

Board of Selectmen's Meeting Minutes

August 9, 2012

Harpswell Town Office

Approved on August 23, 2012

Page 1 of 4

Selectmen Present: Elinor Multer, James S. Henderson and Alison S. Hawkes

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Fred Cantu, Recycling Center/Transfer Station Manager; and Marguerite Kelly, Treasurer

The meeting was recorded and broadcast live on Harpswell Community Television.

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m.

1. Adoption of the Agenda: There were no changes to the agenda.

2. Public Comment: None.

3. Town Administrator's Report: Administrator Eiane announced the 2012 tax bills were mailed today along with an insert reviewing the different options for payment, including the new feature of paying on-line. The tax insert also included information on Harpswell's local property tax relief program and on the winter moth issue. Administrator Eiane stated the Harpswell Festival was held on July 29 and due to the weather, had to cancel the evening's entertainment and fireworks display. The Festival has requested permission to hold those events on either Saturday, September 1 or Sunday, September 2; the Board concurred. Administrator Eiane stated the Harpswell Scouting Assistance Association has requested to change its annual beanhole dinner from this Saturday to next Saturday due to the projected weather conditions; the Board concurred.

4. Selectmen's Announcements: Selectman Henderson announced the Orr's/Bailey Islands Fire and Rescue Department is holding its annual auction this Saturday and Sunday.

5. Approval of the Minutes: Selectman Henderson moved, seconded by Selectman Hawkes to approve the July 26 minutes; motion passed 3-0.

6. Old Business: Town Boat Towing Policy: Administrator Eiane stated the changes the Board requested have been made and now the policy references the Marine Patrol boat and not the specific operator. Chairman Multer moved, seconded by Selectman Hawkes to approve the policy; motion passed 3-0.

7. Consider Request for Proposals for Wood Grinding at the Transfer Station: Fred Cantu, Recycling Center and Transfer Station Manager, stated the request for proposals (RFP) is for removing the wood (demolition, brush etc.) collected at the Transfer Station. This RFP includes two options for contractors to bid on: one to grind the wood on-site and one to remove the wood to the bidder's facility. The wood can be used as biofuel at local mills given that certain parameters are met such as grinding and testing to assure environmental standards. Recently businesses that grind have begun to offer an option where the wood is removed from individual sites and stored at the business site to then be processed with wood from other sites. The business would take all responsibility for the wood including the appropriate testing. Chairman Multer moved, seconded by Selectman Hawkes to approve the request for proposals; motion passed 3-0.

8. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed her monthly report for July (attached). Ms. Kelly reported the lease-purchase agreement with Androscoggin Bank for the new media equipment has been signed and the equipment is expected in August. Ms. Kelly reported the AndroPay service is now available for taxpayers to pay real estate taxes online and thanked Terri Sawyer for her efforts on the implementation.

9. Policies

- **Amendment to the Petty Cash Policy:** Marguerite Kelly, Treasurer, stated this amendment would increase two petty cash boxes by \$80 each and corrects another box by \$30. Additionally, petty cash reimbursement would be allowed for purchases up to \$20. Chairman Multer moved, seconded by Selectman Hawkes to adopt the amended policy; motion passed 3-0.
- **Amendment to the Cash Receipts Policy:** Ms. Kelly reviewed the proposed process for handling cash receipts, including the electronic deposit of the checks to the Town's bank. Chairman Multer moved, seconded by Selectman Henderson to approve the amended policy; motion passed 3-0.

10. Consider Request for Use of Mitchell Field: Deputy Administrator Sawyer stated this application is for a five mile run hosted by Sophia's Cure Foundation to raise money to help find a cure for spinal muscular atrophy on October 6. Chairman Multer moved, seconded by Selectman Hawkes to approve the application and waive provisions of the Group Use Policy that require payment of an advance deposit fee and payment of a per person attendance fee provided that proof of appropriate insurance coverage is submitted by October 1 if the number of attendees exceeds 50 persons; motion passed 3-0.

