

Sullivan Board of Selectmen
Regular Meeting
May 22th, 2023
5:00pm

Selectmen: Bethany Leavitt, Reginald “Bud” Means

Town Clerk: Yvette Grindle

Audience: Erin Shanahan, Roger Wakefield, Elizabeth Wakefield, Kelly Sheehan, Conrad Ober, Candy Eaton, Don Snoko, Michael Pinkham II, Velma Thomas, Keith Thomas, Troy Hanna, and Greg Ring.

Call to Order

Bethany Leavitt Called the Meeting to order at 5 pm with the Pledge of Allegiance.

Approval of the minutes:

Bethany Leavitt moved to table approval of the minutes from May 8th 2023 to the next meeting. Reginald Bud Means 2nd the motion, and it passed 2/0.

Agenda Adjustments Cannabis Ordinance and discussion of a new proposed ordinance, and parks and rec committee requested to be added to the agenda.

Treasurer’s Warrant Moved to the end of the meeting

Public Comment

Bethany Leavitt opened the floor for public comment with a reminder that the selectboard follows the Roberts Rules of Order.

Roger Wakefield asked about who would be notifying the Prequalified vendors once approved, He had approached Greg Ring to congratulate him on being approved and Greg had not heard of the approval.

Mr. Wakefield also expressed concerns about the purchase of the automobile and not getting any response back and asked if there was a copy of the check showing who paid/signed the check. And in his opinion whom ever signed the check should reimburse the town for the unapproved expenditure.

New Business:

Chair Opening Remarks

Bethany Leavitt wanted call attention to the RSU 24’s Budget Meeting on Wednesday May 24, 2023 at the Mountain View School At 6:00pm

Training

A short discussion was held about an upcoming webinar for Notaries.

Bethany Leavitt moved that the Town Clerk needs to have a Notary and that Yvette Grindle attend the webinar training. Reginald “Bud” Means 2nd the motion, and it passed 2/0.

Bethany Leavitt also thanked the Town for allowing the Selectboard to attend Training Seminars.

Versant Power Pole Permit

Bethany Leavitt submitted for the Selectboards review a proposal to adopt as to a process for approval for Utility Pole approval. Bethany Leavitt suggested that the Permit for the Power pole, be moved to old business on the June 12th Selectboard meeting. Giving the Selectboard a chance to better review the permit, Reginald “Bud” Means agreed.

Election and Annual Town Meeting (Logistics and Roles and Responsibilities)

Bethany Leavitt went over the “To-do” List to get ready for the Town’s Annual Report. Dates was set for workshop sessions with the budget committee and selectboard and are as follows 5/30/2023 and 5/31/2023 at 5pm. Bethany Leavitt Moved that the Town Report be Dedicated to the Staff in the Town Office and the Many Volunteers who help with clean up day and many other things. Set a date to have the Warrant ready for Printing on June 5th and a special Selectboard Meeting at 5pm on June 5th, 2023. Discussed that the warrant for the Annual Town meeting needed to be posted on June 15th, 2023. And Reginald “Bud” Means stated that He was working on obtaining a Moderator. After discussion it was decided to use Downeast Graphics to print the Annual Town Report.

Bethany Leavitt moved that the Town of Sullivan Request to use the Meeting at the Sorrento Sullivan Recreational Center on June 26th at 7pm, Reginald “Bud” Means 2nd the motion, and it passed 2/0.

Budget Committee Presentation of FY 23-24 Budget

Discussion of the special of selectboard review of the Budget on May 23, 2023 and May 24th with the Budget committee and approve the warrant articles for Budget portion of the Warrant for Annual Town Meeting.

Draft Warrant Article (Budget Age Friendly)

Candy Eaton addressed an issue at the last Annual Town meeting some monies was not able to be earmarked for the new walking trail as it had been discussed but was not voted on. Leaving Age Friendly a little shy of funds as it came out of their expenditures. She also stated that the need of paper documentation of these items is very important.

Bethany Leavitt Moved to add in a Warrant article for the Annual Town Meeting that the Town move \$6,000 from surplus to the Age Friendly account to cover 2022 expenditures that was not voted on, Reginald “Bud” Means 2nd the motion, and it passed 2/0.

Auditors Report(s)

Reginald “Bud” Means reported that the auditors stated that the report should be ready 05-26-2023

Contract Review (snow plowing, cleaning, etc.)

Reginald “Bud” Means reported that he is working on getting the salt ordered and that the Contract for the snow plowing is up this year and needs to go out to bid.

Draft SB Policies

Discussion of the Policy proposal for use of Municipal Vehicles. Some discussion was had as to how to adjust the policy that was presented to be a better fit for our Town. Candy Eaton stated the town might want to check and see if the state had a policy for use of state vehicles. Bethany Leavitt also discussed that all employees of the Town should have Background Checks done. Chief Pinkham stated the fire department does a check yearly on personnels driver licenses this includes any violations not just driving violations. There was also a note of clarification that only immediate supervisors, the Town Manager and or Selectboard members would be able to view such reports and or background reports.

York Hill Cemetery C.D.

Reginald “Bud” Means presented information regarding a C.D. coming due and needing to be either rolled over or cashed out. The Machias Savings bank sent a proposal to roll over the CD into another CD at a higher interest rate for 6 months.

Reginald “Bud” Means moved that the Town roll over the CD that was earning .5% interest. into a new CD for 6 months that will earn 4.5% interest. Bethany Leavitt 2nd the motion, and it passed 2/0.

Grants

Reginald “Bud” Means reported that the Town has/is applying for 2 grants, the 1st grant is for up to \$75,000 that will pay for an engineer to design the ramp and parking area for the beach on Flanders Pond. There are some major issues with the apron area having a drop off that needs to be addressed this year. The 2nd grant would help with doing the needed changes to make the area more boater friendly.

Bethany Leavitt stated that there are a few webinars on grants for service providers. That she would gladly pass on the link and information to interested parties.

Bethany Leavitt moved that the Selectboard should review the old bid from Goodwins to repair the boat ramp access at Flanders Pond. Reginald “Bud” Means 2nd the motion, and it passed 2/0.

Old Business:

Critical Transition Items (Re-valuation, Local Health Officer, Job Descriptions, etc.)

Reginald “Bud” Means discussed the Re-eval and the need to meet with KRT with Lynn and Reginald “Bud” Means to train them on the new program. It appears they will be able to meet the July 21, 2023 deadline.

Sumner Park Flagpole lighting

Don Snoke had talked with Gib Buell who had installed the lights back a few years ago. Gib told Don that they was installed the lights was stolen almost immediately. Don noted that theft is a big issue at the park and suggested that solar lights be placed at the top of the poles and have the light shine down onto the flags. Hopefully that it would be enough of a deterrent (being that the lights at the top of the flag poles) to keep them from being stolen.

Reginald “Bud” Means stated the holes into the memorial had not been drilled correctly causing the brass plate to be not secured properly. That this issue is being address so the plaque is secured to the granite.

Bethany Leavitt Moved that the Flag Poles get lighted Reginald “Bud” Means 2nd the motion, and it passed 2/0.

Memorial Day (Flags and Mowing)

Reginald “Bud” Means that he would be getting the flags up on the poles and would stop into the Town Office on Tuesday to pick up the flags.

Sullivan Fire Dept (Options to combine with Sorrento)

Chief Pinkham reported that He and Joey Clark are still working on a plan to join the two departments.

Selectboard Candidate Forum

Continued a discussion as to try and get one more forum in on a Saturday if possible.

Septic System Replacement

Reginald “Bud” Means reported that an issue occurred over the weekend of back flow in the RSU building. Upon investigation it was discovered that an employee of C&R Cleaners had drained the old wax improperly causing the old wax to settle into a clog, in one of the pipes. A plan to repair the issue has been put in place. CEO has signed off on the new septic system. Also Bud noted that for the last 3 months the well has come back with no issues and passed the test.

Tennis Court Fence Repair

Roger Wakefield reported that he is still waiting on estimates to be submitted for the repairs to the fence.

Contractor Pre-qualifications – No new applications

Roads/E911

Reginald “Bud” Means discussed the plans for resurfacing Taunton Drive and some discussion of where to start the resurfacing.

Discussion on placing the weight limit signs on Taunton Drive.

Higgs street Reginald “Bud” Means looked into the placement as to why it was place where it was and stated that there was no obvious reason for the sign to be on the left side of the road rather on the right side.

Bethany observed a 10-year plan would be beneficial.

A Discussion on who to hire for sweeping the parking lot at the Town Office. Reginald “Bud” Means stated he had a couple of companies to call and Roger Wakefield recommended a company who had swept Miramar previously.

Hastings House

Bethany Leavitt gave Roger Whitefield a copy of the old RFP that had notations of what needed to be changed.

Town Manager Reports:

Committees:

Bethany Leavitt wanted to formally acknowledge all the committees in the Town. Age Friendly, Budget, Cemetery, Communications, Comprehensive Plan, Harbor Committee, Infrastructure, Ordinance Committee, Parks & Rec, and the Town Manager Search Committee

Ordinance (Cannabis and Proposed New Ordinance

The Cannabis Committee plan to meet on May 30th at 1pm

Bethany Leavitt brought forth a proposal for an ordinance that had been discussed in the past and not voted on.

The Ordinance is on Recall of an elected Official. No action on either Ordnances taken.

The Selectboard request that Mike Gurtler CEO attend the next meeting to help clarify and discuss the dual meeting with Planning Board and Ordinance Committees.

Parks & Rec

Don Snoke reported that the Parks and Rec committee met with Maine DOT about the drainage issue at Sumner Memorial Park. Upon looking at the engineering plans there is 3 culverts that need to be cleaned out and kept up to prevent the water backing up into the park and causing it to flood. According to Maine DOT this is the responsibility of the Town not the State. Once the issue has been fixed and is maintained there should be no more flooding issues at the park.

Sullivan Fire and Rescue

Chief Pinkham submitted a report that show the break down for the calls for the month of April of 2023. Also noted that planning for Sullivan Daze 2023 has started and stress the need of volunteers to keep the yearly event going. The selectboard and members of the audience discussed ways to inform the Town of the planning meetings for the event.

Town Manager Search Committee

Roger Whitefield reported that the committee is working on updating the job description. That there are 4 applicants who submitted resumes. There will be no recommendations before June 12 but the interviews should be completed.

Infrastructure Committee

Is planning to meet on May 31st at 6:30p at the Town Office conference room.

Board Comment

Reginald “Bud” Means Thanked everyone for showing up to the meeting and being involved. He also encouraged the members to attend the Meeting on Wednesday 24, 2023 for the RSU 24 budget.

Bethany Leavitt reminded everyone they were welcome to attend the infrastructure committee meeting on Wednesday, May 31st 6:30 pm and She Thanked everyone for coming out to the Selectboard Meeting.

Motion to Adjourn

Executive Session

Bethany Leavitt moved to adjourned to Executive Session Pursuant to 1 M.R.S. § 405(6)(A). Discussion between Select Board members regarding payment of overdue property taxes. If any action is taken (motion and vote), it will be done outside of exec session, Reginald “Bud” Means 2nd the motion and it passed 2/0.

Meeting adjourned at 7:50pm

Bethany Leavitt

Reginald “Bud” Means