

Board of Selectmen's Meeting Minutes
September 6, 2012
Harpswell Town Office
Approved on September 20, 2012

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

Staff Present: Kristi Eiane, Town Administrator and Terri Sawyer, Deputy Town Administrator;

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: Chairman Multer moved, seconded by Selectman Hawkes to adopt the agenda as amended by adding a discussion regarding Curtis Memorial Library under other business; motion passed 3-0.

2. Public Comment: Mary Ann Nahf, chair of the Conservation Commission, announced there will be a workshop on how to band trees to control winter moths on Saturday, September 15 at Centennial Hall from 9:30 am to 1:00 pm. Harpswell Heritage Apples will have material available on controlling the moths at the Harpswell Heritage Land Trust every Monday in October from 6:00 pm to 8:00 pm.

3. Town Administrator's Report: Administrator Eiane stated new equipment has been installed in the Town's media room and at Harpswell Community Television that will improve the picture definition and she encouraged the public to provide feedback to the Town regarding the improvements. Administrator Eiane thanked David I. Chipman and Donna Frisoli for advising the Town on what equipment to purchase and for installing the items and providing staff training. Administrator Eiane reported the site visit to Lower Road was held Tuesday night and a description of the Town's prescriptive easement will be on the Board's next meeting agenda. Administrator Eiane announced the first installment payment for the 2012 taxes is due on September 17, 2012. Administrator Eiane announced the Town will participate in a medication collection day on September 29 from 10:00 am to 2:00 pm and she encouraged the public to drop off old and unused medication for proper disposal.

4. Selectmen's Announcements: None.

5. Approval of the Minutes: Chairman Multer moved, seconded by Selectman Hawkes to approve the August 23 and August 28 minutes; motion passed 3-0.

7. Update from Town Engineers Re: Bethel Point Culvert Project: Ralph Norwood, from Gorrill-Palmer Engineers, stated the Town was informed by the Maine Department of Transportation (DOT) that the culvert on Bethel Point Road by Hen Cove was deficient. The Town patched the culvert a couple of years ago and Gorrill-Palmer (GP) began exploring different options for replacing the culvert. The initial design was to slip line the existing culvert and add a secondary culvert to allow the same amount of water flow by adding an additional culvert. Mr. Norwood explained that when the design was presented to the permitting agencies, such as the Army Corps of Engineers (ACOE), it was suggested that replacing the existing culvert would be better environmentally but would require closing Bethel Point Road for about 3 days. Mr. Norwood stated this project would be similar to a DOT mitigation project on Long Reach Lane that will require the access to be closed. There are about 14 structures (11 residential) on Bethel Point Road past the culvert location and Mr. Norwood suggested that in addition to the contractor maintaining a pedestrian way, perhaps rental cars could be provided for homeowners to get from the culvert area to their houses. Additionally, GP would speak with the Cundy's Harbor Fire and Rescue Department to consider emergency services options such as staging an ambulance at the site. Chairman Multer suggested holding a community meeting to discuss the plans and options with the affected parties. Mr. Mercier, Harpswell Neck Fire Chief, agreed a community meeting and planning would be needed along with members of the Cundy's Harbor Fire and Rescue and he noted that if the work was done in the winter, components of a fire truck would freeze. Mr. Norwood stated the project could occur either late November – early December or late March and would cost about the same as the first design, estimated to be \$150,000 to

\$175,000. Chairman Multer moved, seconded by Selectman Henderson to authorize GP to investigate the feasibility of proceeding with the alternative plan of replacing the culvert; motion passed 3-0.

6. Consider Amending Planning Related Fees: Deputy Administrator Sawyer stated the Board held a workshop on Tuesday with the Town Planner and reviewed the current fee schedule for planning- related items and the recommended amendments. The proposal is to reduce the planning board application fee for timber harvesting from \$135 to \$75; enact a \$75 fee for a jurisdictional review relating to non-conforming structures and if the Planning Board requires a full review, an additional \$60 application fee will be assessed; enact a \$75 fee (no site plan review square foot fee) for an application review for a minor site plan amendment by the staff review committee or Planning Board; require a \$135 application fee only (no site plan review square foot fee) for commercial wharves and/or structures on the wharf; enact fees relating to mobile food vendors - a \$50 application fee, \$250 season license, \$100 event license, \$50 one day license and license fees will be doubled if approved for use on Town property. Additionally, it was noted that if an applicant triggers more than one type of review (e.g. jurisdictional and site plan), it was recommended that only the higher fee should apply. Selectman Henderson noted the food vendor license fees on Town property are doubled in lieu of a rental fee. Selectman Henderson moved, seconded by Selectman Hawkes to accept the recommendations; motion passed 3-0.

8. Consider Request for Proposals for Garage Location: Administrator Eiane stated a staff review group comprised of herself, Chairman Multer, Carol Tukey, Terri Sawyer and Marguerite Kelly is recommending sending a request for proposals (RFP) to seek professional help for evaluating the existing infrastructure and environmental aspects to determine potential expandable sites on the Town Office – Recycling Center complex property for the garage and possible future emergency services needs. The preliminary garage plans should have room to house the paramedic vehicle and two Town-owned boats, and provide living/office space. Selectman Henderson noted the RFP should capitalize SUV and note the expandable site may include expandability of a building or of a site for multiple buildings. Chairman Multer moved, seconded by Selectman Hawkes to approve the RFP as modified; motion passed 3-0.

9. Consider Boat Policies

- **Operator:** Administrator Eiane stated the Watercraft Task Force (WCTF) drafted a policy regarding qualifications for Town-owned boat operators. The current two Marine Patrol Wardens will train with the Harbormaster for at least 2 hours on the new boat and will also complete an on-line training course. Dave Mercier, chair of the WCTF, stated he qualifies boat operators for Bowdoin College and the proposed training for the Town mimics what he uses for the College. Selectman Hawkes suggested changing a few words (may and should) to ‘will’. Mr. Mercier stated the current wording allows flexibility in what training is required if a boat operator already possesses certain skills. Chairman Multer moved, seconded by Selectman Henderson to add “The Town will maintain the records of approved operators” and approve the policy; motion passed 3-0.
- **Maintenance:** This policy proposes certain maintenance checks and procedures for the Marine Patrol Boat. Mr. Mercier explained that both a daily log recording use and a maintenance log will be required and he noted Captain Joyce, of the Sherriff’s Department, supports the policy. The Board discussed whether the policy should apply to both Town-owned boats and not only the Marine Patrol Boat. This item has been tabled to the next meeting and staff will speak with the Harbormaster about the policy applying to that boat.

10. Authorize November 6 Secret Ballot Article Regarding Treasurer Position: Administrator Eiane stated the Board approved placing an article on the November ballot to change the treasurer from an elected to an appointed position and the Attorney has provided the article language. Chairman Multer stated she is opposed to the appointment being annually and noted that both the Town attorney and Maine Municipal Association will not recommend having an “indefinite” term. Therefore, Chairman Multer suggested a 3-year term. Selectman Hawkes preferred an annual term and Selectman Henderson agreed a 3-year term would provide stability in the position. Chairman Multer moved, seconded by Selectman Henderson to approve the article language as amended to allow for a 3-year term; motion passed 3-0.

11. Consider Contract for Economic Development Planning Services: Administrator Eiane reported four responses were received to the Town's request for proposals for an economic development plan. Administrator Eiane, Deputy Administrator Sawyer, Selectman Hawkes and John Halpin from the Harpswell Business Association reviewed the responses and interviewed the four entities. All four were strong and the review team is recommending the Town contract with Planning Decisions, Inc. (PDI), primary contacts of Frank O'Hara and Sarah Curran, for \$12,000. One of the interview questions was how would the consultants engage members of the public that are not typically engaged such as fishermen. Mr. O'Hara and Ms. Curran responded they would go to them at the wharves and coffee shops etc. and make the connections. Chairman Multer moved, seconded by Selectman Henderson to contract with PDI. Selectman Henderson suggested the language regarding their plans for engagement be part of the contract; the Board agreed to emphasize the importance of that aspect in a cover letter. Administrator Eiane stated for full disclosure, the Planner has a relationship with the President of PDI and was not part of the review team, and noted that most communication with PDI will flow through administration. Motion passed 3-0.

12. Committee Appointments: Selectman Henderson moved, seconded by Selectman Hawkes to appoint Ellen Shillinglaw as a steward for the Town's Mackerel Cove property; motion passed 3-0.

13. Execute Cumberland County Tax Assessment Form: The Board discussed different services the County provides to its towns such as the jail, District Attorney, grants etc. Chairman Multer moved, seconded by Selectman Henderson to execute the County tax form for \$1,113,601; motion passed 3-0.

14. Other Business: Curtis Memorial Library: Chairman Multer stated she and Administrator Eiane met with Liz Doucett, Curtis Memorial Library Director, and Chairman Multer expressed her concern about the almost 9% increase in the Library's upcoming budget request to the Town and she suggested there should be a cap. Chairman Multer stated she will meet with a Library Board Representative regarding the matter; Selectman Hawkes and Selectman Henderson agreed.

15. Public Comment: None.

16. Authorization of the Warrants: Chairman Multer moved, seconded by Selectman Henderson to approve warrant #44 in the amount of \$1,724,264.93; motion passed 3-0. Payroll warrant #37 in the amount of \$14,942.55 was noted for the record.

17. Administrative Matters: The Board scheduled a workshop with the Assessing Office on September 20 at 5:30 pm to review the Municipal Valuation Return. The Board concurred with a draft response letter to a taxpayer regarding land use complaints in the Stover's Point area.

18. Adjournment: The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

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