

Selectmen's Meeting Minutes
September 17, 2015
Harpswell Town Office
 Approved on October 15, 2015

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; Charles Perow, Jr., Recycling Center/Transfer Station Manager; and Bill Wells, Code Enforcement Officer

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

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: None.

3. Town Administrator's Report: Administrator Eiane announced the Town's website has been re-designed and updated and she encouraged the public to provide feedback. Administrator Eiane reported the Town received a copy of a Department of Marine Resources (DMR) application for a ten-year aquaculture lease for Jon Rogers. DMR is accepting comments and the application has been provided to the Harbormaster, the Harbor and Waterfront Committee and the Marine Resources Committee. Administrator Eiane stated the first tax payment was due on the 15th and she complimented the Tax Office staff on processing the many payments by mail and in person. Administrator Eiane announced the Town's annual flu clinic will be on October 8 from 9am to Noon and 5pm to 7pm.

4. Selectmen's Announcements: None.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [September 3 minutes; appointed Michael McCabe to the Recycling Committee and Vincent George as a Town Land Steward; executed the Cumberland County Tax Assessment Form for \$1,255,204; executed the 2015 Maine Valuation Return; authorization of warrant #39 in the amount of \$2,310,861.73 and payroll warrant #38 in the amount of \$14,621.04]; motion passed 3-0.

6. Old Business: Mitchell Field Kiosk Sign: Deputy Administrator Sawyer stated the Mitchell Field Committee updated the language on the proposed entrance kiosk sign and map for the Board's review. The Board discussed some changes to the write-up and two changes to the map and agreed to proceed as amended.

Consider Letter of Support for Senator King's Proposed Legislation: Chairman Daniel stated Senator King along with other Senators introduced legislation to revitalize waterfronts for recreational and business uses. Selectman Multer moved, seconded by Chairman Daniel to send the proposed letter of support for the legislation; motion passed 3-0.

7. Consider Tax Abatements and Supplements: Chairman Daniel moved, seconded by Selectman Multer to approve the presented abatements and supplements (as follows); motion passed 3-0.

M/L	ACCT #	OWNER OF RECORD	OLD ASSESSMENT	NEW ASSESSMENT	VALUATION ABATED	TAX AMOUNT	TAX RATE	MISCELLANEOUS INFORMATION
	E0012P	ElavonInc	\$ 200.00	\$ -	\$ 200.00	\$ 1.25	0.00624	Assest was reported as disposed/inactiive on the 2015 BPP return.
8/30	A0580R	Town of Harpswell	\$ 92,000.00	\$ -	\$ 92,000.00	\$ 574.08	0.00624	Acquired by the Town of Harpswell on May 20, 2014. The land value was not entered as exempt.
15/31	C1780R	Arthur M & Elaine K Baur	\$251,500.00	\$ 30,800.00	\$ 220,700.00	\$1,377.17	0.00624	On March 19, 2015 the property owners requested in writing that Map 15 Lot 31 and 33 be combined for assessing purposes for the tax year 2015.

m/l	acct#	Owner of Record	Supplemental Value	Location	Tax Dollars	Miscellaneous Information
50/74	R0830R	Claude & Colleen Rioux	\$ 16,000	21 Abenaki Rd	\$ 99.84	REQUESTED TO REMOVE THEIR HOMESTEAD AND VETERANS EXEMPTION FOR 2015
30/164	M1330R	Larry and Mary Reese	\$ 10,000	10 Whale Watch Rd	\$ 62.40	REQUESTED TO REMOVE THEIR HOMESTEAD EXEMPTION FOR 2015

8. Consider Recommendation Re: Wood Grinding: Chuck Perow, Recycling Center Manager, stated that the Board previously approved a request for proposals for wood grinding and no responses were received. Mr. Perow contacted the seven companies that received requests; three were no longer performing grinding, one was not interested and two cannot process the amount collected by Harpswell. The remaining company, Marshall Specialty Grinding, has performed this work for the Town for the past several years and is interested in this year's work as well. Mr. Marshall was unable to respond to the request for proposals within the timeline due to his work load and a shortage in staff. Mr. Perow asked the Board to authorize staff to work with Mr. Marshall regarding the details for removal of the wood and to enter into a contract for the work. Selectman Multer moved, seconded by Selectman Johnson to authorize a contract with Marshall Specialty Grinding after consultation with the administrative staff. Mr. Perow stated he would like to sit down with Mr. Marshall and administration to discuss sole sourcing in the future. Motion passed 3-0.

9. Wharf Applications: Barbara Vinal Gent Living Trust, Map 56, Lot 22, 5 Vinal Road: Bill Wells, Code Enforcement Officer, stated there was a public hearing held on-site. Joe Leblanc, owner's representative, reviewed the proposal for a 4'x90' aluminum pier, 3'x5' aluminum ramp, 10'x20' pressure treated float and a 10'x40' haul out. Mr. Leblanc stated there is a jog in the pier to keep it from the view of the neighbor. The wharf will be shared by the owner and the neighbor. Chairman Daniel moved, seconded by Selectman Johnson to approve the application as the harbormaster indicates there is no hazard to navigation and it does not cause injury to the rights of others for fishing, fowling and navigating; motion passed 3-0.

Casey Jennings, Map 79, Lot 109, Birch Island: Daniel Bannon, owner's representative, of Baker Design Consultants, reviewed the proposal for a 4'x50 timber fixed pier, 3.5' x 50' aluminum gangway and 10'x20' seasonal float. Mr. Bannon stated the system is the smallest it can be while still being functional for partial tide access. Both the Army Corps and the Town's Harbormaster have issued their approval, indicating there is no hazard to navigation. Selectman Multer asked Mr. Bannon for his input on the alternative plan proposed by a Birch Island property owner. Mr. Bannon stated the proposal includes moving the float landward and/or rotating the pier to reduce the projection from 115-feet to 95-feet. Mr. Bannon reviewed several concerns with this alternative including that the float will impact the rock weed, rest on rocks and the water depth will be reduced. Selectman Johnson suggested rotating the system 20feet without moving landward. Mr. Bannon suggested an alternative proposal with the same system and same projection but rotating it 10 degrees, which will maintain the same access and allow an additional 15feet for navigation to the ledge. Kimberlie Murphy and Nancy Patterson stated several reasons why they were opposed to the proposed system. Selectman Multer stated the Board's role is very limited and one area is regarding navigation. She asked Jim Hays, Harbormaster, if the chains securing the float will create a hazard for navigation. Mr. Hays responded while he has not seen this particular layout, typically the chains do not cause a hazard. Mr. Bannon reviewed the chain layout and Mr. Hays stated the chains should not interfere with boats. Cynthia Beggs, Barry Patterson and Kerry Louse Roberts spoke in opposition to the system. Mr. Hays stated he could look at the site again but he is familiar with it and the ledge area in question is not a channel, it is a passage and the proposed structure does not affect the passage. Mr. Bannon reported the height of the structure is 13.5-feet, currently 2-feet above the base flood elevation. If the Federal Emergency Management Agency adopts the new zones, this area will be in a velocity zone and the structure will be below the proposed base flood elevation. Mr. Bannon noted the public can pass under the structure. The Board discussed scheduling a site visit to view markers indicating the float's location in the revised proposal shifted 9.8 degrees. Chairman Daniel moved, seconded by Selectman Multer to approve the application with the 9.8 degree

to the south pending a site visit, since the Harbormaster indicates there is no hazard to navigation and does not cause an injury to the rights of others for fishing, fowling and navigating; motion passed 3-0.

10. Harpswell Coastal Academy Proposal for Use at Mitchell Field: John D'Anieri and Phelan Gallagher, both of Harpswell Coastal Academy, reviewed a proposal entitled the 'Propeller Project' for Mitchell Field. Mr. D'Anieri stated the proposal is consistent with the Mitchell Field Master Plan and will allow current uses of the site to continue. In phase I the proposal includes creating a Coastal Commons for Arts & Media in the administration building. Later phases will include a community boat building operation to build/repair and store boats and also a marine business incubator. Mr. D'Anieri stated the proposal is in the very early stages and will occur somewhere--Mitchell Field or elsewhere. HCA could lease and manage the entire marine business district and the administrative building which would generate income for Harpswell and remove the Town's liability. Project costs are estimated between \$1.8 – 3 million, wherever it will be located. Mr. D'Anieri stated HCA is looking for a partnership to include co-writing grants and he asked general questions: What infrastructure will the Town be responsible for? What does using the administrative building entail? What can the Board of Selectmen authorize and what requires Town Meeting approval? Will HCA have access to information available in prior negotiations for use? Mr. Gallagher reviewed the proposal for use of the two-bay garage in the administrative building as a black box theater and gallery. Mr. D'Anieri reiterated the slides shown tonight are conceptual and subject to refining. Chairman Daniel informed Mr. D'Anieri of the upcoming workshop regarding Mitchell Field.

11. Harpswell Community Broadcast Corp. Request for Permission for Generator: David I. Chipman stated the transmitter has been constructed and will be picked up next week. Part of the digital transmitter project will include adding a generator for backup power. A spot has been selected on the Town's lot and instead of going over Bob Waddle's property to fill the propane, Mr. Chipman stated a propane tank is needed to be located within the Mountain Road right-of-way. Since the State did not use all of the original right-of-way width, Debbie Turner, Assessing Agent, has indicated there may be a title issue. Mr. Chipman stated if the Board approves proceeding, he would contact the Department of Transportation (DOT) to clear up the title issue. Administrator Eiane stated the Town owns lot 159 and it would be preferred for the tank to be on the Town's lot. Mr. Chipman stated the generator would be on the Town's lot but for access purposes, it would be best to have the tank half way between the generator and the road to accommodate filling. Administrator Eiane asked if Harpswell Community Broadcast Corp. (HCBC) will assume liability; Mr. Chipman responded yes. Mr. Chipman noted the transmitter is a backup for emergency communication in addition to hosting HCBC and soon the radio station will be on it. Chairman Daniel stated he was in favor of clearing up the title issues. Chairman Daniel stated he understood the tank size would be 300 gallons, needing to be filled once a year or maybe 150 gallons, needing to be filled two times a year. Deputy Administrator Sawyer asked if the tank could be on the Town's property and wondered if Mr. Waddle would allow access across his property for filling since it would be only one time a year. Mr. Chipman responded he could check with Mr. Waddle. Mr. Chipman noted that Mr. Waddle stores items in the area that could inhibit access and he also is not sure if the propane truck's hose could go the distance. Mr. Chipman stated he would speak with DOT and let the Board know the outcome. Chairman Daniel moved, seconded by Selectman Johnson to allow HCBC to seek a building permit for a generator on the Town's property; motion passed 3-0. Mr. Chipman noted he will check to see if Planning Board approval is needed since the use is non-residential.

12. Consider Request for Proposals for Bailey Island Library Hall Projects: Deputy Administrator Sawyer stated Bailey Island Library Hall was awarded a \$60,000 grant through the Town's Cumberland County Development Block Grant (CDBG) program. The funds will flow through the Town as the Town administers the grant. There are three requests for proposals for the Board's review and approval: one is for a new furnace and associated work, one for landscaping and one for carpentry, electrical and plumbing work. Deputy Administrator Sawyer asked for the Board's approval of the RFPs and also for approval to enter into the presented contracts with the selected contractors after review with Bailey Island Library Hall representatives,

Selectman Johnson, and Aaron Shapiro, CDBG Director. Chairman Daniel moved, seconded by Selectman Multer to approve the RFPs and enter contracts after the review; motion passed 3-0.

13. Consider Selectmen Liaisons to Committees: Chairman Daniel asked Selectman Johnson if Chairman Daniel could be the liaison to the Recreation Committee during the planning for the event at Mitchell Field. Selectman Johnson agreed. Chairman Daniel stated at the last Recreation meeting, he indicated the event should be simple and include music, beach activities and having vendors. The Committee seemed excited and thought that biking and kayaking could be included as well.

14. Open Bids for Inverter: There were no bids received. Selectman Multer moved, seconded by Chairman Daniel to allow staff to sell the inverter for the best offer they can obtain; motion passed 3-0.

15. Issue Request for Proposals for Winter Sand: Administrator Eiane stated this is an annual process to solicit bids for winter sand. Selectman Multer moved, seconded by Selectman Johnson to authorize the request for proposals for winter sand; motion passed 3-0.

16. Consider Adopting Capital Reserve Definitions: Administrator Eiane stated this item is coming back to the Board from January when the Board reviewed the proposed definitions in conjunction with its discussion of the carryover list. Upon review of the minutes, it was discovered that the Board did not formally adopt the definitions. Administrator Eiane noted the voting machine reserve lapsed and the West Harpswell reserve will lapse this year. Chairman Daniel asked why the emergency vehicles were not listed; Deputy Administrator Sawyer responded the emergency vehicles are in their own fund and the reserves listed are in the general fund. Selectman Multer moved, seconded by Selectman Johnson to approve the list as adjusted; motion passed 3-0.

17. Set a Public Hearing Re: General Assistance Ordinance Maximums: Administrator Eiane stated each year the Town considers changes to the General Assistance Ordinance maximums. Once a hearing is set, it can be publicly noticed. Chairman Daniel moved, seconded by Selectman Multer to set October 1 at 7:00pm as the public hearing; motion passed 3-0.

18. Designate Delegate for Maine Municipal Association (MMA) Annual Business Meeting: Administrator Eiane stated she would be attending the MMA convention and offered to be the Town's delegate unless a Selectman plans on attending. Chairman Daniel moved, seconded by Selectman Johnson to designate Administrator Eiane as the Town's delegate for the MMA business meeting; motion passed 3-0.

19. Other Business: None.

20. Public Comment: None.

21. Administrative Matters: Selectman Johnson agreed to attend a meeting with the Town engineer regarding the proposed capital road project and the emergency services building review on Wednesday. The Board set September 24 at 2:00pm as a workshop with Cumberland County Sheriff Department regarding speeding and options.

22. Adjournment: At 8:37 p.m., the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator