

Selectmen's Meeting Minutes
April 28, 2016
Harpswell Town Office
Approved May 25, 2016

At 5:35pm, Chairman Daniel moved, seconded by Selectman Johnson to enter into executive session pursuant to 1 M.R.S.A. 1 § 405 (6)(c) regarding Mackerel Cove; motion passed 3-0.

At 5:55pm, the Board returned to open session.

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:08 p.m.

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

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

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as printed; motion passed 3-0.

2. Public Comment: Sam Desjardins stated he was told by the Marine Resources Committee that he would be helped with his commercial shellfish license. He stated when he came to get the license that he was told it had been given away in the lottery. He noted that while he still does not have the doctor's clearance to return to work, he believes he will soon and will need his license. Administrator Eiane stated she understands Rosalind Knight, Town Clerk, reached out to all harvesters, including Mr. Desjardins to inform them they had to pick up their licenses before the end of business on March 31. Mr. Desjardins stated he thought his license would be held. The Board agreed to look into the matter.

3. Administrator's Report: Administrator Eiane reported four bids were received to remove the pump house at Mitchell Field:– Coastline \$371,200, Maine Coast Marine \$207,240, Prock Marine \$75,230 and Maritime Construction \$197,000. She stated she would send the low bid, Prock Marine, to Barney Baker for review. Therefore, no action on item 12 should be taken. Administrator Eiane announced that Harpswell Neck voters, including the Mountain Road residents, have a new voting location – the Fellowship Hall at the Elijah Kellogg Church. The Clerk has sent postcards to the affected registered voters. Administrator Eiane stated there will be a Medication Collection session at the Town Office on April 30 from 10am to 2pm. Administrator Eiane thanked Goodall Landscaping for its work removing the plants in the front garden at Mitchell Field and seeding the area in honor of Earth Day. Administrator Eiane announced there will be another mobile food pantry setup at the Town Office on May 5 from 10am – 11:30am. People can obtain necessary food without any questions asked. Administrator Eiane reported that Curtis Memorial Library held a cooking lesson at the Town Office this past Monday and, after it was over, provided the Fire & Rescue Planning Committee meeting with the leftovers.

4. Selectmen's Announcements: Selectman Multer stated the Water Tower Task Force held its first meeting and so far so good. The Task Force will meet once a month. Selectman Multer asked Chairman Daniel for clarity regarding what he indicated the Town would repair at Town Meeting. Chairman Daniel stated he suggested the \$22,000 appropriation could be used for engineering and/or to fix immediate safety issues such as securing the ladder to the tower. Selectman Multer stated she will draw up a list of repairs for consideration. Selectman Multer stated she missed the Mitchell Field Committee and Casco Bay Ferry meeting. However, the committee chair informed her that the company said the only vessel they could consider bringing in at Mitchell Field is a charter ship, which would require floats to facilitate the passengers. The Mitchell Field Committee may include that in the preliminary designs of the pier replacement. Chairman Daniel stated the Fire and Rescue Planning Committee held its first meeting and Ben Wallace and Selectman Johnson will co-chair the committee.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Multer to adopt the consent agenda [appoint David Wilson to the Marine Resource Committee to April 30, 2019, Edward Perry as a Town lands

steward to April 30, 2017, Anthony Barrett as a Town lands steward to April 30, 2017 and Anthony Barrett to the Recreation Committee to April 30, 2019; authorization of warrant #18 in the amount of \$179,295.80 and payroll warrant #18 in the amount of \$19,313.04]; motion passed 3-0.

6. Consider Selection of Banking Institution for Tax Anticipation Note Financing: Marguerite Kelly, Treasurer, reported three bids were received in response to the Town's request for proposals: Androscoggin Bank .74% lump sum or .80% as needed; Bath Savings Institution 1.04% lump sum or as needed; and The First 1.25% lump sum or as needed. Ms. Kelly recommended the Board accept the Androscoggin Bank bid. Chairman Daniel moved, seconded by Selectman Multer to accept the Androscoggin Bank bid; motion passed 3-0. Chairman Daniel moved, seconded by Selectman Multer that the document entitled "Vote to Authorize Issuance of a Tax Anticipation Note for Fiscal Year 2016" be approved in the form presented to this meeting, and that an attested copy of said Vote be included with the minutes of this meeting; motion passed 3-0.

7. Treasurer's Report: Ms. Kelly reviewed her monthly report for March (attached).

8. Emily and Richard Crowley, Jr. Wharf Application, 47 Johnson Point Road, Map 30, Lot 2: William Wells, Code Enforcement Officer, reviewed the proposal for a 6'x86' pier, 3'x40' ramp and 12x20 float. 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.

9. Public Hearing Re: Amusement Permit for the Harpswell Inn, 108 Lookout Point Road: The hearing was opened at 6:36 pm. There was no comment from the public. Deputy Administrator Sawyer stated the Town's Special Amusement Ordinance requires an establishment that sells liquor to obtain a permit from the municipal officers if they want to offer live amusement. The Harpswell Inn is requesting a permit to offer live music. Chairman Daniel moved, seconded by Selectman Multer to approve the permit; motion passed 3-0.

10. Renewal Liquor License for the Harpswell Inn, 108 Lookout Point Road: Deputy Administrator Sawyer stated the Code Office reports the establishment is compliant with local rules and regulations and that the Cumberland County Sheriff's Office reports there were no alcohol related calls at the establishment in the last year. Chairman Daniel moved, seconded by Selectman Multer to approve the renewal license; motion passed 3-0.

11. Renewal Liquor License for Morse's Cribstone Grill, 1945 Harpswell islands Road: Deputy Administrator Sawyer stated the Code Office reports the establishment is compliant with local rules and regulations and that the Cumberland County Sheriff's Office reports there were no alcohol related calls at the establishment in the last year. Chairman Daniel moved, seconded by Selectman Multer to approve the renewal license; motion passed 3-0.

12. Selection of Contractor and Contract for Pump House Removal Project: No action.

17. Consider Secret Ballot Item for June 14, 2016 Vote: John Loyd, Hamilton Starr's attorney, reviewed the proposed warrant article [conveying a portion of Town property at Mackerel Cove to Hamilton Starr for \$3,000] and he suggested a few minor changes, including removing Gail Starr's name as she passed away. Mr. Loyd stated he wants to be sure the \$3,000 is to cover legal fees regarding this specific matter only. Chairman Daniel responded the Town is seeking \$3,000 and not up to \$3,000 for legal costs and/or for the land purchase. Mr. Loyd stated this is an adverse possession claim and he is concerned with the impression of Mr. Starr purchasing it. Selectman Johnson stated between survey costs and legal costs, the Town's costs likely exceed \$3,000 and Mr. Starr is fine with the flat \$3,000. Chairman Daniel moved, seconded Selectman Johnson to place the proposed article on the June 14, 2016 ballot; motion passed 3-0.

13. Emergency Vehicle Lease Agreement Amendments: Administrator Eiane stated these amendments will allow the emergency vehicles, that the Town purchases and leases to the three different department, to be used out of Town for certain reasons. Chairman Daniel moved, seconded by Selectman Johnson to approve the amendments; motion passed 3-0.

14. Consider Fire and Rescue Planning Committee Mission Statement: The Board discussed the proposed mission statement and Selectman Multer suggested some changes. Chairman Daniel moved, seconded by Selectman Johnson to approve the mission statement; motion passed 3-0.

15. 2016 Wage and Salary Adjustments: Administrator Eiane reported that in 2014 the Town hired a consultant to review the positions and compare them to other communities. In the first year (2015) after the study, the Board developed a system to bring people on the low range closer to the midpoint. The Board met in the fall of 2015 to review and develop a system for 2016 that brings people closer to the midpoint and considers how long someone has been employed with the Town. The Board conceptually approved the system and the increases were included in the 2016 budget. Town Meeting approved the budget and employee evaluations have occurred. Administrator Eiane indicated her increase should not be considered until the Selectmen conduct her evaluation. Selectman Multer noted that next year she would like information on how long the stipend positions have been at the same level. Chairman Daniel moved, seconded by Selectman Johnson to approve the wage and salary adjustments; motion passed 3-0. Administrator Eiane noted Animal Control Officer, Gail Federico's, daily rate is \$34.51.

16. Accept Donations: Chairman Daniel moved, seconded by Selectman Multer to accept donations: Howard Jones \$30 for the bandstand; Bob Modr \$100 for the Bandstand; Elaine Bauer \$50 for the heating program; motion passed 3-0.

18. Consider Fishing for Energy Grant to Reduce/Recycle Marine Debris: Chuck Perow, Recycling Center/Transfer Station Manager, stated the Town received an email from the Maine Coast Fishermen's Association regarding a Fishing for Energy grant. The grant would pay for a 30-yard dumpster to be used for the disposal of fishing gear – traps, lines, buoys. Mr. Perow stated he understands there used to be a gear grab program and since that is no longer available, this new program will fill a void. Monique Coombs, who is a Harpswell resident and works for the Maine Coast Fishermen's Association, has offered to write the grant. The grant will cover emptying the dumpster four times a year. If approved, the dumpster would be located at the Transfer Station for a time period likely in the fall and again in the spring. The items intended for the dumpster will be dropped off at a certain location at the Transfer Station and staff will then assure that only the allowed items are disposed of in the dumpster. Mr. Perow stated he believes he can make this worthwhile program work. He also noted there may be another smaller grant available to cover signage and advertising costs. Selectman Multer moved, seconded Selectman Johnson to apply for the grant; motion passed 3-0.

19. Other Business: None.

20. Public Comment: Mr. Perow reminded fishermen that the cardboard used to hold frozen bait is not recyclable and must be disposed of at the Transfer Station. Mr. Perow stated he has developed a new composting guide for the Town. Additionally, there will be a composting seminar on May 21 from 11am – 1pm, with a rain date of May 28. There will be composting displays and resident Kim Scammon will be the presenter.

21. Administrative Matters: The Board scheduled a workshop with the Town Lands Committee for May 12 at 4:30pm; signed three Orr's Island Bridge leases; approved three purchase orders (BSN \$3,450, Sportables Scoreboards \$5,782.96 and Goodall Landscaping \$4,000).

22. Adjournment: At 7:18 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report