



Select Board Meeting Minutes

MONDAY, May 13, 2024

6 PM – Naples Town Office

This meeting is available for remote connection and could be viewed on LRTV <https://lakeregiontv.org/>

Public Hearing

1. Entertainment Permit Application- 1901 LLC (Rick's Café), to operate at 852 Roosevelt Trail (Map U01, Lot 04)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
2. Liquor License Application- 1901 LLC (Rick's Café), to operate at 852 Roosevelt Trail (Map U01, Lot 04)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
3. Liquor License Application- (Chianti formally The Locks), 215 Roosevelt Trail (Map U05, Lot 12)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
4. Liquor License Application- Lake Region Caterers Inc., 18 King Hill Road (Map R02, Lot 16B)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
5. Business License Application- Causeway Dairy Bar, 894 Roosevelt Trail (Map U25, Lot 17)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
6. Entertainment Permit Application- Historic Maine Properties, LLC (The Freedom Café), to operate at 923 Roosevelt Trail (Map U25, Lot 14)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
7. Liquor License Application- Historic Maine Properties, LLC (The Freedom Café), to operate at 923 Roosevelt Trail (Map U25, Lot 14)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
8. Liquor License Application- Naples/Casco/Raymond Memorial Post 155 (The American Legion Post 155), to operate at 26 Casco Road (Map U04, Lot 07)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed
9. Entertainment Permit Application- Naples/Casco/Raymond Memorial Post 155 (The American Legion Post 155), to operate at 26 Casco Road (Map U04, Lot 07)- T. Shane opened the Public Hearing. No concerns expressed. Public Hearing closed

Meeting

1. Call to Order and Salute the Flag- T. Shane opened the meeting at 6:00pm. Also present were C. Brackett, S. LaPointe, W. Adams, K. Rogers, J. Rogers (Town Manager).
2. Review of Meeting Minutes from April 29, 2024 and May 6, 2024- C. Brackett made a motion to accept. Seconded by K. Rogers. All in favor. Motion carried 5-0.
3. Public Participation- Jim Gratello requested to have item four on the new business operating hours be moved to wherever you can at the top of the agenda to be discussed tonight. Mr. Gratello had a conversation with the board and in conclusion requested that the board think about having exit interviews with staff when they leave to learn valuable and informative information.
4. Adjustment to agenda for attendees= T. Shane stated we were asked to move 16D(Review and vote on Proposed changes to the Town's operating hours) to the forefront, do I have a motion and second to move that. K. Rogers made a motion to move up 16D. Seconded by W. Adams. C. Brackett stated that we will be talking about that matter for a few, and we should approve 14A-14G(Permits and Licenses) so that if anybody else in the room wants to leave once those items are approved, they can do so and not sit for a lengthy conversation. Board members had a discussion to move 16D to be right before 16A.
5. Approval of Any Licenses or Permits
 - a. Entertainment Permit Application- 1901 LLC (Rick's Café), to operate at 852 Roosevelt Trail (Map U01, Lot 04)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - b. Liquor License Application- 1901 LLC (Rick's Café), to operate at 852 Roosevelt Trail (Map U01, Lot 04)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - c. Liquor License Application- (Chianti formally The Locks), 215 Roosevelt Trail (Map U05, Lot 12)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - d. Liquor License Application- Lake Region Caterers Inc., 18 King Hill Road (Map R02, Lot 16B)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - e. Business License Application- Causeway Dairy Bar, 894 Roosevelt Trail (Map U25, Lot 17)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - f. Entertainment Permit Application- Historic Maine Properties, LLC (The Freedom Café), to operate at 923 Roosevelt Trail (Map U25, Lot 14)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion

carried 5-0

- g. Liquor License Application- Historic Maine Properties, LLC (The Freedom Café), to operate at 923 Roosevelt Trail (Map U25, Lot 14)- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - h. Liquor License Application- Naples/Casco/Raymond Memorial Post 155 (The American Legion Post 155), to operate at 26 Casco Road (Map U04, Lot 07)- W. Adams made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 4 in favor 1 abstain.
 - i. Entertainment Permit Application- Naples/Casco/Raymond Memorial Post 155 (The American Legion Post 155), to operate at 26 Casco Road (Map U04, Lot 07)- W. Adams made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 4 in favor 1 abstain.
6. Old Business
- a. INSERT-Nothing
7. New Business
- a. Municipal Release Deed- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - b. Cemetery Lot Conveyance- C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0
 - c. Paving Bid Results 2024 (Bids opened on 8 May 2024)- J Rogers stated that we had paving bids from TB paving, Pike Industries, Shaw Brothers and Allstate Construction. Bids opened on 5/8/24 at the town office with Steve H. present and J. Rogers we had two bidders present for the bids. One of the bids was incomplete. They did not include one of the roads that was detailed in the bid packet, so we discounted that bid. Pike Industries, we have worked with, and Shaw Brothers has a good reputation for the work they do. Allstate Construction came in with the lowest bid after reviewing the references in the packages provided, we are recommending that Allstate Construction be awarded the bid at \$708,409.60. T. Shane stated he supports their recommendation. C. Brackett are these all the roads that we approved on the bond. J. Rogers stated not all the roads do not need to be done this year, there is only so much time that paving can be done. C. Brackett made a motion to approve. Seconded by K. Rogers. All in favor. Motion carried 5-0.
 - d. Review and vote on Proposed changes to the Town's operating hours- T Shane stated we will review and vote on proposed changes to the town's operating hours. In your packet you have a schedule from the town manager. J Rogers stated want to make a recommendation to provide level hours



