

Town of West Bath
Special Select Board Meeting Minutes
Thursday, September 23, 2021

Town of West Bath Select Board: Kathleen Lavallee, Chair - Present
Suzanne Andresen - Present
Madelyn Hennessey - Present

Town Staff Present: Kristine Poland, Town Administrator
Karly Perry, Town Clerk

Public: David Hennessey Darlene Estabrook, Jay Paris
Robert Weir, Max Johnstone

A meeting of the Select Board was held at the West Bath Town Hall, Thursday, September 23, 2021, at 5:45 pm

- I. CALL TO ORDER at **5:45 pm**
- II. ATTENDANCE AND ESTABLISHMENT OF QUORUM – **Yes**
- III. PLEDGE OF ALLEGIANCE WAS SAID.
- IV. UPCOMING SELECT BOARD MEETING(S):
 1. Thursday, October 7, 2021, at 5:30 pm at the West Bath Town Hall
- V. SELECT BOARD COMMENTS/ANNOUNCEMENTS
None
- VI. BUSINESS ITEMS

1. Agreement for Consulting Services, Midcoast Economic Development District

Mrs. Poland presented an updated proposal from MCEDD for consulting work, noting that sample documents from the Town of Waldoboro are available online for review.

Municipal Officer Hennessey confirmed that the contract includes specs for all work to be done.

Municipal Officer Lavallee confirmed that work can be done in one meeting per month, to which Darlene Estabrook, Planning Board Chair, asked for clarification as to the schedule for the Land Use Ordinance. Max. Johnstone of MCEDD reviewed his plan to begin work on the Comprehensive Plan initially, with Land Use Ordinance changes to begin in June. Mr. Johnstone stressed that the Planning Board can set a schedule that they are comfortable with and begin work earlier if preferred.

Municipal Officer Andresen suggested that Mr. Johnstone hold a kick-off meeting with the Planning Board to review the Land Use Ordinance prior to beginning work on the Comprehensive Plan. Mr. Johnstone agreed that the timeline is fluid.

Ms. Estabrook asked what Mr. Johnstone's expectation is for Planning Board participation and who would be responsible for editing the final document. Mr. Johnstone reviewed his process for meeting with the Board in order to determine what changes should be made, further noting that he would be responsible for editing the document with review and approval by the Planning Board.

Jay Paris, Planning Board member, asked what Mr. Johnstone's methodology would be for ordinance changes and what percentage of edits would be commensurate with the Comprehensive Plan compared to the percentage of edits would be for the Ordinance itself. Mr. Johnstone described his

work with the Town of Appleton in updating both their Comprehensive Plan and Land Use Ordinance, describing how comp plan edits relate to the Land Use Ordinance. Mr. Paris noted that the goals of the Comprehensive Plan have not always aligned with the Land Use Ordinance, using lot size requirements as an example. Mr. Paris also spoke on behalf of the Planning Board expressing concern with the cost of the updates.

Municipal Officer Andresen spoke to Mr. Johnstone's level of experience and his ability to facilitate work to be done. Mr. Johnstone added that the Planning Board may opt out of the contract if they find that his assistance is no longer necessary. Ms. Estabrook expressed concern with the amount of work involved and agreed that assistance in editing the ordinance would be helpful.

Municipal Officer Hennessey reviewed the contract for the Board and public, noting the termination clause, staff assignments, timeline, and further clarification as to consultation and Planning Board assistance.

Ms. Estabrook questioned whether the timeline set out in the contract is reasonable, to which Mr. Johnstone stated that the contract allows for extension if necessary.

Municipal Officer Hennessey moved to accept the agreement as presented effective September 23, 2021, seconded by Municipal Officer Andresen. Select Board unanimously approved.

2. Committee Appointments

Municipal Officer Lavalley reviewed appointment papers for Maryanna Bock for the Recycling Committee, as well as David Hennessey and Robert Weir for the Comprehensive Plan Committee. Discussion followed on recruiting more volunteers for the Comprehensive Plan Committee, to which Ms. Estabrook volunteered to serve. Mrs. Poland noted that all volunteers are now required to complete a committee volunteer application, to which Town Clerk Karly Perry stated that she would email Ms. Estabrook the application.

Municipal Officer Hennessey moved to appoint the Maryanna Bock, David Hennessey, and Robert Weir to their respective committees, seconded by Municipal Officer Lavalley. Select Board unanimously approved.

3. Solid Waste and Recyclable Material Contract

Municipal Officer Lavalley noted that the Town's contract with Casella Waste will expire in September 2022, further noting that the town may consider appointing a committee to review the contract. Mrs. Poland offered the suggestion of the Recycling Committee that the Board may want to explore the possibility of putting the contract out to bid in order to attract an alternate vendor.

Municipal Officer Lavalley agreed that she would like to look at an RFP, to which discussion followed on current issues with the transfer station and Casella Waste. Municipal Officer Hennessey asked if an RFP would be useful as recycling does not appear to be profitable, to which the Board agreed to have the current contract reviewed by the Town Attorney to offer further suggestions.

4. Town Administrator's Report

Mrs. Poland recalled discussion with Town council, Attorney Mark Bower, who stated that Walden Renewables has decided not to pursue a project with the Town at this time. Attorney Bower further suggested that the Town may wish to put forward an RFP in order to attract another solar company.

Mrs. Poland stated that she had attended the Morse High School ribbon-cutting ceremony on Wednesday, September 22nd. Mrs. Poland noted that RSU1 recognized both West Bath's elected officials and taxpayers for their participation in making the project possible.

Mrs. Poland announced that West Bath has received an Award of Excellence by Maine Municipal Association for the FY 2019/20 Annual Town Report, which received third place in its population category. Mrs. Poland reviewed the judging criteria which includes both content and appearance. The Board congratulated Ms. Perry for her work on the Annual Report.

5. Future Agenda Items

None

VII. PUBLIC COMMENT

David Hennessey asked if there was an update on the abandoned boats. Mrs. Poland stated that all certified letters had been returned to the Town Office and that letters would be sent to the State on Monday, September 27th.

VIII. ADJOURNMENT

Municipal Officer Hennessey moved to adjourn, seconded by Municipal Officer Lavallee. Select Board unanimously adjourned at 6:31 pm.

A true attested copy,

Karly A. Perry, Town Clerk