



Administrative Assistant to the Select Board

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Report for Meeting of December 7, 2023

It's beginning to feel a lot like winter! So far we've not had to turn on the new step heaters. The new heat pumps are working hard to keep the building warm – they're not terribly effective in the meeting room when the front door opens and closes, so the propane furnace has kicked on from time to time.

We managed to limp through Thanksgiving week with a staff member out with COVID and me out of town until Friday afternoon. I came home a day earlier than planned and got things caught up on Friday, and there was very little public business to attend to. Our affected employee is back after quarantining through yesterday.

It'll be three weeks between meetings. Normally, I would have you come in early to sign a warrant, but there have not been an inordinate amount of bills to pay, so warrant 14 will be signed on your regular meeting date.

Basketball season begins in earnest this evening (I'm writing this on November 29th). That'll mean I leave the office before closing on many afternoons, in case you're looking for me – best to try between 8am and 2pm.

We had quite a wind storm on Monday the 27th. The office didn't open until about 11:15 as I was flying solo, and the fire department was paged to cut trees out of the road. By the time I got re-showered and in, I was pretty tired, but got through the day! We cut 8 or 9 large trees from the roads with a crew of 5, and I was the "youngest", manning the chainsaw.

Your agenda doesn't seem too long.

[Minutes – November 16, 2023](#) – Please look them over for corrections.

[Expenditure Warrant 14](#) – As mentioned above, there have not been a lot of bills in the past two weeks. Payroll is on here, and I expect the fire department stipends will be added provided the chief supplies them to me. There are a few payments that needed to be released prior to your meeting (payroll, a GA payment for emergency housing, payroll taxes and withholdings). I expect the school warrants probably tomorrow, not sure how large they'll be yet, so we may have to make a transfer from investments. The warrant is posted on the website and will be updated periodically.

[Cash & Budget Reports](#) – The reports are posted and will also be updated periodically. Expenses are tracking pretty much where they should be. Revenues are slightly ahead of where they should be. Please let me know if you have questions.

[Checking Account Reconciliation](#) – I will e-mail the checking account reconciliation when it's done – should be Monday the 4th unless I'm really ambitious and it's available on Friday, December 1st.

Foreclosure Notices – The notices will be sent via certified mail between December 6, 2023 and December 21, 2023. There may be some movement on a couple of properties. I'll print the list for meeting night.

Special Town Meeting Warrant – In addition to the ice rink budget, I've included an appropriation from the Hodgkins Trust Fund for the boat ramp removal. Richard McMullen has supplied a price, and I'm working on an appropriation from fund balance for the difference on the fire truck that we've ordered.

Parks Commission Appointment – Emerson Whitney who is a relatively new resident has offered to serve on the Parks Commission. "Em" is very enthusiastic about serving and lives near Lamoine Beach.

New Fire Truck – There's an updated contract from K&T/MetalFab for body construction. This is part of the basis for the special town meeting warrant article. We also have a price increase on the chassis, which is expected to start construction December 1st. A separate memo with those calculations compared to the original bid prices is in your packet.

Ice Rink Update – Our insurance carrier is fine with an ice rink. We may want to add the structure to the insured property list. A memo from the underwriter is in your packets and has been supplied to the Rec Committee, which is meeting simultaneously with your meeting.

Dredge Spoils Update – Mr. Brown is working with the Maine DEP. In e-mailed correspondence, he was not aware that the proposed site sits over a mapped aquifer. He has not submitted anything to the town (at this point) for any sort of approval under the town's [waste discharge ordinance](#). In a quick look at the [Gravel Ordinance](#) it may preclude this material from being disposed of in a gravel pit:

C. *Groundwater Protection*

1. *No Gravel Pit shall be worked at any time at a level less than five (5) feet above the existing water table. The location of the water table shall be established prior to any excavation taking place. (See Section 7.C.2.b. requirement).*
2. *No ditching, trenching, pumping or other methods shall be used to lower the water table for the purpose of allowing more Gravel extraction than would be permitted without such lowering of the water table.*
3. *No substance or item harmful to groundwater quality including, but not limited to, salt, creosoted timber, tree stumps, building waste, petroleum products or rubbish shall be dumped in a Gravel Pit.*

Marlboro Beach Road Washout – The storm on Monday the 27th caused a small section of the access road to the beach to collapse. That section was newly paved, and it's likely the pavement prevented the entire road from getting washed out. I contacted Perry Fowler that afternoon and he was there the first thing the next day to get it passable again. He was going to place blasted ledge along the side to attempt to keep that from happening again, but said the material there is mostly marine clay and even with a breakwater with huge boulders, it won't prevent this from happening again.

Recognition – Carol Allen’s Retirement – Our long time rural route carrier for the majority of the town is retiring in December. Please see the e-mail from Iris Simon in regard to that. Ironically, she called here just as I was about to write this portion of the report! Among the ideas mentioned was a fire truck escort as she leaves her route for the final time, perhaps something at the school as she delivers. We could do up a nice certificate to present. Her route no longer included the town hall, though!

Budget Workshop – The remaining budgets are for Parks & Recreation, Fire Department & Public Safety, Social Services, Library and Shellfishing Enforcement. I may not have these in your packet until meeting night.

That’s the agenda – there may be items for the addendum, one never knows!

Stu