. The motion passed 5-0. All Select Board members signed the resolution.

10. Manager's Report

Budget-to-actual reports for July and for FY 23 are provided for the Selectmen to review (attached) along with an email from Town Accountant, Marc Roy regarding FY 23.

There is also an updated copy of CD rates.

Each year, the Maine Town and City Clerks Association asks for nominations for Outstanding Clerk, Rookie Clerk and Deputy Clerk. Tammy asked that we nominate Beth for Outstanding Deputy Clerk. Not ten minutes later, Beth asked that we nominate Tammy for Outstanding Rookie Clerk. Nominations and letters of support were submitted for both. Both nominations were strong but neither were selected this year.

The town has received a \$6,011 dividend from the MMA Risk Management for good performance in loss management programs. Kudos to Fire Chief and Safety Officer Sawyer Murray for his good work in training and record keeping as well as to the employees for their working safety which led to this reward.

An RFP for fuel was submitted. There were two responses. A copy of the signed contract for fixed pricing with AE Robinson is attached.

Mike has submitted and received two ARPA fund checks in the amount \$22,000 and \$9,000 for fuel reimbursement for the airport.

Mike has reached out to our appraiser, Rob Duplisea, to reserve a date to set the commitment. He is available each day the week of September 11th with the exception of September 13th. Monday, September 11th works for all Selectmen and was agreed upon this date to meet at 12 noon by consensus.

Mike has spoken to two electricians about the back-up generator installation at the Town Office. He is waiting for two more estimates. He already has one estimate.

The new windows have gone in at the Library. The installer noted that there was no insulation between the window and the casing which meant significant air leakage. They have now put in spray-foam insulation around the windows. This should create fuel-cost savings going into the future. The heat pumps from the old fire station were also installed. There is still the gutters and trim to do. Everything looks very nice.

Public Works has been working on the East Road and on Scammon Road. They have graded East Road and applied 15 loads of gravel. On Scammon Road, they have applied 18 loads of gravel and worked on the ditching.

They have not had an easy job this summer due to the rain and high usage of both roads. They are screening the gravel from last year's road projects and reusing it which results in savings for the town.

Richard asked for an update on the 4-bay garage. The mover will dictate when this will be completed. Mike saw him over the weekend and he stated that he would be back in touch. The building is still resting on the mover's trailer.

Newt asked how we look as far as Public Works is concerned going into the winter. Mike reported that we are preparing as usual. We have some sand on hand but will be getting more.

11. Public Comment

Esther Ireland – as a taxpayer, Esther has concerns about Janet Chasse's request for the four-year-olds to become a part of the Recreation Department program. Even if the town enters into a contractual agreement with the Foundation, Esther is concerned about the town's liability.

Allison Arbo shared that she has resigned from her position as the Director of Destination Moosehead Lake. She has accepted a position with a national non-profit in Bangor as their spokesperson. DML's previous interim director will help once Allison departs until another Director can be hired. She will return to help with Labor Day and Fly-In. She expressed her appreciation to the town for their support of both her and of DML. Geno offered thanks and good luck on behalf of the Selectmen.

John Contreni asked that we think about the pricing schedule for leased property at Spruce Street. He suggests that we consider starting high then we're able to negotiate and come down if necessary. This change in pricing is not possible as this was voted upon previously.

Executive Session:

Entered into Executive Session as motioned by Burt and seconded by Newt. Motion carried 5-0. Following discussion, Executive Session exited at 8:18 pm as motioned by Richard and seconded by Newt. Motion carried 5-0.

Other Business:

A motion was made by Richard to have the town assume cleaning services at the NREC Building (Destination Moosehead Lake) and toilets and seconded by Geno. Following discussion, the motion was defeated with Peat and Murray in support and Pierce, DuBien and Whitman not in favor. Those not in favor cited that the town supports DML with an annual donation and part of this should be used for those services. Vote was 2-3-0.

There being no other business, it was motioned by Burt and seconded by Newt to adjourn at 8:20 pm.

Minutes respectfully submitted by:

Tammy Firman
Town Clerk