

Hartland Selectmen's
Thursday June 22nd, 2023
Irving Tannery Community Center
Selectmen's Meeting at 5:30 PM

- Minutes of Previous Meeting 6/5/2023 & 6/5/2023 Special Town Meeting

- Unfinished Business

- New Business

Sewer Rates

Susan Collins Letter

Computer Use Policy

Sign Certificate of Appointments

Downtown Plan Update

Audit Update

Bank for Cemetery Trust Funds

- Other HPCF + Landfill Budget
Sign Shore Land Zoning Ordinance
Sign Building + Pmo Ordinance
- Public Forum
- Sign Warrants

Selectman's Meeting Minutes
June 5, 2023
5:30 PM
Irving Tanning Community Center

Present: Jerry Martin, John Hikel, Mark Brooks

Staff: Christopher Littlefield

Guest: Jon Pottle of Eaton Peabody

Several Citizens

John Hikel read the minutes of May 15, 2023, Motion to approve as read. Voted 3-0 accept.

Mark Brooks read the minutes of May 24, 2023, Emergency Meeting motion to approve as read. Voted 3-0 accept

Unfinished Business: NONE

New Business:

- Motion to appoint Chris Littlefield in the following positions; Treasurer, Tax Collector, Road Commissioner, General Assistance, Director of Community Development, and Emergency Management Director. Voted 3-0 accept
- Signed Appointments.
- June 19, 2023, Meeting rescheduled for June 22, 2023, and July 3, 2023 Meeting rescheduled for July 6, 2023.
- Motion to close the Town Office to the public for administrative purposes on June 30, 2023 for the day. Voted 3-0 accept.

Other:

- Thanks for the speed limit sign on Moose Drive (electronic sign).
- Chris Littlefield asked John Hikel if there were any concerns about ordinance certification and John Hikel said "no".
- Chris Littlefield stated that \$5788 has been spent so far on legal fees with Bryant's Brewing and shoreland zoning issues. Note: Still three meetings not billed from Eaton Peabody

Public Forum

- Tom Kuespert asked if the Road Commissioner position is additional pay to Chris Littlefield? No pay is all inclusive of responsibilities

Signed Warrants

Motion to adjourn at 5:45 pm. Voted 3-0 accept

Respectfully Submitted, *Chris Littlefield Town Manager*

**TOWN OF HARTLAND
SPECIAL TOWN MEETING
MINUTES
Monday, June 5, 2023**

To: Freeman Ramsdell, a resident of the Town of Hartland, County of Somerset, State of Maine.

GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the Inhabitants of the Town of Hartland in said county and state, qualified by law to vote in town affairs, to meet at the *Irving Tanning Community Center*, in said Town on Monday, June 5, 2023 A.D. at six o'clock in the evening, then and there to act on Article 1 through Article 15 set out below;

And, to notify and warn said inhabitants to meet at the *Irving Tanning Community Center*, in said Town on Monday, June 6, 2023 A.D. at six o'clock in the evening, then and there to act on Articles 1 through 15 as set out below, to wit:

(As reading above warrant, made notation that the June 6, was a clerical error, should have been June 5th).

Art. 1: To choose a moderator to preside at said meeting.

Nomination made for Harold "Hadley" Buker. Harold was elected majority vote. Three voters came forward to do written ballots. 1 No Vote.

Art. 2: To see if the Town will vote to increase the Administration line from Art. 12 on the vote on May 6, 2023 in the amount of \$285,140 to \$315,140 (increase of \$30,000) due to additional anticipated cost of legal expenses.

Moved and Second.

Discussion: How much are legal fees so far? How will the town justify expenses to one business. Do we have Liability Insurance?

Response: \$30,000 is what we are asking for and hoping we don't have to spend it. There are many businesses on this list and want to support all your businesses. No specific amount is designated to Bryants'. We have liability insurance but that doesn't cover legal fees.

Motion to make this article a written ballot: 23 No Votes.

Article 2 Voted on: Passed – majority vote was yes.