across the week for a consistent schedule. The Clerks and Code office would work select Saturdays during the summer. We do not have enough data to say that no one shows up on a Saturday. The amount of work and transactions happen during the beginning of summer and tend to drop off precipitously in September. The town manager will be here at the office during the times we are open to get an accurate head count. The data we had previously was misleading and we were not able to say if the person made the transaction online or via mail that had come in on Friday or Saturday. The proposed hours would be Monday-Thursday 7am-5pm for clerks and code. The maintenance department would also be Monday-Thursday with on-call and emergency matters that come up on days that we are closed. The Recreation department schedule is all over the place and the director manages his hours. We did indicate 8-4, that is when a resident can reach him either in person or via phone to register for an event and need to talk. Animal control is managed thru Casco and speaking with the manager at that office those are the hours that she falls under. The harbor master this really reflects the summer hours Monday-Tuesday 8-5 and a supervisor on-call Wednesday. Most of the activity on the water happens Thursday-Sunday. That is a summary of the recommended changed to the hours. Have recommended that the current Saturday summer hours be changed to sooner from 7:30am-10:30am. S. LaPointe- If we see that Saturday hours people complain or want later hours would we have the ability to change them if needed. J. Rogers, the schedule is set y the select board and can change it at will. C. Brackett the plan that is currently in place for about a year, how has the traffic been on Thursday nights? J. Rogers from about 5-7 we have one to two people at the window it does get a little busier during tax collection time. We have minimal numbers that show up between those hours. Further discussion took place regarding the hours during the week and on Saturday. Public participation J. Gratello stated this vote before against changing hours and predicted that it was not going to stop. Next, we are going to work at home and have two days off. Since we have hired all these people at town hall there is no reason why we cannot go back to five days a week and still have the best of both worlds. More discussion was presented to the board about the hours for the clerks and code enforcement departments. M. Thibodeau stated she is a resident/employee and has a few comments first regarding retaining staff have heard from many folks that staff needs to be treated appropriately and that we are training the clerks to move to other towns they get there foot in the door and learn and then move on because hours are consistent, and you do not need to worry about Saturday hours. C. Brackett what does emergency only classify and who is it deemed by. J. Rogers stated that it depends on the department, for example, if maintenance has a road wash out or wintertime to plow that would be classified as an emergency and necessary on-call work. The animal control is deemed by the dispatch if it comes out as an emergency she would go out for the call.

- Further discussions were had by the board regarding the hours and late nights and working to keep staff working here. T. Shane requested someone to make some kind of motion, or we can motion to table this until the next meeting. S. LaPointe made a motion for the summer Saturday hours to be open 9-12 and that our weekday hours Monday-Wednesday be 6am-4pm and Thursday be 10am-7pm. Hours for Saturday were discussed back and forth with the public and select board. T. Shane made a motion for the admin/clerks to work Tuesday-Friday window hours 7:30am-4:30pm. The Code is to be open Monday-Thursday 7:30am-4:30pm with select Saturday hours. K Rogers seconded the motion on the table. All in favor. Motion carried 5-0.
8. Town Manager's Report- J Rogers stated that we are going to start with community communications and the town website will go through a schedule refresh this summer the ultimate goal is to improve the information sharing across the own ease of use and the overall user experience. The clerk have been working hard to expand online payment services and most notably this past April and we were able to start receiving online property tax payment. Town office renovations are nearing completion. We made improvements on the roof and shoring up the roof modifications have included additions windows, exit doors, flooring, new HVAC system, energy efficient lighting. The original estimate of the project was 614,000.00. However, with additional planning and permits and structural requirements due to the failing roof that brought the renovation to 658,000.00 the original approved TIFF for improvements was 650,000.00. Since we had budgeting in previous years, we had additional funds for the building renovation to cover the extra costs and the outfitting of the space. Hoping for early next week to turnover the space to be able to vote in that space in June and outfitting the offices and electronics will take place in July. Then we will start to have board meetings there and will have an appropriate ribbon cutting. Recreational Community Center over the past several months the budget discussion have cast a shadow over the community center. Planning efforts following our town meeting will begin and planning and public engagements to move the initiative forward in order to get this initiative on the town warrant for the November ballot. The town docks are in thanks to great teamwork in many departments they are in sooner than in previous years. Thanks to James Allen over at Naples Marina for allowing us to store the docks in the water over the winter months that allowed us to get the in quicker. The ball fields are looking great this early in the season and will continue to make improvements and the signs and the scoreboard are being put up with the assistance of P & K when they noticed that we were down a person in our maintenance department, and it was a huge public initiative to get these up so they stepped up to help. We are



still collecting signs on lawns and around the town and causeway and reminder to anyone putting those out that without a sign permit they will be collected and be located behind the town building and held for 72 hours than disposed of. Back in February 48 properties have gone into foreclosure and since than the clerks office has collected almost \$90,000.00 of back taxes so about 30% of what was owed, and we have some residence that have entered into an agreement to pay off the back takes that they owe. We will be working on getting information to the select board with recommendations for the remaining properties and how we should proceed forward, that should happen in June. W. Adams, what is happening with the storm clean up of trees some people have asked especially on the State Park Road around the "S" turns trees are literally at the edge of the pavement and somebody is going to take them out. J. Rogers stated that he would do a drive tomorrow to look at that.

9. Other Business- None

10. Adjourn- K. Rogers made a motion to approve. Seconded by C. Brackett. All in favor. Motion carried 5-0.