

**Selectmen's Meeting Minutes**  
**October 1, 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; Marguerite Kelly, Treasurer; 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 extended thanks to Bowdoin College for Common Good Day. There were two groups of students, one lead by Don Miskill and one by Jane Covey—both group leaders from the Mitchell Field Committee. Work was accomplished at the Community Garden and at the bluff. A thank you letter has been prepared for the Board's signature. Administrator Eiane also thanked Cumberland County for providing a Deputy for the medication collection day as law enforcement is required for a site to participate. She reported 75 pounds of unwanted medications were collected and the public was appreciative of the collection. Administrator Eiane announced the Town's annual flu clinic will be held on October 8 from 9am to Noon and 5pm to 7pm. Administrator Eiane encouraged the public to complete the Harpswell at Home survey, available on the Town's website, to help assess the needs of the elderly in Harpswell. There are also copies of the survey available at the Town Office. Administrator Eiane reported she, Selectman Johnson and Chairman Daniel attended a meeting in Brunswick regarding protection of the clam flats. State Representative Jay McCreight is proposing legislation to protect shellfish conservation areas.

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

**5. Consent Agenda:** Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [appointment of Samuel Cafone as Shellfish Warden; appointment of Sarah Moulton and Dan McMahon to the Bandstand Committee; authorization of warrant #41 in the amount of \$143,241.94 and payroll warrant #40 in the amount of \$15,261.72]; motion passed 3-0.

**6. Old Business: Casey Jennings Wharf Application:** Chairman Daniel reported that he and Selectman Johnson attended a site visit on Birch Island to view the proposed wharf system. The Board approved the application at the previous meeting pending the site visit. The site visit did not reveal any navigational issues. Chairman Daniel moved, seconded by Selectman Multer to approve the Notice of Decision; motion passed 3-0.

**7. Charles Goolsby & Nancy Starks Wharf Application, Map 48, Lot 64, 11 North Point Lane:** Bill Wells, Code Enforcement Officer, stated there was an on-site public hearing. Joe Leblanc, owner's representative, reviewed the proposal for a 6'x34' pier, 3'x40' ramp, 10'x16 float and an 8'x40 float haulout. Selectman Multer asked if the permit requests have been submitted to the Army Corps of Engineers and the Department of Environmental Protection; Mr. Leblanc responded yes. 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 navigation; motion passed 3-0.

**8. Consider 2016 Budget Directives:** Administrator Eiane stated the Budget Advisory Committee will be provided as complete a proposed 2016 budget as possible in mid-October. Administrator Eiane noted capital

items will be large drivers this year and beyond, and asked the Board to consider what it wants to see budgeted for a salary and wage increase (in addition to longevity), what, if any, new projects need to be included, and to what extent the marine services and planning office should be budgeted. Administrator Eiane noted an LD-1 compliant budget should not be an issue with the use of fund balance. The Board indicated it wants to hold a workshop regarding budget issues, including wanting information on the cost of living and the previous wage/salary report. Chairman Daniel indicated he prefers an LD-1 compliant budget, legal expenses should be considered for an increase and the recreation budget should include funds for the event at Mitchell Field. Administrator Eiane noted the Recreation Director's time will likely need to be increased for 2016. The Board suggested carrying forward the same 2015 planning office budget until there is a specific determination of how planning will operate. The Board also suggested that \$15,000 be budgeted for marine resources consulting services. The workshop will include reviewing the five-year capital plan.

**9. Consider Next Steps Re: Mitchell Field:** Chairman Daniel stated the Board held a workshop regarding the status and future plans for Mitchell Field. It is clear the Town cannot continue with the "do nothing" approach for the pier and the Mitchell Field Committee is developing a recommendation on whether to rehabilitate or tear down the pier. Other topics were the boat launch, use of the administrative building and future of the tower. Selectman Multer suggested that the administrative staff meet with John D'Anieri of Harpswell Coastal Academy (HCA) to get more specifics regarding HCA's proposal for use of the administrative building. Selectman Multer stated a lease could include the lessee paying for capital costs over time if the Town pays for the costs initially. Selectman Multer stated she prefers to lease with one entity and allow that entity to sub-lease to avoid the Town being caught in the middle of determining who should pay what for certain shared issues. Chairman Daniel indicated there may be three possible users of the administrative building. Selectman Multer responded there will be shared issues such as heat and the Town should lease with one entity. Selectman Johnson indicated regardless of who leases the building, if the Town plans to keep it, the building needs a new roof (at a cost greater than \$25,000). Selectman Multer indicated she does not want to invest in the administrative building without a lease and without knowing what other major expenses are needed. The Board agreed to have the administrative staff meet with HCA. Chairman Daniel summarized that the pier and boat launch are being reviewed by the Mitchell Field Committee and the person seeking to save the water tower is expected to submit a written proposal for use of the water tower.

**11. Consider Grant Application for Speed Calming Measures:** Administrator Eiane stated the grant application has been revised after a discussion with the Department of Transportation (DOT) suggesting it be broadened.. The application seeks funds to conduct a corridor safety audit of Route 24 and Route 123 by a traffic engineering consultant. Existing information such as accident data will be used to identify problem areas leading to recommendations which may include the innovative idea of using striping patterns to slow down speeds. \$12,000 is available for potential funding. Information from this study could inform the Town about what might work to slow down vehicles on Town roads as well. Selectman Multer moved, seconded by Selectman Johnson to submit the application; motion passed 3-0.

**12. Accept Donations:** Chairman Daniel moved, seconded by Selectman Multer to accept the following donations for the Bandstand fund: \$100 from Barbara and Peter Lynch, \$255 from the donation box, and \$200 from Sarah Brendler; motion passed 3-0.

**13. Other Business:** None.

**14. Public Comment:** None.

**15. Administrative Matters:** The Board set October 15 at 4:30 pm as a workshop regarding the 2016 budget.

**10. Public Hearing Re: General Assistance Ordinance Maximums:** Chairman Daniel opened the hearing at 7:00pm. Administrator Eiane stated each municipality is required to have a general assistance program which is monitored and audited by the State. Each year municipalities review and adopt the maximums for assistance. There is Appendix A for the overall maximum, Appendix B for food assistance maximums and Appendix C for housing maximums. Since the rents in Harpswell can be high, Administrator Eiane recommended the Board not adopt Appendix C which allows the Town to use the overall maximum for assistance in housing. The program is confidential and is intended for short-term situations as applicants are put in contact with other potential resources such as food stamps. The State reimburses more than 50% of the Town's costs. Chairman Daniel moved, seconded by Selectman Johnson to adopt Appendices A and B; motion passed 3-0.

**16. Adjournment:** At 7:05 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments:

[Attachments are available at the Town Clerk's Office or by email at [harpswell@town.harpswell.me.us](mailto:harpswell@town.harpswell.me.us)]