Town of Lubec
Board of Selectmen Meeting
Minutes
March 13, 2024, 5:00 PM

Board Members Present: Carol Dennison, Rachel Rubeor, Nancy Harrison, and Daniel Daley and Jason Evasius

Absent: None

Quorum present? Yes

Others Present: Suzette Francis, Town Administrator

Open Board of Assessors' meeting at 5:01 pm

1) Assessors' Agent Update

Discussion: Jim gave an update on the projects he will be working on. He is correcting land and building values due to the abatements that have been processed but not updated in the system. He also has a few abatements that have not been completed or need further review.

Close board of assessors' meeting 5:07 pm.

Open Select board meeting at 5:07 pm by Carol.

- **Sign Warrants**

Motion: Made by Jason to sign the warrants, 2nd Nancy, Vote: 5-0. All in favor.

- **Approve Minutes from February 28, 2024, Select board meeting minutes.**

Motion: Made by Jason to approve the minutes from February 28, 2024, 2nd Nancy, Vote: 5-0. All in favor.

Old Business:

1) **Dangerous Buildings**

Discussion: Buildings on County Road are not first priority on the Dangerous building list. Dangerous buildings in the town village are prioritized.

Motion: Made by Carol to hold a budget prioritize public hearing on April 24, 2024, 2nd Nancy, Vote: 5-0. All in favor

New Business:

1) Consolidated Communication-Broadband

Discussion: Simon Thorne from Consolidated Communications presented BEAD funds. Broadband would be Consolidated Communications responsibility. A letter of support from Lubec would be greatly appreciated. BEAD funds are committed to unserved areas. RDOF funding is to bring high speed fixed broadband service to rural homes and small businesses that lack it. An estimated price for high-speed broadband is 100 mg is $25 for the first year then $45 thereafter. 2 gb is $70 for the first year then $95 thereafter. We are going to schedule a zoom meeting in April so all can discuss Broadband.

2) Gretchen Mead

Discussion: Melissa Lee presented Light pole flag designs by Gretchen Mead. These would go onto the decorative light poles on Water St. Eight pictures were provided. These would cover the 16 poles. Picture prices are estimated at vinyl $130. Melissa states Sail cloth will withstand the wind better. She is asking if public works could put them up and remove them. Melissa needs the size of the pole holder.

Motion: Made by Carol to accept the flag suggestion presented by Melissa Lee, 2nd Jason, Vote: 5-0. All in favor.

3) Corn Hole Board Update

Discussion: Suzette provided an update. It has been over 30 days since the small claim's judgement was awarded to Lubec. The defendant had 30 days to appeal, make payment or contact for payment arrangement. We have not received any of those. The next step is to file a disclosure hearing request. A disclosure hearing requires the defendant provide proof of income/income tax forms/assets for a given period. That has been filed. The court will mail the date to appear.

4) Sewer Commitment

Discussion: The first quarter of 2024 sewer commitment was presented.

Motion: Made by Dan to sign the sewer commitment, 2nd Rachel, Vote: 5-0. All in favor.

5) Single Audit RFP

Discussion: The town may need a single audit for the fiscal year 2025. A single audit is required anytime federal grant revenue goes above $750,000. The WWTP grant is ending the design phase. Hopefully this will lead to the start of construction in the next year. Which could put us over the threshold.

Municipal auditors are hard to find. We are starting the bid process early with hopes it will provide an audit firm committing to the single audit. We will put the ad deadline for June 18, 2024 at 4:00pm.

6) Other Business

1) Narrow Escape Liquor License

Discussion: Andrea explained her business serves wine.

Motion: Made by Jason to sign the liquor license, 2nd Rachel, Vote: 5-0. All in favor.

2) Justin Foley Cannabis Form

Discussion: The state is requiring another form be signed by the town. This is a waiver due to Justin's business existed before state cannabis laws passed.

Motion: Made by Carol to approve Suzette authorization to sign the form, 2nd Jason, Vote: 5-0. All in favor.

3) Personnel Policy Update

Discussion: Employee PET is for all days absent from work. Employees come to work sick, so they don't use all their PET days. Which would limit their available days they could miss work. Giving employees five separate sick days would enable them to stay home instead of infecting other co-workers.

Some employees have sick time from previous year excessive PET rollover. Part-time employees currently don't have much Earned Paid Leave as it incurs at .025 per hour.

Motion: Made by Carol to allocate 3 sick days to full-time employees, 2nd Jason, Vote: 5-0. All in favor.

Motion: Made by Carol to allocate 2 sick days to part-time employees, 2nd Dan, Vote: 5-0. All in favor.

Committee Updates:

Road Manager: PW is working on spring road repairs. The ground is so soft earlier then normal this year. They will be finishing up cleaning up Boot Cove trimming remnants in April.

Shellfish: The next shellfish meeting is April 1, 2024, at 6:00pm, (no fooling). The committee has been working on the Shellfish Management plan.

Public Comment:

Public Works needs to look at Lyons Road. It has many large potholes.

WWTP received a letter from Senator Golden locking in $1 million in additional funding for the plant upgrade.

Emergency Management Plan – who, when and how. The public doesn't know what the process is during an emergency. Sue Doyle stated there needs to be a Emergency Management Meeting plan with the school, LCOC, fire dept, RMCL, Public Works and the select board.

Executive Session:

Motion: Made by Carol to enter in executive session pursuant to 1 MRSA § 406 (6)(A) Personnel Matters, 2nd Jason, Vote: 5-0. All in favor.

Motion: Made by Carol to enter in executive session pursuant to 1 MRSA § 406 (6)(E) Legal Matters, 2nd Jason, Vote: 5-0. All in favor.

Motion: Made by Carol to exit executive session, 2nd Jason, Vote: 5-0. All in favor.

Motion: Made by Nancy to file small claims form, 2nd Carol, Vote: 5-0. All in favor.

Motion: Made by Jason to take no action with Townsend Lane, 2nd Dan, Vote: 5-0. All in favor.

Motion: Made by Carol to sign and send the employee letter, 2nd Nancy, Vote: 4-1-0.

Adjourn:

Motion: Made by Dan to adjourn, 2nd Jason, Vote: 5-0. All in favor

Meeting adjourned at 6:51 pm
Minutes submitted by: Suzette Francis