12. Status of Street Light Appeals: Administrator Eiane stated the Board previously approved the removal and addition of certain street lights with the exception of 7 that were appealed by taxpayers. The Board visited the 7 lights in question on the evening of July 26 and while a couple had already been removed (in the time when the Board had approved the removal and before it decided to delay the removals), the Board reviewed the site where the light(s) was located. Chairman Multer moved, seconded by Selectman Henderson to remove light 36 near Graveyard Point Road; motion passed 3-0. Chairman Multer moved, seconded by Selectman Henderson to remove light 33 near the Auburn Colony; motion passed 3-0. The Board discussed whether light 67.1 should be removed or moved to the intersection of Hurricane Ridge Road and Harpswell Neck Road. Linda Hall requested the light be retained due to the 90 degree blind curve on Hurricane Ridge. Selectman Hawkes moved, seconded by Selectman Henderson to retain light 67.1; motion passed 3-0. Selectman Henderson noted during the site visits, there were two pedestrians walking their dog and dressed in dark clothing. He encouraged pedestrians to walk with lights. Chairman Multer moved, seconded by Selectman Hawkes to retain light 61 due to its proximity to the narrow causeway; motion passed 3-0. Chairman Multer moved, seconded by Selectman Henderson to remove light 2.1 as one has been added to pole 2; motion passed 3-0. Chairman Multer moved, seconded by Selectman Henderson to remove the light on pole 30 near Merriconeag Lane. Jennifer Pickering requested the Board retain light 30 due to its location on the crest of a hill and due to the area being a busy pedestrian way. Selectman Hawkes stated she did not want to stray too far from the policy. Chairman Multer moved, seconded by Selectman Henderson to retain light 30; motion passed 2-1 (Selectman Hawkes opposed). Chairman Multer moved, seconded by Selectman Hawkes to remove light 233 near 1464 Harpswell Neck Road; motion passed 3-0. Deputy Administrator stated another appeal form was recently received past the Board's deadline of June 1; the Board was in consensus not to review late appeals until next year's review period.

13. Consider Scheduling Vote on Changing from Elected Treasurer to Appointed: Chairman Multer stated she has heard some believe this proposal is being thought of as a way to replace the current Treasurer and that that could not be further from the truth as she has no interest in having anyone else in this position. This move is to prepare for when Marguerite Kelly decides to move on and it is necessary to assure having qualified people. Administrator Eiane stated as a starting point the Board may consider the proposal to merge the Bookkeeper and Treasurer positions into one part-time position as Ms. Kelly currently holds both positions. This would make Ms. Kelly eligible for sick and vacation time, retirement benefits and she suggested the Board retain Ms. Kelly's current health insurance coverage. Selectman Henderson and Selectman Hawkes agreed before the November vote, they wanted to see more detail including what the existing two positions cost the Town and what it will cost if the positions are merged. Chairman Multer moved, seconded by Selectman Henderson to place the question of changing from an elected Treasurer to an appointed one on the November ballot with the effective date of Town Meeting 2013; motion passed 3-0.

11. Public Hearing to Determine the Legal Status of Lower Road: Ronald Ponziani, Road Commissioner, stated that he was under the impression that Lower Road was a Town road. When he became Road Commissioner and aware that culverts had to be replaced, the Administrator informed him the legal status of the road is unclear. Mr. Ponziani stated he believes there is sufficient evidence showing the Town has maintained the road for more than 20 years. Chairman Multer read a fax from R.A. Webber & Sons, Inc. stating that Lower Road has been maintained and plowed since at least the early 1980's. David Johnson stated that Town Road Commissioners, including Herman Coombs and Ronnie Webber, have maintained Lower Road since his grandfather threatened to gate it off. David Johnson added that his wife was the Town Clerk for many years and conducted business at the house on Lower Road and the road was heavily used by the public. Arnold Bennett stated the tax map shows Lower Road stopping at his lot line and he asked the Board to consider such details as: what the width and length of the road will be? what happens to his utilities that cross under the road? where will the plows turn around?, installing "dead end" signs, will the other culverts be replaced? will the Town repair the pot holes? and pave when necessary? and will the size of the road on his property be deducted from his lot size?. Mr. Ponziani stated Mr. Bennett was one of the property owners who insisted Lower Road was a Town road and who asked him to have the two culverts replaced. Mr. Ponziani is unaware of any other culverts needing replacement. Ed Johnson stated Lower Road has been used as a Town way for 80 years and maintained for as long, including by Road Commissioner George Blackwell. Bob Perry stated he has plowed Lower Road for the better part of 40 years including for Herman Coombs when he was the Road Commissioner and Leo Coombs. David Johnson asked the Town to keep the road the same size and continue to maintain it. Mr. Ponziani asked Mr. Bennett if there was an issue with the plows continuing to turn around on his property; Mr. Bennett stated he was not against free plowing and there was no issue with turning around. Bob Perry showed the Selectmen on the tax map how far down he would plow. The hearing was closed at 7:40 p.m. The Board agreed to refer the matter to the Town attorney regarding what is needed to assure the turn around area and for staff to return with the details at the next meeting, including the length and width. The Board agreed they were satisfied the road has been maintained for at least 20 consecutive years. Selectman Hawkes asked that the abutters continue to be informed.

14. Consider Renewal Liquor License for the Log Cabin, 5 Log Cabin Lane, Bailey Island: Chairman Multer moved, seconded by Selectman Hawkes to approve the renewal license; motion passed 3-0.

15. Other Business: Selectman Henderson moved, seconded by Chairman Multer to appoint Robert Muller as a regular member to the Harbor and Waterfront Committee to 4/30/15 and Richard Moseley as a non-voting member to the Harbor and Waterfront Committee to 4/30/13; motion passed 3-0.

16. Public Comment: Deputy Administrator Sawyer announced there is an informational meeting regarding the winter moth scheduled for August 20 from 6:00 to 8:00 pm at the Harpswell Heritage Land Trust building sponsored by Harpswell Heritage Apples. Additionally the Conservation Commission is organizing a meeting in September, date and time to be determined. Administrator Eiane stated that Vinalhaven has asked to use the Town's flyer regarding winter moth which is a compliment to the Conservation Commission members who prepared it. Mary Ann Nahf stated the poster has the Town of Harpswell's name on it and that the Commission's September meeting will discuss how to use band tape on the trees. Chairman Multer encouraged the Commission to put the program on Channel 14. Ronald Ponziani stated he is working on having the sides of certain roads mowed, the rumble strip on Basin Point Road near the end installed and also on replacing certain road culverts. Mr. Ponziani explained he received what he thought was a free sample of a weed killer but since the Town was charged \$131 for it, he is returning it to the sender. Mike Helfgott stated he is present for the Cedar Beach issue and that he hoped there could be a meeting with the Board.

17. Authorization of the Warrants: Chairman Multer moved, seconded by Selectman Hawkes to approve warrant #40 in the amount of \$826,616.48; motion passed 3-0. Payroll warrant #33 in the amount of \$15,317.31 was noted for the record.

18. Administrative Matters: The Board scheduled a meeting to review information gathered by taxpayers re: Cedar Beach for September 4 at 10:00 a.m. or September 6 at 4:30 p.m. The Board scheduled a meeting with Captain Goulet, Cumberland County Sheriff's Office, regarding enforcement of local ordinances and clam surveys for August 16 at 9:00 a.m. or 4:00 p.m. The Board reviewed the action list and asked for follow up on the dangerous dog topic and the letter of support regarding winter moth funding. The Board agreed to drop pursuing an outline on the Certified Business Friendly Community Program application in lieu of the economic development plan the Town is working on.

19. Executive Session: At 8:27 p.m., Chairman Multer moved, seconded by Selectman Henderson to move into executive session pursuant to 1 M.R.S.A. § 405 (6)(D) to Discuss Labor Negotiations; motion passed 3-0.

20. Adjournment: The Board returned to open session and adjourned at 8:53 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Cash Receipts Policy
Petty Cash Policy
Treasurer's Report

[Attachments are available at the Town Clerk's Office or by email at harpwell@town.harpwell.me.us]