Art. 3: Shall the Town of Hartland adopt an ordinance titled Shoreland Zoning Ordinance that is intended to bring the Town of Hartland into compliance with State of Maine Chapter 1000 titled Guidelines for Municipal Shoreland Zoning Ordinances adopted by the State of Maine 1/26/2015.

Motioned and Second.

Discussion: Motion to bundle Article 3 through 13 into 1 vote.

Discussion: Resident stated, if vote together we are strong-arming everyone into one vote. Another resident stated to go ahead bundle articles to get this accomplished. Another resident stated if you single them out this will go on forever. Another resident stated they wanted all articles read prior to taking a vote. A comment was made you can't amend the articles.

Motion was moved and second to allow John Pottle (Lawyer) to speak. (1 No Vote) He spoke on the question of the amending of the articles. Either method of voting: slate or article by article isn't changing the substance of the article, you are just changing the method of voting on it.

To bundle articles 3-13. Voted 100 yes and 57 no.

Motion was moved and second, to have all the articles read prior to voting on the articles. Voted 97 yes and 58 no.

Discussion: By bundling it seems that the person suggested is the one who benefits to bundle. Another resident stated by bundling it just gets it done. Another resident wanted clarification if prior to this, 1009 Great Moose Drive built as a residential/commercial and tax situation.

Answer from John Pottle: has not personally looked at the property card(s). From prior meetings, and own due diligence there was prior commercial activity in the garage. Each specific property read needs a change of use permit.

Articles 3-13 Passed: Votes: 135 yes, and 40 no.

Selectmen and Planning Board Recommend

**** Draft ordinance is available at the Town Office and will be provided as separate document at the Special Town Meeting.**

Art. 4: Shall the Town of Hartland adopt the Shoreland Zoning Map that incorporates the Resource Protection, Stream Protection, and Limited Residential zones from the 2009 Shoreland Zoning Map with the following updates:

Below the Morgan Dam all properties within 250 feet of the west side of the high water mark of the Sebasticook River following along Mill Street, Hubbard Avenue and Pittsfield Avenue all the way to the Palmyra Town Line will be zoned General Development 1 Zone.

Below the Morgan Dam all properties with in 250 feet of the high water mark along Water Street to Commercial Street will be zoned Limited Residential zone.

Below the Morgan Dam all properties with in 250 feet of the high water mark of the east side of the Sebasticook River starting at Seekins Street following along Commercial Street, the Tannery lots, and along Elm Street will be zoned General Development 1 Zone to the Palmyra Town Line.

Above the Morgan Dam at Map 26 Lot 28, owned by Robert Bryant will be zoned Limited Commercial District

Selectmen Recommend

** Draft map is available at the Town Office and will be provided as separate document at the Special Town Meeting.

Selectmen Recommend Article 5 through 13

Art 5: Shall the Town of Hartland approve J & K Properties on Commercial Street known as Map 020 Lot 034, with approximate lot square footage of 2,178 feet, with a current use as a Laundromat as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 6: Shall the Town of Hartland approve Irving Tanning Co. on Commercial Street known as Map 020 Lot 032, with approximate lot square footage of 9,583 feet, with a current use as a Parking Lot as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 7: Shall the Town of Hartland approve Thomas Harville (Estate of) on Commercial Street known as Map 020 Lot 031, with approximate lot square footage of 3,049 feet, with a current use as a Vacant Building as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 8: Shall the Town of Hartland approve Charles Buker on Main Street known as Map 020 Lot 020, with approximate lot square footage of 8,712 feet, with a current use as a Redemption

Center & Apartment Complex as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 9: Shall the Town of Hartland approve Town of Hartland on Hubbard Avenue known as Map 020 Lot 019, with approximate lot square footage of 15,681 feet with 345 feet on river, with a current use as a Food Cupboard/Pantry as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 10: Shall the Town of Hartland approve Moose Market LLC on Main Street known as Map 020 Lot 014, with approximate lot square footage of 31,363 feet, with a current use as a Grocery Store as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 11: Shall the Town of Hartland approve Robert Bryant on Great Moose Drive known as Map 026 Lot 028, with approximate lot square footage of 43,560 feet with 300 feet on lake, with a current use as a Residence and Brewery in Garage as a Special Local Condition property (due to small lot size) in a Limited Commercial zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 12: Shall the Town of Hartland approve Joshua Holmbom on Pittsfield Avenue known as Map 018 Lot 032, with approximate lot square footage of 52,272 feet with 170 feet on river, with a current use as a Restaurant/Grill as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

Art 13: Shall the Town of Hartland approve Christopher Fiore on Main Street known as Map 018 Lot 033, with approximate lot square footage of 17,424 feet, with a current use as a Vacant Building as a Special Local Condition property (due to small lot size) in a General District 1 zone as depicted on Appendix B of the Shoreland Zone Ordinance subject to a Shoreland Zone Permit Application and change of use designation being applied for and approved within 120 days?

** Appendix B is available at the Town Office and will be provided as separate document at the Special Town Meeting.

Art. 14: Shall the Town adopt an ordinance titled Building and Property Maintenance Ordinance.

Motioned and Second to move the article. No Discussion. Article Passed. 5 Opposed.

Town of Hartland, Maine Computer Use Policy

This policy governs the use of the Town's electronic communications and information systems by municipal users. Users are defined as Town employees, elected officials and appointees. All communication systems, computer equipment, software and information transmitted by or stored in these systems are the property of the Town.

The Town retains control, custody and supervision of all computers and networks owned or leased by the Town. As such, users have no right or expectation of privacy in connection with the use of said equipment and/or networks. The Town also reserves the right to monitor and remove any software, data, e-mails, social media content, files or settings on computer when deemed appropriate.

Users are not authorized to access messages or information using another person's password. Unauthorized duplication, dissemination, removal, installation, alteration of files, passwords, programs or other property of the Town is prohibited.

Remote access to Town emails or any data files will require the user to download and turn on a duo application.

Users are expected to sign the Acknowledgment section at the end of this Policy signifying their commitment to comply with written directives provided by management about Town communication and information systems. An employee who intentionally violates any aspect of this policy may be subject to disciplinary action, including revocation of certain system privileges or termination of employment. This policy will be reviewed annually.

PERSONAL USE

The Town understands an employee may need to use equipment for personal use. The usage must not preempt Town Business and must be done within the bounds of Town policies.

Users are not allowed to use Town equipment or technology for personal business interests, for profit or non-profit ventures, political activities or other uses deemed by the Town Manager to be inconsistent with Town business. Questions about whether a use is appropriate should be forwarded in writing to the Town Manager for a determination.

SOFTWARE, HARDWARE, GAMES AND SCREEN SAVERS

All software and hardware required for employees to perform their job will be provided and installed by the Town. Requests for new or different equipment or software should be made to the Town Manager.

Games are considered inappropriate in a business environment and therefore not permitted.

material advocating intolerance of other people, races or religions, or matters that otherwise violate Town policies. This prohibition includes information on social media sites such as Facebook and MySpace, blogs and microblogs such as Twitter. If you are unsure whether a site may include inappropriate information, you should not visit it. No software or files may be downloaded from the Internet unless approved in advance by the Town Manager. Users may not participate in any Internet chat-room.

PASSWORDS and PHYSICAL SECURITY of EQUIPMENT

The Town Manager is responsible for assigning and maintaining computer passwords. Passwords will be required a minimum of 12 characters, using a combination of alpha, numeric and special characters. If any suspicion of compromise passwords will be changed immediately. Passwords will be changed at least once a year. Passwords should not be shared under any circumstances. If it is necessary to access an employee's computer when he or she is absent, contact the Town Manager. Hard copies of passwords will not be stored near the computer. If necessary, store the password in a locked file cabinet or a similar secure structure. As several computers are used by multiple town staff to perform day to day business function, care shall be given to close password protected files when a work station is not in use.

Do not leave Town computer equipment unattended at any off-site facility. Equipment stored in an unattended vehicle will be stored in a secure manner and kept out of sight. The borrower of the computer is responsible for loss or damage.

Approved: June 22, 2023

Mark Brooks, Selectman

John Hikel, Selectman

Jerry Martin, Selectman