



## OWLS HEAD BOARD OF SELECTMEN Meeting Minutes for January 19, 2021

### VIA ZOOM

Bob Hirsch and Bill George representing the Owls Head Budget Committee update the Selectmen on getting a company credit card. They decided at a previous meeting that the town would have one credit card at the town office, and it was to stay in the vault for safekeeping. The credit card was to be used in certain situations, as all other transactions would remain the same. Bill George believes there needs to be a purchase orders system put in place before making any purchases, at which time the purchase order will be approved. This process would eliminate any unnecessary purchases. Mr. George states that he would be more than happy to provide sample purchase orders if needed.

Selectman Linda Post states that the reason purchase orders are not being used now is that there usually is not a Selectman available to approve such orders unless perhaps someone from the office was able to approve them. She feels it is cumbersome to have purchase orders. Selectman Gordon Page believes the word approval might also be interchangeable with the word control. And he wonders if it would be appropriate that the Town Treasurer, Pam Curtis, would have control of the purchase ordering system and she would act as the town's agent, authorizing the use of a purchase order. Mr. Hirsch and Mr. George also believe she would be the best one in charge.

Mr. Hirsch and Mr. George will draft a new policy and present it on February 01, 2021, Selectmen's meeting for approval. Mr. George says that he is unaware of the warrant process and would like to familiarize himself better by meeting with Treasure Pam Curtis.

The Selectmen agreed to extend the ZOOM meetings out through February and March 2021.

**MOTION: 4:40 pm Gordon makes a motion that the regular Select board meetings in February and March being held via the ZOOM platform. Linda seconds that motion.**

Vote passes 3-0 all in favor. ...

Selectman Page recommends that all committee/board meetings also be held ZOOM. There is a policy in place that no meetings are to being held at the town office.

Owls Head Health Officer Steven Hallett states that the county is distributing the vaccine. He says that most, if not all, health care workers have received the first round of the vaccine, and he believes the county has the second round ready also. That is a priority currently. He continues to say that the other rounds of the vaccine are going to be given in waves and he believes they will be given based on what those waves are going to look like. Mr. Hallett states he will get more details on where and when these

shots will be distributed. Mr. Hirsch says the CDC website has the shot clinics listed and he does not think having the Town Office as a distribution center is a good idea.

Health Officer Steve Hallett updates the Selectmen with statistics regarding COVID-19. As of January 19, 2021, Owls Head has had 6-19 confirmed cases. Knox county has 483 confirmed cases, 4 deaths, and 18 hospitalizations. Selectmen Page would like to know where Mr. Hallett is on providing a COVID-19 policy.

Hallett says he has been doing research, while municipalities are doing a good job, he has found that retail establishments that have been open all this time are doing a much better job.

Historically, he says that the reported numbers are lower for retail. He suggests that masks be always worn while in the building, plexiglass dividers, hand sanitizing stations at all public areas, cleaning and sanitizing between each customer, full clean and sanitize at the town office on a weekly or biweekly basis, make sure the apparatus is cleaned after all use. If you have COVID-19 symptoms or a positive test, it is the CDC recommendation is to quarantine for 10 days or provide a negative test, if a town employee should travel, the CDC recommends a 10 quarantine upon return, or a negative test no more than 72 hours upon returning to Maine.

Selectmen Page recommends that all employees who work at the Owls Head Stump Dump or attend meetings have to wear masks while working or attending meetings. Mr. Hallett says anyone who represents the town in some manner needs to wear a mask.

Fire Chief Frank Ross will contact the employees and go over the mask policy with them.

Selectman Page asks that Health Officer Steven Hallett draft a document outlining all the suggestions from above and present it to the board at the next meeting for final approval.

Selectman Page asks if the other Selectmen received a letter from Attorney Frederick Newcomb regarding the abandoned boat on Dick's beach. And they all agree that a copy of the letter be sent to the landowners and the complainant. Secretary Eleanor Stone is asked to forward a copy to those people.

## **NEW BUSINESS**

Robin White on behalf of the Owls Head Conservation Committee updates the select board on the flood planning resilience they have recommended. They feel that before moving forward, they need some leadership and interest from the select board. It will be a committee project, but the Conservation Committee is committed to doing the leg work. Ms. White believes that we have all seen minor and major coastal flooding in recent years. She says taking some steps that the state has but together, and some experience from local towns could increase our safety and reduce the cost. And take the opportunity to apply for some grants. From a goal perspective, she feels the need to understand the risk and vulnerability of what coastal flooding could do to the town. She says there are a bunch of resources out there that would allow for this to be done. The Maine Department of Agriculture Conservation and Forestry has developed a checklist process that a local town used almost a year ago. It is an evaluation tool that allows people to go through the strengths and gaps are. Also, the State and County can provide maps that are specific to Owls Head. Those maps would show different assumptions in terms of the long term sea-level rise. She requests to hold a meeting with the selectmen to look go over these maps. Then a second meeting with the townspeople to know what this effort is and why they are approaching it and have further discussion on the subject with the support of the state and county. Then a third

potential meeting to go over that checklist and begin to develop a plan. The committee feels that all residents of Owls Head should have the opportunity to help develop this flood planning resilience. Katheryn DerMarderosian and Robin White are going to move forward to make arrangements for the first public meeting with the Selectmen and get back to Secretary Eleanor Stone with a date.

