

**Town of Blue Hill
Select Board Meeting
Monday, December 22, 2025
Minutes**

Call to Order: 5:30 PM.

Attendance/Quorum

E. Best (Chair), S. Miller, B. Adams, J. Wootten (remote), A. Woog.

Approval of Minutes

Upon a motion duly made and seconded, the Board voted 5/0 to approve the minutes of December 15 and 18 2025, as edited.

Public Comment

John Richardson, Chair of the School Committee, inquired whether there were items to discuss ahead of next week's special town meeting. J. Wootten asked whether there were steps taken to repair the refrigerator unit and why there was not more than one contractor spoken to when deciding to replace. S. Miller advised that he does not see this as Select Board business and this is the question the School Committee is putting to the town at town meeting.

Business

1. Stavola building lease

A. Woog circulated draft of lease with discussed rent reduction. S. Miller made edits to specify list of repairs by April 15 and concession to \$850 if repairs are not made. J. Wootten offered to provide a list of repairs to include in contract. Amy Houghton asked if Select Board will include right to terminate. E. Best suggested including right to terminate if repairs are not done. A. Woog offered to edit to include right to terminate.

2. Assessor's Agent contract

Select Board received an email from assessor's agent terminating agent relationship. S. Miller stated Select Board has a name of someone to do personal property tax assessment, and Select Board can try for real property assessment as well. S. Miller stated the State has a website of agents and also suggested Select Board could find cell phone number for Matt Caldwell. A. Woog offered to look for Matt's cell phone. E. Best will ask Jim Dow what he found for assessor's agents and will ask RJD if they have someone they recommend.

3. Resident use of Town salt/sand

J. Wootten emailed Select Board around about people filling up trucks with salt from the salt shed. B. Adams stated that staff has noticed people backing up and filling their trucks with salt. S. Miller proposed the Select Board stop allowing taking salt because it is prone to abuse and a lot of people don't know about it. S. Miller stated that in the interest of fairness, Select Board should let more people know about available salt or stop allowing it to be used. B. Adams suggested that a sign and camera will help keep people honest and clarify the policy that the salt is for personal use only, with a maximum of two, five gallon buckets allowed. B. Adams offered to take care of sign and inexpensive camera.

4. Solar energy meter allocations

J. Wootten stated he has not done the due diligence and he will follow up with Select Board the next day. S. Miller informed the Select Board that the new public safety building had an expensive electricity bill, because heat and fans running. Select Board discussed.

5. Town hall visitor conduct policy/process (Woog)

A. Woog advised this is in progress.

6. Land Use/CEO/Plumbing fee schedule

S. Miller stated Zavier sent an email pointing out that the town's approved schedule did not align with the state fee schedule. S. Miller stated he encouraged Zavier to go through Planning Board. Upon a motion duly made and seconded, the Board voted 4/0 to accept CEO's recommendation to adjust the fee schedule so that it is aligned with the state fee requirements.

7. Wharf resilience study wrap-up

S. Miller stated GEI sent along draft final report, S. Miller marked up over the weekend and had a call with new head of project, Layla Pike to discuss changes. S. Miller stated he will get a minor redraft back soon and agreed to get it done before the end of year as discussed with the state. S. Miller stated he is working on cover memo. S. Miller reported that the report did not include information about the current condition of wharves and their ability to withstand being submerged; he stated this seemed like important justification for the outcome. S. Miller advised the town received the almost final invoice and the total amount will be less than the \$50,000 received of state money. S. Miller shared he will try to have final memo done next Monday.

8. Wastewater upgrade contract

S. Miller circulated an updated contract and advised that the board received a signed copy of contract from Apex, now the board needs to countersign. S. Miller advised that the board also needs our attorney to sign an affidavit with the countersignature. E. Best advised she read attestation and can sign. The Board discussed the amounts Apex included the contract, and concluded that Apex understands they need to spend certain grant money and have that part of the project (at least tested) by the end 2026. Upon a motion duly made and seconded, the Board voted 4/0 to authorize S. Miller to countersign contract with Apex

Other Business

E. Best shared that she researched Maine Service Centers Coalition, a lobbying group doing work in legislature for service centers. She advised the town does not need to subscribe.

E. Best stated she read the Animal Control Officer contract. She shared that in the contract, the town agrees to a 2500 stipend, \$26/hour and mileage for time and travel, and 3% of time/travel going to county for administrative fee. E. Best advised the town can terminate the contract with 30 days notice. Upon a motion duly made and seconded, the Board voted 4/0 to authorize E. Best to sign county ACO contract for 2026.

Upon a motion duly made and seconded, the Board voted 4/0 to authorize exception to employee paid leave policy to allow Dana Goettler and Morgan Lawson to roll over all their unused 2025 EPL.

The Select Board discussed whether the town needs an AED. E. Best suggested that the Select Board needs to make sure someone checks on the battery and has training. A. Woog offered to look into training and maintenance.

B. Adams shared that there are lights out at the skating rink, and the skating rink association contacted Jeff Gray about repairing lights that are out. B. Adams stated the cost is ~\$2000, including lift. S. Miller stated he is concerned the town is paying for all maintenance and asked where tournament money goes. J. Wootten asked if the association suggested splitting the cost. S. Miller suggested that the Select Board invite the association to come talk about their proposal. J. Wootten offered to reach out.

Upon a motion duly made and seconded, S. Miller was authorized to sign the 2023 management representation letter for RHR Smith in conjunction with town's 2023 audit if he and the Town's Treasurer are satisfied with contents. Approved 4/0 (Wootten not available).

Executive Session

Upon a motion duly made and seconded, the Board voted 4/0 to enter executive session per 1 M.R.S.§405(6)(A) - Personnel Matter at 6:43 PM. Executive session ended at 7:35 PM.

Adjournment

Upon a motion duly made and seconded, the Board voted 4/0 to adjourn the meeting at 7:36 PM subject to signing Disbursement Warrants.

The Disbursement Warrants were signed.