

Selectmen's Meeting Minutes
January 14, 2016
Harpswell Town Office
Approved January 28, 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; Terri Sawyer, Deputy Town Administrator; and Marguerite Kelly, Treasurer

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 stated the Town engineer has completed his review of the current emergency services building site for potential expansion. The report was sent to the fire departments and the Selectmen may wish to discuss it with the departments at the next quarterly meeting. The report does not detail any insurmountable issues to expanding the facility, if and when needed. Administrator Eiane announced the Midcoast Hunger Prevention Program will provide a food mobile at the Town Office on January 28 from 10:00am to 11:30am. Anyone can come and receive food with no questions asked. If the event is successful, there may be additional opportunities. Administrator Eiane stated that nomination papers are available for the positions of Town Clerk, Tax Collector, Selectman and MSAD 75 director for the March election. Papers have to be returned no later than January 27 to the Clerk's Office. Administrator Eiane stated the Board previously set the Town Meeting date as March 12 with the business meeting beginning at 10:00am and the polls open from 9:00am to 8:00pm. She noted the polls will actually be open from 8:00am to 8:00pm pursuant to State law. Administrator Eiane reported the Harpswell Community Garden (HCG) is a subset of the Town's recreation programs and matters relating to the HCG have been posted on the Recreation facebook page. The program coordinator of the HCG has requested a separate facebook page. Administrator Eiane stated the Town does not have a specific policy about which entities can have Facebook pages and that it is probably not a good idea to stray too far from the Town having responsibility. The Board could consider this request as a pilot project. HCG would be required to follow the Town's Facebook Policy such as not allowing outside posts by anyone other than the administrator of the page and that HCG would be responsible for monitoring the comments and removing any, as necessary. The Board agreed to allow. Selectman Multer asked if seeking a permit now for the emergency services expansion would be beneficial. The Board discussed it and decided to wait since there is no detailed expansion plan yet. However, the Board may consider further delineating the wetlands.

4. Selectmen's Announcements: Chairman Daniel reported that he, the Town Administrator, Harbormaster, and contracted planner met with a company regarding a potential use of the Mitchell Field marine business district. The company is interested in storing wood chips at the site until there is enough to ship out (about 5-6 loads a year). Chairman Daniel suggested the company meet with the Mitchell Field Committee. Selectman Multer stated she is not interested at all in the proposal and listed some reasons including a tight timeline, the traffic it would generate over Route 123, safety concern of the large wood chip piles, that it is only a 5-year proposal and it is too industrial for the community. Chairman Daniel agreed with the concerns and stated the proposal is very preliminary. Administrator Eiane stated the company's objective is to know if the Town would welcome it. Selectman Johnson and Chairman Daniel agreed the company should meet with the Mitchell Field Committee. Selectman Multer stated if the answer is to hear further from the prospect developers then at the very least the Board should attend the meeting. The meeting will be scheduled later in the meeting.

5. Consider a Supplemental Tax for Map 12, Lot 199: Debbie Turner, Assessing Agent, reviewed a supplemental tax to the 2015 tax commitment for map 12, lot 199 for \$12,260. This is a result of the owners removing 2.07 acres from tree growth to accommodate construction of a building. Once approved, the owners will have 60 days to pay the supplemental tax. Chairman Daniel moved, seconded by Selectman Johnson to approve the supplemental tax; motion passed 3-0.

6. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed her monthly report for December (attached). Ms. Kelly reported the four owners of the recently tax-acquired property on Graveyard Point Road have washed their hands of the property. Personal property exists on the parcel that needs to be removed once determined who the owners are. Ms. Kelly stated she assumes the Board would prefer to retain the parcel since it directly abuts a Town landing. Chairman Daniel asked what the procedure was for notifying the owners of the personal property. Ms. Kelly responded she would check with Maine Municipal Association.

Ms. Kelly asked the Board to consider changing the capitalization threshold in the fixed asset policy from \$2,500 to \$5,000. Chairman Daniel moved, seconded by Selectman Johnson to amend the policy to \$5,000; motion passed 3-0.

7. Consider Secret Ballot Items for March Town Meeting: Administrator Eiane stated the deadline is January 27 when items for Town Meeting secret ballot have to be at the Clerk's Office. The Board has a policy regarding the placement of items on secret ballot. The Board typically places the Curtis Memorial Library appropriation on secret ballot after having it voted on the floor every third year. Selectman Multer moved, seconded by Selectman Johnson to place the Curtis Memorial Library appropriation on the ballot; motion passed 3-0.

8. 2016 Budget Review: The Board discussed the following budgets and concurred with the listed amounts:

Special projects	\$ 85,900	General Assistance	\$ 15,000
Recycling Center	\$279,451	Social services	\$ 18,230
Transfer Station	\$ 54,520	Cultural	\$ 46,203
Road maintenance	\$ 65,000	Curtis Library	\$135,345
Snow removal	\$446,324	Harpswell TV	\$ 63,750
Road signs	more info needed	Recreation	\$ 39,206
Law enforcement & comm.	\$356,026	Athletic Field	\$ 3,500
Marine Patrol	\$189,396 (more information regarding warden duties to come)	Recreation programs	\$ 12,500
Marine consultant & cons.	\$ 15,000	Debt service	\$550,000
Fire departments	\$180,000	Capital reserves	\$ 81,500
Fire warden	\$ 2,200	Capital roads	\$275,000
Dry hydrant maintenance	\$ 2,500	Mitchell Field pier/plng	\$180,000
Emergency Agent	\$ 3,650	Water tower removal	\$ 22,000
Advance Life Support	\$279,564	Mitchell Field operations	\$ 11,300
Harbormaster	\$ 46,603		
Animal control	\$ 25,933		
Street lights	\$ 29,000		

9. Authorization of the Warrants: Deputy Administrator Sawyer stated the warrant includes an additional payment to APR Inc. for the Town Office roofing project. This additional payment increased the use of contingency to \$20,342, therefore changing the amount of carryover contingency funds to \$12,976. Selectman Multer moved, seconded by Selectman Johnson to approve the revised total of carryover funds totaling \$371,968. Selectman Multer moved, seconded by Selectman Johnson to approve warrant #3 in the amount of \$674,192.89 and payroll warrant #3 in the amount of \$14,064.17; motion passed 3-0.

10. Other Business: None.

11. Public Comment: None.

12. Administrative Matters: The Board set January 25 at 4:00pm to meet with the Mitchell Field Committee and the company interested in using Mitchell Field.

13. Adjournment: At 7:53 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report

[Attachments are available at the Town Clerk's Office or by email at harpwell@town.harpwell.me.us]