

Town of Blue Hill
Select Board Meeting Minutes
Monday, October 16, 2023

Called the meeting to Order at 5:30pm

1. **Quorum and meeting attendance** - E. Best, J. Dow; S. Miller; S. Dooley; J. Atwell, Town Administrator; K. Herrick, Town Clerk; Jeff Milliken & Alan Kratz, Climate Resilience Team. B. Smythe Absent.
2. **Resignation** - E. Best informed the board she received a letter of resignation effective immediately from select board member B. Smythe. The Board accepted his resignation with regret and asked E. Best to write a letter indicating that acceptance.
3. **Approve Select Board Meeting Minutes of October 10th & October 12th** - S. Miller moved to approve the Minutes for October 10th & October 12th, S. Dooley seconded. Vote: 4-0 Approved.
4. **Public Comment** - A. Kratz thanked the board for participating in the Rainbow Smelt Restoration Initiative. The final paperwork has been submitted. He informed the board that by the end of this month, the Maine Department of Transportation will be announcing the Municipal Stream Crossing Grant Upgrade Program. It is an annual program that does not require a local match although local matches are encouraged. A. Kratz would like the board to keep this in mind when discussing next year's budget.

Business

1. **Public Hearing: Liquor License Renewal for Humblebee, LLC./DBA: Humblebee Café** - S. Miller was concerned the diagram provided did not show barriers or signage of where alcohol can be consumed and where it cannot. The State statute requires this information. E. Best moved to approve the application subject to clarification from the owners on the barriers and signage to be provided to the Town Clerk or Town Administrator as required in the statute, S. Miller seconded. Vote: 4-0 Approved.
2. **GSA East Wing** - S. Dooley attended a meeting where the repairs to the east wing at GSA were discussed. There is concern the roof could collapse if we receive heavy snow this winter and the roof will not support the weight of people on it who would normally shovel the snow off. There was talk of closing the whole wing until the appropriate repairs could be made. At the meeting, it was announced a local contractor volunteered to repair the roof and another person agreed to donate the supplies.
3. **Establishment of Town brokerage account for short-term Treasury investments** - S. Miller asked the board if they are in favor of investing in Treasury bills through a brokerage account. He spoke with the town attorney, and she thinks the ordinance would allow this, although she noted that the matter is not free from doubt. Brokerage accounts are not FDIC insured but SIPC does provide some protection up to \$500,000. S. Miller stated if the board proceeds with a brokerage account they would have two options. The first is to split money among multiple brokerage firms to benefit from full SIPC coverage for the amount invested. The second option is to choose one significant brokerage firm, which is his suggestion. The board all agreed the best option is to choose one brokerage. S. Miller will reach out to Fidelity Investments to verify the town can open an account and will craft a resolution for the next board meeting.
4. **Wharf crane removal** - Tabled until after the Marine Resources Committee meets on November 14th so the removal can be discussed with the MRC first.

Department Status Reports

1. J. Dow mentioned the need for new door handles at the AA Field which he was approved to purchase since that falls under general maintenance.
2. J. Dow recommended a schedule for the cleaning of the restrooms at the A.A. Field. J. Atwell will discuss this with B. Farnham, Facilities Coordinator.

3. J. Dow asked if B. Farnham's role as Facilities Coordinator could be defined when it comes to tasks outside of the office. K. Herrick stated B. Farnham has taken on additional duties and is now assisting the clerk's office after the departure of one of the Deputy Clerk's. She recommended the board consider redefining her position. J. Atwell said over the next few months, discussions will be held on defining staff roles. E. Best praised B. Farnham for her competence & willingness to take on different roles when needed.
4. J. Dow reminded the board there are multiple places where water will need to be shut off before the winter season. J. Atwell will discuss this with B. Farnham and C. Kowalski, Public Works Director. S. Miller stated one of the town-owned buildings near the fire station will also need the water turned off and it should be coordinated with the fire department because the water for that building comes from theirs.
5. S. Miller said B. Smythe had been in contact with the tenants of a town-owned building, and they had requested some repairs be made. The board will review the lease to see who is responsible for this work.
6. J. Dow inquired whether we have any updates on the audit. J. Atwell informed him that they received a draft of it in their emails. She will talk to the [Treasurer about setting up a meeting for the auditors to come in and meet with the board.
7. S. Miller and J. Atwell have continued to work on a new chart of accounts. They will meet this week to discuss some concerns, especially about how to handle large ongoing projects before taking this information to the board. They will meet this week to discuss it.
8. J. Dow asked what the payment schedule is for stipend employees. He said there were concerns over the schedule of payments last year. S. Miller and J. Dow suggested the town pay the stipends by calendar year & appoint people for the calendar year. J. Atwell will research this and come up with a new schedule that will work for everyone.
9. J. Dow asked if any formal complaints have been received regarding a local establishment. The board has received and heard third-hand complaints of patrons going outside with alcohol and causing disturbances in the neighborhood. E. Best stated she is not aware of any formal complaints made to the town. She has encouraged residents to call the police when disturbances are occurring. The town cannot take action on third-hand complaints.

Other Business

1. Holiday Celebration – J. Atwell informed the board she spoke with Chrissy Allen and Lori Sitzabee about putting together a simple Holiday Celebration for this year and then planning something bigger next year. The thought is to light two trees, provide cider, popcorn, and music. It was suggested the board attend. J. Atwell and staff will continue to coordinate with Chrissy and Lori. S. Miller moved to appropriate up to \$500.00 from the Unanticipated Expense Fund to support the Holiday Celebration Tradition, S. Dooley seconded. Vote: 4-0 Approved.

Upcoming Meetings/Reminders

1. Climate Resilience Committee Meeting – Wednesday, October 18 @ 4:00 pm Town Hall
2. Comprehensive Plan: Engagement Subcommittee Meeting – Thursday, October 19 @ 4:00 pm Town Hall
3. Select Board Meeting – Monday, October 23 @ 5:00pm Town Hall

Executive Session (Pursuant to 1 M.R.S. § 405(6)(C) – Real Estate Matter) – S. Miller moved to enter executive session at 6:45pm, S. Dooley seconded. Vote: 4-0 Approved. Exited executive session at 7:05pm. No action taken.

Adjourn - Motion to adjourn after warrant signing. Vote 4-0 Approved.