Fire Chief Ross sent a report regarding the fire on South Shore Drive. Selectmen Page asks why the payroll for the Fire Department is from Nov 01 through Oct 31 rather than the town's fiscal year of July 1 through June 30? Fire Chief Ross says it has always been done this way and works best because of the holidays. Page also inquires about getting insurance on the new fire truck due to the COVID-19 restrictions. Ross says it is just a matter of picking up and dropping off the fire truck. Page asks about the training for the Fire Department and if they are doing the training or has it stopped entirely due to the pandemic? Captain Steven Hallett thinks training can resume with the masks. He does not have any objections to maintaining social distance while training.

Selectman Page asked Fire Chief Ross to provide a report to include

- Activities and emergency responses of the fire department for the first half of the fiscal year
- Page says that this question was covered in the report he provided earlier.
- An update on the Owls Head Volunteer Fire Company as they are separate from the Owls Head Municipal Fire Department including a current list of the current officers, expenses, and income.

Ross replies that the officers are President – Tim Sternberg Vice President – John Gamage

Treasurer – Frank Ross Secretary – Trinity Dearborn

Income was \$31,419 last year and that was because of the ladies who sent out a fundraising letter.

Ross says that \$20,000 will be put into Camden National Bank and some funds will go to donations to the town, equipment for the fire departments, donations towards people in need after a house fire. Page then requests a detailed expense sheet to be provided at the next meeting. Ross states that the tax bracket for the volunteer fire department is a 501C3

- Current manpower firefighter departures and additions

Ross says there are currently 28 volunteers, 2 retired and there have been no additions, there have been 2 applications but due to COVID, they have not done any interviews.

- Recruitment

Recruitment has been also held off because of the Pandemic. Page state in the future, we need to say that we have x-amount in the budget and that means we can afford an x number of bodies that we are training and for fire calls. Ross says the budget needs to include new gear; a new set of turnout gear is roughly \$2500.

- The towns mutual aid status both in and out

Ross states Rockland, South Thomaston, Thomaston, St George, and Warren come in automatically. And they can have anyone they want upon request. Outbound is St George, Rockland, and South Thomaston automatically.

- Current equipment conditions including an update on the expected arrival of the new fire truck.

Ross had covered all of that in the above report. Page states we anticipate the arrival of the new fire truck sometime in Oct 2021. The current rolling stock are all in good shape, they just had new inspections, and the air pack is all in good shape.

- The annual budget is currently up to date

Ross says we are on track and he does not foresee any problems.

- Owls Head's involvement with the Inter local Agreement with Rockland related to EMS service to the city.

Ross says that a meeting is being held the next day to talk.

Page asks if the NIMS policy program, which is supposed to be updated every 5 years but in 2019 he learned that the last update was in 2009. He asks if the policy has been updated?

Ross believes it has but he is not positive. He will do a follow-up on that. Page asks Ross what his overall thoughts were on the fire at South Shore Drive, January 6, 2021. Ross states he was not pleased with how it went. Page asks what went wrong and what could have been better? Ross did not feel comfortable discussing it over ZOOM.

Selectmen Page asks that an Executive Session be held so Chief Ross can let the selectmen know what his thoughts are. An Executive Session was scheduled for February 02, 2021, at 3 pm.

Town Clerk Susan Wilson gave a foreclosure list to the Selectmen to review.

## **ADJUSTMENTS TO THE AGENDA**

Richard Carver asks to sell a dock saying that the company Ship to Shore did us a good service by extending the easement, that the previous owner decided not to do anything about it. The town attempted to negotiate with the previous owners and we even offered to pay them \$5000 a year for that easement and they never responded. It is Dicks' opinion that because of all that Ship to Shore has done for the town regarding the easement, this is a good price for what the town got out of it.

## **PUBLIC COMMENT**

**MOTION: 5:34 pm Gordon makes a motion that we authorize the sale of a town-owned ramp to Ship to Shore with the recommendation of the Harbor Committee of \$3500. Linda seconds that motion.**

*Vote passes 3-0 all in favor.*

The renewal of the office postage meter contract.

**MOTION: 5:35 pm Gordon makes a motion that we authorize the renewal for one-year on the postal meter. Linda seconds that motion.**

*Vote passes 3-0 all in favor.*

## **OTHER BUSINESS**

Selectmen Page asks if any guidance was necessary at the Town Office due to the Presidential Inauguration scheduled for tomorrow, January 20, 2021. Page says that if any unwanted visitors arrive at the town office, we are fully authorized to lock the doors for safety.

With fire extinguisher training being held on Monday, January 25, 2021, the office staff requests to open 2 hours later than usual.

## **PUBLIC COMMENTS**

Katheryn DerMarderosian would like to express gratitude to the Owls Head Fire Department, particularly Fire Chief Frank Ross for being right there when their house almost caught on fire, then again, the next day with some suggestions.

Lauren Swartzbaugh asks if there is any reason why we can not have our ZOOM meeting archived on our website for further review. Secretary Eleanor Stone will investigate it further with Jason Philbrook from Rock Bound Computer.

## **APPROVE AND SIGN THE MUNICIPAL WARRANT**

**MOTION: 5:45 pm Linda makes a motion that they approve and sign warrants under the condition that they will review them and remove any that they have questions about. Gordon seconds that motion.**

*Vote passes 3-0 all in favor.*

## **ADJOURN THE MEETING**

**MOTION: 5:46 pm Gordon makes a motion to adjourn. Linda seconds that motion.**

*Vote passes 3-0 all in favor.*