

**Selectmen's Meeting Minutes**  
**March 17, 2016**  
**Harpswell Town Office**  
**Approved on March 31, 2016**

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At 5:15 pm, Chairman Daniel moved, seconded by Selectman Johnson to enter into executive session pursuant to 1 M.R.S.A. § 405 (6) (c) regarding Mackerel Cove Town property; motion passed 3-0.

The Board returned to open session at 5:50pm and recessed.

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

**Selectmen Present:** Richard A. Daniel, Elinor Multer and Kevin E. Johnson

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer; and William Wells, Code Enforcement Officer

**1. Election of the Chair:** Selectman Multer nominated Richard Daniel as Chairman. Selectman Johnson seconded the nomination and the nomination passed 3-0.

**2. Adoption of the Agenda:** Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as amended with the addition of "Consider Request from the Harpswell Historical Society" and "Consider Authorizing the Conservation Commission to Apply for a Grant", both as "Other Business"; motion passed 3-0.

**3. Public Comment:** None.

**4. Administrator's Report:** Administrator Eiane thanked all the election workers, Town Clerk and Deputy Town Clerk for their work at Town Meeting and also staff members who prepared for the meeting. Administrator Eiane stated she attended a Midcoast Economic Development District (MCEDD) meeting today. MCEDD is a conduit for federal economic development funds and is developing a regional economic development plan. Administrator Eiane asked for consensus from the Board to submit a preliminary proposal for including grant funds for infrastructure at Mitchell Field in h the regional development plan. Chairman Daniel asked if this submission would preclude the Town from applying for other economic development funds; Administrator Eiane responded, "no", saying it would strengthen other applications if the project was included in a regional plan. The Board was in agreement to proceed. Administrator Eiane reported the Town received a letter of interest from Northern Pride Communication regarding communication equipment on the water tower. She spoke with the president and advised him the Board would be establishing a task force and the company will be invited to speak with the task force.

**5. Selectmen's Announcements:** None.

**6. Consent Agenda:** Chairman Daniel moved, seconded by Selectman Multer to adopt the consent agenda [March 3 minutes; Policy for Treasurer's Disbursement Warrants for Employee Wages & Benefits; appointments (William Wells, Fernando Cantu both as Code Enforcement Officer and Local Plumbing Inspector to March 31, 2017; William Wells as Maine Uniform Building and Energy Code Inspector to March 31, 2017; Marguerite Kelly as Treasurer to March 14, 2019); authorization of warrant #12 in the amount of \$797,305.72 and payroll warrant #12 in the amount of \$15,404.69]; motion passed 3-0.

**7. Treasurer's Report:** Marguerite Kelly, Treasurer, reviewed her monthly report for February (attached).

**8. Consider Request for Proposals for Tax Anticipation Note Financing:** Ms. Kelly stated that, due to being on a calendar year, Town taxes are posted in August, which causes the Town to borrow funds in anticipation of receiving tax payments. Ms. Kelly spreads the Town's annual expenses over the year and estimates when the Town's current funds will run short, which is typically mid-May. Ms. Kelly would like to send out requests for

proposals (RFP) for a \$3.1 million borrowing with responses due April 27. Selectman Multer moved, seconded by Selectman Johnson to authorize the RFP; motion passed 3-0. There was a brief discussion regarding interest rates.

## 9. Wharf Applications

- **Lois Kimball & Robin Casey, 45 Ginger's Road, Map 12, Lot 30:** Bill Wells, Code Enforcement Officer, stated there was a site visit and no abutters objected. The Code Office has tentatively approved the application pending the Board's, and other agencies' approvals. Chairman Daniel moved, seconded by Selectman Multer to approve the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others for fishing, fowling and navigating; motion passed 3-0.
- **John Newlands, 249 Basin Point Road, Map 15, Lot 47:** Bill Wells, Code Enforcement Officer, stated there was a site visit and no abutters objected. Chairman Daniel asked if the reference to a tank float referenced the buoyancy type; Mr. Ben Wallace, owner's agent, responded affirmatively. Chairman Daniel moved, seconded by Selectman Johnson to approve the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others for fishing, fowling and navigating; motion passed 3-0.

**10. Set Resident and Non-Resident Shellfish Lotteries for March 31:** Chairman Daniel moved, seconded by Selectman Multer to set March 31 at 7:00pm and 7:30pm as resident and non-resident commercial shellfish lotteries, respectively; motion passed 3-0.

**11. Consider Contract with Coastal Humane Society:** Administrator Eiane stated the Town is required to have a place to bring stray dogs and cats and the Town contracts annually with the Coastal Humane Society. The price is the same as 2015 based on a per capita rate. Selectman Multer moved, seconded by Selectman Johnson to approve the contract; motion passed 3-0.

**12. Consider Letter of Support for Historic Landmark Designation of Little Mark Island:** Administrator Eiane stated the United States Coast Guard is seeking to have Little Mark Island designated as a historic landmark. Chairman Daniel moved, seconded by Selectman Multer to send a letter of support; passed 3-0.

**13. Consider Waiving Disposal Fee for the Tire Clean-up:** Administrator Eiane reported that last fall the Town became aware of a number of tires in the intertidal zone near First Road. She said the Conservation Commission chair, Code Officer and Recycling Center Manager have visited the site. Administrator Eiane She suggested overseeing a clean-up of the tires, from the intertidal zone as it is used by the public. Volunteers would be utilized and the embankment would be left as is. Mary Ann Nahf, Conservation Commission chair, stated she is also trying to seek some help for the private owners regarding the embankment. Administrator Eiane noted the embankment is supporting the private road, First Road, and it would behoove the owners to solidify the embankment. Town staff would supervise the volunteer clean up of the intertidal zone and she asked the Board to authorize waiving the disposal costs of the tires. The fee is \$4 per tire. Chairman Daniel moved, seconded by Selectman Multer to waive the tire disposal fees for up to 10% above the estimated 60 tires; motion passed 3-0.

**14. Consider Designee for Assessed Value Re: Reconstruction/Replacement Non-Conforming Structure:** Administrator Eiane stated there is a new provision in the Shoreland Zoning and Basic Land Use Ordinances requiring the Code Office to consult with the Assessors (Selectmen) or their designee regarding the 50% value of non-conforming structures. The Board could name the Assessing Agent as its designee and if she has any questions, the Selectman could authorize consultation with other professionals. Chairman Daniel moved, seconded by Selectman Johnson to name the Assessing Agent as the Assessors' designee; motion passed 3-0.

**15. Consider Offering Medical Insurance Option for Eligible Employees:** Deputy Administrator Sawyer stated the Board previously agreed to pursue offering a higher deductible medical plan for employees. The PPO

500 plan has lower premiums than the Town's current plan. The Town would fund a Health Reimbursement Account (HRA) to cover employee's coinsurance and deductible costs. The HRA would be administered by a third party. Employees can choose to remain with the current plan or elect the new plan. Selectman Multer moved, seconded by Selectman Johnson to offer the option and authorize the Town Administrator to sign the necessary agreements; motion passed 3-0.

**16. Accept Donations:** Chairman Daniel moved, seconded by Selectman Multer to accept the following donations for the bandstand: Pamela Bobker \$100 and Kathleen O'Donnell \$100; motion passed 3-0.

**17. Other Business: Consider Request from Harpswell Historical Society (HHS):** Administrator Eiane stated David Hackett, President HHS, has asked to use former media room equipment for an indefinite term. Harpswell Community Broadcasting is aware of the request and has no objection. HHS will use the cameras and equipment to interview school students as part of the Society's oral history program. Selectman Multer asked why loan rather than give the equipment. Administrator Eiane responded since the equipment is considered excess the normal process is to sell it by bid. Chairman Daniel moved, seconded by Selectman Johnson to loan the cameras and equipment to the Harpswell Historical Society; motion passed 3-0.

**Consider Authorizing the Conservation Commission to Apply for a Grant:** Mary Ann Nahf, Conservation Commission Chair, stated the Commission would like to apply for a Casco Bay Estuary Partnership (CBEP) community grant to inform the public of the coastal changes and what locations are at risk for flooding as sea level rises. Scott Hastings, former Midcoast Economic Development District planner, presented a "Harpswell Coastal Flooding Risk Assessment" last year, which showed 14 roads at risk of periodic flooding. Most are privately owned. Ms. Nahf stated the Board received a draft of the grant application, which is expected to be finalized with the Planner tomorrow. The majority of the funds being sought are for printing letters and maps and the mailing costs to send the package to homes in the areas shown as at risk. The property owners will be invited to attend a workshop to review sea level rise and how to prepare. Selectman Multer stated when the water rises, people will expect municipalities to assist them and will apply political pressure to remedy the issues, so she supports efforts to educate the public now on thinking ahead. Selectman Johnson stated he does not believe people are too worried about sea level rise right now as demonstrated by the low attendance during the sea level rise program last year. Ms. Nahf would like to try to get information to people. Selectman Multer moved, seconded by Selectman Johnson to proceed with the grant application pending a review of the final application by the Town Administrator; motion passed 3-0.

**18. Public Comment:** None.

**19. Administrative Matters:** The Board agreed to sign a thank you letter to Hammond Lumber (for roofing project) as recommended by the Code Officer.

**20. Adjournment:** At 7:00 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator