

**Selectmen's Meeting Minutes**  
**January 17, 2019**  
**Harpswell Town Office**  
**Approved January 24, 2019**

**Call to Order and Pledge of Allegiance:** The meeting was called to order at 6:00 p.m.

**Selectmen Present:** Richard A. Daniel, Kevin E. Johnson and David I. Chipman

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Fred Cantu, Code Enforcement Officer; Paul Plummer, Harbormaster; and Ronald Ponziani, Road Commissioner

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

**2. Public Comment:** Fred Cantu, Code Enforcement Officer, announced he received an email from the State Floodplain Management Program staff regarding the proposed new Federal Emergency Management Agency (FEMA) floodplain maps. In order for the maps to become final in 2019, FEMA would have to issue them now which will not occur as FEMA is still addressing appeals. It is likely the maps will not become final now until 2020. Mr. Cantu encouraged property owners to review the preliminary maps to understand how the maps will potentially affect owners' properties.

**3. Selectmen's Announcements:** Chairman Daniel stated last year's Halloween (Grayson) Storm resulted in loss of power and many roads were blocked due to downed trees and wires. The Selectmen sent a letter to the State Legislature which was read into the record during a hearing on the storm. Through several workshops, it was suggested to Central Maine Power (CMP) to form a group dedicated to opening blocked roads. During a workshop this week at the Town Office, with the Selectmen, CMP representatives, Representative McCreight, Fire Department Chiefs, local and County Emergency Management Agents and Town staff, CMP indicated it would making clearing roads a priority when there was a widespread outage and have crews dedicated for that purpose.

**4. Town Administrator's Report:** Administrator Eiane stated she recently met with the Mitchell Field Committee chair who indicated more time is needed to complete the Mitchell Field Master Plan update. The initial expectation, when the mission statement was revised to allow for more members during this process, was that the update would be ready for the March 2019 Town Meeting. There will be a sub-committee of about 6 members who will focus on the update and it is likely that the full Committee will have recommendations by the fall of 2019.

**5. Consent Agenda: 1) Approval of the Minutes; 2) Set Mileage Reimbursement Rate to IRS Mileage Rate; 3) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Johnson to approve the consent agenda [approved January 3 and 10 minutes; set the employee mileage reimbursement rate to \$.58; warrant #3 in the amount of \$693,418.52, and payroll warrant #2 in the amount of \$18,361.18]; motion passed 3-0.

**6. Mooring Fees Re: Non-resident Commercial Fishermen:** Deputy Administrator Sawyer stated the Harbor & Waterfront Committee made recommendations for new mooring fees that were reviewed by the Budget Advisory Committee, which then made final recommendations to the Selectmen. The Selectmen previously approved the new fees [resident/taxpayer from \$25 to \$50; non-resident from \$125 to \$250; rental from \$100 to \$125; service – a new category at \$50; commercial fisherman – new category at \$25 for the first mooring and \$50 for each one thereafter; waiting list – new category at \$10], including creating a new commercial fishermen category and assessing a \$25 fee for the first mooring for a commercial fishermen and then \$50 for each mooring thereafter. It was believed at the time that the commercial fishermen category was for resident commercial fishermen only and the question has arisen if a non-resident commercial fisherman is also allowed a reduction on the first mooring. After a discussion, Selectman Chipman moved, seconded by Selectman Johnson to set the fee

for the first mooring of a non-resident commercial fisherman at \$125 and then \$250 for each mooring thereafter; motion passed 3-0.

**7. Use of Contingency:** Administrator Eiane indicated another 2018 invoice was recently received for road maintenance creating the need for further use of contingency in the amount of \$370. Selectman Chipman moved, seconded by Selectman Johnson to approve the use of contingency for \$370; motion passed 3-0.

**8. 2018 Carryover List:** The Board reviewed the proposed list, including the certain appropriation amounts that were proposed to lapse. Chairman Daniel moved, seconded by Selectman Chipman to approve the 2018 carryover list; motion passed 3-0.

Special Projects and other (most expected to be completed in 2019 - 2020)

Energy Conservation	1,431	
Flood plain map revisions	15,178	
Land purchase map 42, lot 6	3,318	
Harpswell Physical Education Association	3,000	
Harpswell Radio Project	750	
		<b>23,677</b>

Capital Reserve

Town Facilities Reserve	46,078	
Office Equipment Reserve	22,500	
Boat & Motor Replacement Reserve	3,429	
Recycling/Transfer Reserve	92,640	
Vehicle & Equipment Reserve	26,415	
Emergency Communications Equip Reserve	26,521	
Dry Hydrant Reserve	12,780	
Land Acquisition/Property Improvement Reserve	81,146	
Emergency Services building planning	94,797	
Mitchell Field capital	174,971	
Failed Septic Reserve	22,649	
		<b>603,926</b>

Other Reserves

Property Tax Assistance	1,985	
Conservation Fund	5,000	
Self-Insurance	1,481	
Heating Assistance	8,393	
Assessing/Revaluation	20,235	
		<b>37,094</b>

Contingency **7,920**

**TOTAL** **672,617**

**9. 2019 Budget Review:** The Board reviewed and reached consensus on the following budgets:

Acct #	Amount						
3110	\$209,635	3230	\$187,800	3500	\$ 27,907	6000	\$285,872
3115	\$ 4,000	3260	\$ 2,500	3600	\$ 27,000	6420	\$ 62,013
3200	\$ 60,000	3310	\$ 1,975	5200	\$ 15,000	6410-99	\$ 13,800
3210	\$ 60,000	3350	\$290,773	5300	\$ 20,230	7000	\$415,000
3220	\$ 60,000	3400	\$ 79,050	5400	\$ 25,000	9200	\$732,500
						9400	\$ 28,450

The Board agreed to add \$2,000 to account 2200 road maintenance to cover the estimated costs for the flashing speed limit signs intended for Harpswell Center.

**10. Public Hearings: Shellfish Ordinance Amendments, Harbor and Waterfront Ordinance Amendments, Winter Parking Ban:** Chairman Daniel opened the hearing at 7:08pm. Paul Plummer, Harbormaster, reviewed the proposed changes to the Shellfish Ordinance. Administrator Eiane stated upon approval by the Board, the ordinance will be sent for legal review. Marine Warden Steve Welsh asked if the attorney could also advise if harvester take certain training, can they be eligible for the conservation fee reduction. Mr. Plummer reviewed the proposed changes to the Harbor & Waterfront Ordinance. Chairman Daniel asked if the State has a saturation level for aquaculture; Mr. Plummer responded not at this time but the State recognizes that issue needs to be reviewed.

Ronald Ponziani, Road Commissioner, stated due to the issue with cars parking along the side of public roads and interfering with snow removal, he proposed an ordinance. Administrator Eiane reviewed that the ordinance applies from November through April and only vehicles prohibiting snow removal can be towed. She suggested the Board consider giving the Town 48 hours to provide notice to the vehicle owner regarding vehicle status. There are exceptions to towing such as if a vehicle is broken down and if it is an emergency vehicle. Mary Ann Nahf suggested if the Board approves the ordinance to be proactive about getting the word out as she knows many people that park on the road sides regularly. Deputy Steve Welsh stated if the Sheriff's Department gets a complaint; the deputy will make every effort to run the license plate and make contact with the vehicle owner. If the vehicle is prohibiting the safe passage of emergency vehicles or of snow removal, a deputy can have the vehicle towed. Mr. Ponziani responded he has dealt with a particular situation on Bailey Island for three years and the Sheriff's Department has not assisted. Chairman Daniel expressed concern about enacting the ordinance as he is not aware of many issues that warrant the adoption of this ordinance. Mr. Ponziani stated it could be delayed and worked on this year and maybe ready for 2020. Chairman Daniel asked for the matter to come back on the February 7 agenda. Chairman Daniel closed the hearing at 7:45. Chairman Daniel moved, seconded by Selectman Johnson to table the winter parking ban and send the Shellfish and Harbor & Waterfront Ordinance amendments for legal review; motion passed 3-0.

**11. Public Comment:** None.

**12. Other Business:** None.

**13. Administrative Matters:** None.

**14. Adjournment:** At 7:46 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator