

Selectmen's Meeting Minutes
May 25, 2016
Harpswell Town Office
Approved June 9, 2016

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; William Wells, Code Enforcement Officer; and Marguerite Kelly, Treasurer

Chairman Daniel called for a moment of silence in memory of Rob Roark, long standing Mitchell Field Committee member, and Jonathon Bond, member of Orr's/Bailey's Island Fire Department.

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as amended by adding the ratio declaration reimbursement form and marine resources purchase both under other business; motion passed 3-0.

2. Public Comment: None.

3. Administrator's Report: Administrator Eiane stated Richard Griffin was hired last year as the part-time Recycling Center Attendant and has returned this year. She and the Recycling Center Manager recommend his pay be increased to \$9.50 per hour in 2016 and when he becomes certified in fork lift operation, she asked the Board to consider increasing the rate to \$10.00 per hour. Chairman Daniel moved, seconded by Selectman Multer to proceed with the recommendation; motion passed 3-0. Administrator Eiane reported Mary Ann Nahf has agreed to return this season as a beach monitor at Cedar Beach and Sierra Gilley is being recommended as the second monitor. Ms. Gilley is currently an instructor at Camp Harpswell and in addition to the monitor; she is interested in being an intern to the Recreation Director a few hours a week throughout the summer. Chairman Daniel moved, seconded by Selectman Multer to hire Sierra Gilley as a beach monitor and authorize the part-time seasonal unpaid internship; motion passed 3-0. Administrator Eiane announced the Memorial Day Parade is Monday at 11:00 am. She noted it is a special event organized by Shirley Thompson. Administrator Eiane stated at 10:00 am that day there will be a wreath tossing at the Ewing Narrows Bridge organized by the American Legion Post. Administrator Eiane announced there will be another mobile food pantry at the Town Office on Thursday, June 2 at 10am – 11:30am. If people in the community know of others who may need food, they can attend the food mobile and collect food for those in need. Administrator Eiane reminded the public of the June 14 vote, including a municipal ballot. Information is available on the Town's website and a bulletin containing information will be mailed soon.

4. Selectmen's Announcements: Selectman Multer stated the MSAD 75 budget hearing will be held tomorrow night at 6:30pm at the Orion Performing Arts Center. This is the time to have input regarding the process and budget amount.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Johnson to approve the consent agenda [April 28, May 2, May 9, May 11, May 12 and May 16 minutes; appointment of Richard Griffin as Deputy Fire Warden and Susan Rich to the Recreation Committee; authorization of warrant 22 in the amount of \$767,188.57 and payroll warrant 22 in the amount of 20,478.92]; motion passed 3-0.

6. Selection of Contractor and Contract for Pump House Project: Administrator Eiane stated the pier at Mitchell Field is deteriorating at a rapid rate. The former pump house fell off the side of the pier and the Department of Environmental Protection is requiring its removal. Funds were approved at the March 2016 Town Meeting. A request for proposals was sent out and four companies responded ranging from \$75,230-\$371,200. Barney Baker, Town's marine engineer, reviewed the low bid from Prock Marine and spoke with the company regarding the removal method and also checked references. Mr. Baker is recommending proceeding with Prock

Marine. Chairman Daniel stated he first questioned how low that bid was compared to the others but he is reassured knowing that Mr. Baker believes the company is quite capable of doing the work. Selectman Multer asked if there should be language in the contract referencing the request for proposals and the contractor's response. Language will be added to reference both documents. Selectman Multer moved, seconded by Chairman Daniel to approve the contract with Prock Marine; motion passed 3-0. The Company plans to start August 1 and will take about ten days.

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

8. Reclaim Material Price Increase: Administrator Eiane stated the Recycling Center Manager reviewed the Town's current sale price of \$15 per ton for reclaim and believes it is too low. The Manager compared other prices which range from \$15 - \$30 per ton depending on the quality and is recommending the price be increased to \$17.50. Selectman Multer moved, seconded by Selectman Johnson to increase the sale price to \$17.50 per ton; motion passed 3-0.

9. Wharf Applications

- **Charity Shore Road Association, Emile Clavet, Map 48, Lot 92:** Bill Wells, Code Enforcement Officer, stated this is a commercial wharf proposal [4'x11' stairs, 6'x10' fixed pier, 3'x32' aluminum ramp, 12'x16 float and 8'x20' haulout] and has been approved by the Planning Board. 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.
- **Evelyn D. LLC, Clayton Whidden, Map 11, Lot 109, 30 Whidden Road:** Bill Wells, Code Enforcement Officer, states this is for a long standing commercial fishing business and is primarily rearranging what exists. The Planning Board has reviewed and approved the proposal [expand existing wharf by 1,088 square feet on the southern side, 2,308 square feet on the northern, supported by 107 pilings; construct a 24'x30' bait shed and a 12'x20' crate lift, a 12'x20' float to an existing 56x3 ramp, relocate string of floats 16x80 to northeast of current location, and add 6'x40' 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.

11. Conservation Commission Outreach: Mary Ann Nahf, chair of Conservation Commission, stated the Commission will offer two workshops this summer addressing effects of changing weather. Over half of the roads in Harpswell are private and the owners have to maintain them. Over the years with increasing amounts of storms, the low lying areas are affected by erosion and flooding. The first workshop will address road infrastructure on Tuesday, June 21 at 6:00pm. Matt Craig, from Casco Bay Estuary Project, will be one of the speakers and the second speaker will be Jamie Fitch from the Cumberland County Soil and Water Conservation District. The workshops are open to the public and about 300 property owners in areas affected by rising tides will be sent a letter regarding the workshops. The second workshop will be about long-term arrangements to keep roads passable in the future. Hope Hilton will speak about road associations. Ms. Nahf stated the Commission would like to have a notice at the non-resident taxpayer meeting to get the word out. Administrator Eiane expressed concern that the Town Office meeting room may not accommodate a group larger than 60. Ms. Nahf invited the Road Commissioner to attend the workshops. The second one will be August 24 at 6:00 pm.

10. Public Hearing for Estes Lobster House Special Amusement Permit: Chairman Daniel opened the hearing at 6:32 pm and closed it as no one spoke. Chairman Daniel stated the request is for live music to play weekly at the restaurant. Chairman Daniel moved, seconded by Selectman Multer to approve the permit; motion passed 3-0.

12. Harpswell Heritage Land Trust Request for Use of Mitchell Field: Administrator Eiane stated the application is for an overnight family camping trip at Mitchell Field on August 6 – August 7. The Trust is aware of the rules and will provide insurance and will call the fire warden on that day to check whether the camp fire will be allowed. The camping area will be at the bandstand viewing area. Chairman Daniel stated the rules do not allow a fire and asked if the Board has to waive that. Administrator Eiane responded with the Board's approval, whatever is an exception to the rules will be permitted including the overnight use. Chairman Daniel moved, seconded by Selectman Multer to approve the overnight camp event with a beach fire as long as approved by the fire warden; motion passed 3-0. Selectman Multer expressed concern of use of the bandstand if it rains; Administrator Eiane will let the Trust know.

13. Request for Proposals for Winter Road Maintenance: Administrator Eiane stated staff, including the Road Commissioner, reviewed the former contract and made a few changes to make it stronger and clearer. Administrator Eiane asked if the Board had any substantial changes to the proposed contract as it will be sent with the request for proposals so that contractors are aware of what the Town would expect to be signed. Administrator Eiane reviewed the primary changes, including that the equipment must be available for Harpswell. Selectman Multer stated she wants "available" to be defined like within a certain amount of time. Ronald Ponziani, Road Commissioner, stated the contractor will know the equipment has to be readily available and the contract requires action within 60 minutes. Selectman Multer suggested that could be with two trucks and there should be language regarding when the other equipment must be available. Selectman Multer and Chairman Daniel agreed 'available' is to be defined as being in Harpswell within 60 minutes. Selectman Johnson stated the current language is fine. The Board agreed to a general line about all vehicles shall be available within 60 minutes of being requested. Administrator Eiane asked if the Board wants to require a company to respond to both the 3 and 5 year proposals or allow companies to decide to bid on one or both. The Board discussed the matter and agreed to leave it to the contractor. Administrator Eiane noted there will be a pre-bid conference as well. Chairman Daniel moved, seconded by Selectman Johnson to approve the request for proposals as amended; motion passed 3-0.

14. Safe Guards for the Mitchell Field Water Tower: Selectman Multer stated the Task Force met and recommends that the tower ladder be made safe by cutting off the last 8 or 10 feet and by purchasing a lockable gate preventing access to the ladder. Selectman Johnson stated a gate already exists around the base of the tower with barbed wire. Chairman Daniel stated he would like to see the ladder cut off since some people gained access to the tower. Selectman Johnson stated he could agree to that. Selectman Multer expressed concern that someone could still gain access without the lockable gate as well. The Board discussed the matter and reached consensus to have the ladder cut off. Chairman Daniel asked if the Task Force has discussed how many potential users there are for the tower; Selectman Multer responded there is a list of detailed questions from a committee member and that is one of the questions that will be discussed by the Task Force.

15. Town Lands Steward Policy Amendment: Administrator Eiane stated this was a suggestion that came from the Town Lands Committee that if a member is a steward that the term run concurrently with the Town Lands Committee appointment term. Chairman Daniel moved, seconded by Selectman Johnson to approve the amendment; motion passed 3-0.

16. Nominations to Maine Municipal Association's Legislative Policy Committee: Administrator Eiane stated Selectman Multer has been a member and Selectman Multer stated she is not interested in continuing. Selectman Multer asked if Administrator Eiane was interested. Administrator Eiane stated she would consider it but is not certain it is the most effective use of time. This matter may come back to the Board.

17. Petition to Nominate Candidate for the Maine Municipal Association Executive Committee: The Board agreed not to petition to nominate a candidate.

18. Accept Donations: Chairman Daniel moved, seconded by Selectman Johnson to accept the following donations for the Bandstand: George and Eleanor Patterson \$50, Thomas Carlisle \$100, Jane Covey and David Brown \$50, Valerie Howard \$100, Robert Porter \$100 and Brackett Funeral Home \$200; motion passed 3-0.

19. Other Business: Selectman Johnson stated the Marine Resources Committee met last night and would like to have the Town purchase some clam seed for placement in certain areas. A member found some seed for about \$1,620 to set in four areas. Administrator Eiane noted the funds are available in the conservation account and stated the Town needs to be sure the permits for netting are obtained. Darcie Couture, Town Marine Coordinator, has indicated she does not think the permitting would be a problem. Chairman Daniel moved, seconded by Selectman Johnson for the Town to purchase clam seed; motion passed 3-0.

Administrator Eiane stated the Selectmen are being asked to sign an annual form to certify to the Maine Revenue Service the number of homestead exemptions and the ratio to use for the exempted amount. The Town qualifies for 100% and has 1,389 exemptions. Chairman Daniel moved, seconded by Selectman Johnson to send the ratio declaration reimbursement application to the state; motion passed 3-0.

20. Public Comment: Ronald Ponziani stated some road maintenance has been delayed as a result of vehicle problems but pot holes and road trimming will be completed soon. Mr. Ponziani stated the radar speed trailer will be placed near the fire department on Harpswell Neck and then at a second location, probably on the other side of Harpswell.

21. Administrative Matters: None.

22. Adjournment: At 7:23 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report