

MINUTES

**SELECT BOARD/ASSESSORS' MEETING
TUESDAY, NOVEMBER 19, 2024
WILLIAM L. PULLEN MUNICIPAL BUILDING MEETING ROOM
ONLINE NON-INTERACTIVE ON TOWN HALL STREAMS
6:30 p.m.**

Select Board present: Wayne Kirkpatrick, Adam Fuller, Martha Johnston-Nash, Steve Migliorini, and Linda Mountainland

Others present: Todd Souza (Town Manager), Jesse Thompson (Fire/EMS Chief), Chris Packard (CEO), John Gibbons, John Mountainland, Dan DeBord, and others

- 1. Call Select Board Meeting to Order:** at 6:30 p.m.
- 2. Pledge of Allegiance**
- 3. Approve Minutes of Tuesday, October 15, 2024 and Tuesday, October 29, 2024:**

Motion to approve the October 15, 2024 minutes by: Wayne Kirkpatrick
2nd by: Steve Migliorini
5-0

Motion to approve the October 29, 2024 minutes by: Wayne Kirkpatrick
2nd by: Linda Mountainland

Martha noted, re: the motion to sign the town manager's contract, the minutes did not say who made the motion or who seconded. She said she made the motion but did not know who seconded. Those names should be included as they normally are in the minutes.

Wayne withdrew the motion. Linda withdrew the second.

Motion to table the October 29, 2024 minutes, until we clarify who the motion was made by, by: Martha Johnston-Nash
2nd by: Steve Migliorini
5-0

- 4. Approve Treasurer's Warrants Tuesday, November 19, 2024:**

Motion by: Wayne Kirkpatrick
2nd by: Linda Mountainland
5-0

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5. Approve and sign the Emergency Operations Plan:

Fire/EMS Chief Jesse Thompson said every other year we have to look at and update the town's Emergency Operations Plan. Everything is the same as last time they signed it. It's basically what the whole operations plan is: who's going to be in charge of certain things, what your roles are, what Public Works is going to do, etc. He brought copies for anyone interested. Martha confirmed no changes to the plan.

Motion by: Wayne Kirkpatrick

2nd by: Martha Johnston-Nash

5-0

6. Vote to close Burkett Road for Chamber Christmas Event on December 8th:

Motion to close it by: Wayne Kirkpatrick

2nd by: Linda Mountainland

5-0

Martha brought up the board needing to approve the use of the Common as well. Adam said they've only requested closing the road that he's seen. Martha said she felt as part of the chamber she could probably make a verbal request.

Amended motion (close Burkett Road for Chamber Christmas Event on December 8th) to include granting the use of the Common for that same night by: Wayne Kirkpatrick

Amended 2nd by: Linda Mountainland

5-0

7. Sign Appointment Papers for Road Commissioner, GA Administrator, Public Information Officer:

Adam said these all fall on our soon-to-be-new Town Manager Todd Souza.

Motion that we appoint the Road Commissioner, GA Administrator, and Public Information Officer by: Wayne Kirkpatrick

2nd by: Linda Mountainland

Steve brought up the Certificate for Appointment of the Town Manager. Adam said we should add that to the list. It was done with Jay. He clarified that the contract hires, and the appointment confers authority.

Amended motion that we approve Todd Souza as Town Manager, Road Commissioner, GA Administrator, and Public Information Officer by: Wayne Kirkpatrick

Amended 2nd by: Linda Mountainland

In answer to Chris Packard, Martha clarified the appointment dates from December 2.

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Above amended motion passed,
5-0

8. **Approve \$5,000 donation from the I. C. Thurston Fund to the Come Spring Food Pantry:**

Motion by: Wayne Kirkpatrick
2nd by: Martha Johnston-Nash

Martha said Paul Raudonat expressed a greater need for the food pantry now than before. She encouraged people to help out the food pantry, as they really need it.

Above motion passed,
5-0

9. **Other Business:**

Adam brought up a municipal resolution for the emergency proclamation from the Resiliency Committee. Steve said last Wednesday they held a public engagement session required as part of the grant application process. They received suggestions and input. The resolution is something the board needs to do in order to fulfill the requirements for the grant application.

Dan DeBord (MCOG) said the first page had to be adopted, second page optional. In answer to Adam, Dan clarified the application date is December 17, and this is the last piece he needs to submit the enrollment paperwork to the state. They are aiming for the next meeting on the second to try to finalize what the committee wants to apply for the grant for. Adam clarified they would have a goal list for the next select board meeting which Steve said the board would need to approve.

Todd clarified they will deliver grant criteria choices to the board on the third, and once approved Dan will then write it. He asked the board to consider how to approve the grant application per the timeline. Adam said at the next meeting they could empower the town manager to do that.

In answer to Adam, Dan said he would be paid by the state to see this application through. That contract runs through March on the planning of the actual implementation.

Motion on this municipal resolution – *Whereas the Town of Union has completed the Community Resilience Partnership's Community Resilience Self Assessment and list of community actions and held a community workshop on November 13, 2024 which prioritized the following actions/areas: established a severe multi-faceted weather event management plan; the planning of addressing the housing shortage and housing stock resilience/efficiency; the next phase of broadband project planning to reach the most vulnerable and isolated residents; public drinking water supply resilience and*

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upgrades assessment; and on-demand generator install program planning for at-risk residents to operate ventilators and other life-sustaining medical devices in prolonged power outages. Be it resolved that the Town of Union commits to participating in the Community Resilience Partnership which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts. Be it further resolved that the Town of Union designates the Community Resilience Partnership Committee to coordinate planning, implementation and monitoring of energy and resilience projects to be the primary point of contact to the Community Resilience Partnership – by: Wayne Kirkpatrick

2nd by: Linda Mountainland

5-0

Steve noted this should be on the agenda for December 3.

Wayne brought up a public hearing on the bridge. Brief discussion followed. Wayne encouraged everyone especially Fire and EMS to attend. Linda and Wayne mentioned the town website and Facebook for info. Steve confirmed with Adam this is DOT.

10. Town Manager Report:

Todd said thank you. He has really enjoyed meeting the staff. Adam said he's heard great things from the staff.

11. Public Comment:

CEO Chris Packard brought up entrance permits for new driveways. Our fee is \$25. He outlined the process (him going through the paperwork, Tom and another person doing a site visit including measuring, processing through the front office, etc.). He said the fee is barely paying for the paperwork.

He has started going through the fee schedule and looking at what other towns are doing. He would like to propose a new fee schedule before the next meeting and go through it. He added he is not trying to overregulate, but he feels our fee schedule is not incurring enough money to cover some of our costs.

He said some towns have an application fee. Most towns are going to that. After, there is a charge whether by square footage or dollar amount. Discussion followed. Consensus that working on a new fee schedule is a good idea.

Todd thanked Chris and said he will dive into the data so we know what type of permits we are pulling and how many, so we can say this is going to produce X amount of revenue to plan for future budget cycles.

Chris also said they are inundated with paper and talking about digitizing everything that comes into the code enforcement department, which would also be there forever in our

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cloud. He started exploring programs that turned out to be very expensive, such as \$25,000 for the first year and \$12,500 every year after. As an alternative, on his TRIO (software used by the town office) in the cloud he has made a file for every single map and lot in the town, and everything will be scanned and go into those files. He reiterated this is free. He is also communicating with the planning board.

John Gibbons said good choice in Code Enforcement Officer.

Martha read aloud an email from Karen Poulin that she and Steve received, concerning Midcoast Public Transportation which Waldoboro WCAP does. Karen wanted us to be aware of it and think about promoting some sort of improved public transportation, Union to Rockland area. Next meeting is December 18, 3:00 p.m. to 4:30 p.m. at the Rockland city office for the Knox County Public Transportation Advisory Work Group. Dan DeBord said it's on MCOG's radar. In answer to Linda, he said someone could come and present on this to the board. He added it's planning for transportation in a multifaceted sense throughout the midcoast: rail, bus, etc.

Martha said she also received information about a MCOG general assembly on Thursday, which she read aloud. This came through the chamber from another member. She confirmed with Dan that we are a member, and that Jay attended in June. Dan said it's free, Thursday morning at Watts Hall. He thinks it will be recorded and on their website. He noted there are two of these meetings a year. Their budget cycle starts in July. Martha said she will try to make the meeting.

12. Committee Reports:

a. Broadband

John Gibbons said Tidewater continues to make impressive progress implementing connections to the expanded fiber network. They have 80+ applications since April, and about 75% of them are connected. Their focus appears to be increasing the take rate, which started about where they expected. He suspects the reason is they have to have the grant money for expenditure in 2025 and are up against a deadline.

He reiterated from last meeting that they asked to have a community event here at the town office. It has been set for December 11 at 6:00 p.m. Tidewater people will be here. The format will be: come in, ask questions, we'll fill you in on what the opportunities are and what the situation is on your place. There will be a couple of presentations and refreshments.

He said they are making a concerted effort to update all the numbers they've been using for planning – roads and addresses, fiber or cable or satellite options, how many unserved, etc.

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Todd mentioned, re: the resiliency meeting, a final headcount of dirt roads that have seasonal cottages and do we include them in our data. He said they also talked about how to improve our communication/education with residents. He will talk to John Gibbons about creating a FAQ list from that day that can go on the (town) website.

Martha said she'd like to see a printed version of the above, maybe just in the town office. Adam thanked John.

- b. Resiliency – Above.
- c. Thompson Working Group:

Steve said we received a preliminary determination from the state. They sent it to her (Christine Baird of Essex) who forwarded it to us. Brief discussion followed about the next state quarterly and the next working group meetings with no dates yet determined.

Steve read the letter aloud for the record (paragraph spacing as heard by recording secretary):

October 28, 2024 from the Maine Historic Preservation commission, sent to Christine Baird, Essex Preservation Consulting (whom we hired to assist us with the application).

Dear Ms. Baird,

Thank you for submitting the National Register Assembly Eligibility Assessment information for the former Union School and Thompson Community Center in Union, Maine. That information, as well as additional photographs taken after removing the finishing covering the original windows, has been carefully examined by our staff.

I am pleased to say that in our judgment, based on the information and photographs received, the schools are eligible for nomination to the National Register of Historic Places. The buildings are locally significant under National Register Criterion A for association with education. The period of significance is from 1932 to 1974, extending from construction date through use as a school up to 50 years ago. While the two buildings together have enough integrity to be determined eligible, we look forward to seeing the fenestration pattern of the 1932 school restored.

All nominations before being sent to Washington for final approval must first be presented to our commission for approval at one of their quarterly meetings. We will schedule this nomination for presentation once a final draft of the nomination

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has been received and approved by this office. In the meantime the property will be included in the Maine Historic Resources inventory, which will provide the same protection as if it were already listed in the National Register. Please do not hesitate to contact me.

*Sincerely,
Michael Goebel-Bain
Architectural Historian*

Martha said it's a lot of bureaucracy. Steve said no idea when they're planning their quarterly meeting. Adam said it's another step in the right direction with the developer, and off our potential finances. Steve reiterated it's another step but a step definitely in a positive direction. Wayne brought up the new Developers Collaborative construction in Rockland (Peasley Park).

Wayne confirmed with Steve that Matthew Eddy (MCOG) said it would be highly unusual for the federal government to not approve once the state gives its ok. In answer to Wayne, Steve said Developers Collaborative had two funding sources; one funding deadline was November and the other early spring. She (Christine) will complete the application. Brief discussion followed. Steve summarized this is the step needed in order to make this a go.

13. Select Board Report:

Adam said he's very excited about Christmas on the Common. The Chamber does it, and it's one of the best things going in town. There's fire, cookies, hot chocolate – go.

Wayne confirmed Adam and Todd went to a Chamber meeting essentially about the future of the organization. Martha noted they have fewer members and a lack of volunteers; the other part is how to move forward and help the businesses who are members. Adam said there was good discussion about the changing role of Chambers of Commerce in the digital age. Martha said she appreciated Adam and Todd attending.

14. Adjourn:

Motion by: Linda Mountainland
2nd by: Wayne Kirkpatrick
5-0

Meeting adjourned at 7:48 p.m.

Respectfully submitted,

Sherry Abaldo
Secretary