

**Board of Selectmen's Meeting  
Minutes of January 23, 2020  
Approved March 17, 2020**

**Selectmen Present:** Kevin E. Johnson, Chair; David I. Chipman and Jane G. Covey

**Staff Present:** Kristi Eiane, Town Administrator

**Call to Order:** Chairman Johnson called the meeting to order at approximately 6pm. The Pledge of Allegiance was recited.

**Adoption of the Agenda:** The Board unanimously agreed to proceed with the posted agenda.

**Public Comment:** Donna Frisoli of Community Television asked the Board to change the proposed warrant article language for Community Television to reflect that \$2,420 of the appropriation will be used as a match toward a generator. The Board agreed to make that change. Don Miskill, Chair of the Mitchell Field Committee, announced that there would be a public informational forum on Tuesday, February 11, 6pm, in the Selectmen's Meeting Room to talk about the Master Plan update for Mitchell Field. The draft plan will be posted on the Town's website.

**Selectmen's Announcements:** Selectwoman Covey attended a recent Harpswell Business Association meeting. One of the topics that came up for discussion was having the Town regulate the short-term rental market for housing. It was noted that a couple of years ago, the Select Board hosted a meeting on this topic, and the consensus at that time was that the Town not develop regulations. The Board agreed that after the March Town Meeting it would host another discussion on the topic. February 10th was confirmed as the date for the Board's emergency management training.

**Town Administrator's Report:** The Town Administrator informed the Board that a workshop with Maine Department of Transportation officials was being set up to focus on how to approach future capital project(s) on State roads in Harpswell. The Administrator also informed the Board that the staff review group, for evaluating responses to the Mitchell Field Tower request for proposals, is continuing its work by conducting interviews. Since one member of the review group is unable to attend interviews, the Administrator asked for a Board member to participate. Selectman Chipman offered to do so.

**Consent Agenda:** Selectman Chipman moved to approve the Consent Agenda [appointment of Sandra Allen as an Associate to the Planning Board and authorization of payroll warrant # 3 for \$19,458.38 and payables warrant # 4 for \$38,305.15] . It was seconded by Selectwoman Covey and passed 3-0.

**Acknowledge Resignation of School Board Member:** It was noted that Molly Perry has submitted her resignation, due to family circumstances, from the Maine School Administrative District # 75 Board. Selectwoman Covey moved to accept the resignation with deep appreciation for her service. It was seconded by Selectman Chipman and passed 3-0.

**Proposed Harbor & Waterfront Ordinance Amendments:** The Town Administrator reviewed proposed changes to the Harbor & Waterfront Ordinance including the adoption of a new waters classification map with authority for the Board, not the Town Meeting, to make future changes to map classifications. In addition, the Harbormaster is seeking authority to deal with haul-offs at Town

landings—the intent is not to require that all haul-offs be registered. There is also a proposed provision that would allow the Town to charge a fee for the Town’s review of aquaculture applications. Selectman Chipman moved to set a Public Hearing for Harbor & Waterfront Ordinance amendments on February 6, 2020, [following the Public Hearing on Curtis Memorial Library]. It was seconded by Selectwoman Covey and passed 3-0.

**Cliff Trail Project Update & Request for Fundraising Activity:** Recreation Director Gina Perow noted that the Town has been awarded a grant [in the amount of \$50,000] for making a portion of the Cliff Trail more accessible. The Director provided the Board with a project update, vision statement, and proposal for fundraising for the remaining funds. The Recreation Committee endorsed the project and the proposal to move forward with fundraising. The Town Administrator noted that the Board needs to authorize any fundraising activity undertaken by the Town and/or its volunteers. Selectman Chipman moved to approve the fundraising proposal. It was seconded by Selectwoman Covey and passed 3-0.

**CDBG Application for Cundy’s Harbor Library:** The Town Administrator reviewed the updated application for the Cundy’s Harbor Library project [over \$69,000 in funding being requested with more than \$11,000 as a match including \$2,500 from the Town]. The project involves adding handicap parking near the front of the building, replacing the ramp and decking at the entrance, painting the exterior and excavating around the perimeter of the building to address moisture/water issues. Selectman Chipman moved approval of the application with the Town staff putting the application into the CDBG format. It was seconded by Selectwoman Covey and passed 3-0.

**Model Letter Regarding Community Television Protection Bill:** The request has changed from asking our Congressional representatives to co-sponsor the community television protection bill to asking them to support this bill and keep franchise fees intact. The Town Administrator noted that the Cable TV work group has recommended the Board send a letter to its delegation. Selectwoman Covey moved that the Board send a letter to our Congressional delegation in support of the community television protection bill, with the Town Administrator authorized to draft the letter and the Chair of the Board authorized to sign it. The motion was seconded by Selectman Chipman and passed 3-0.

**Review of the Draft Town Meeting Warrant:** The Town Administrator reviewed an early draft of the warrant (article-by-article) with the Board. The warrant has been drafted by staff based on a previously used template; however, the Board is free to make any changes it wishes. Based on the Board’s input an updated version will be prepared for review by the Board at its February 6 meeting.

**Public Comment:** None

**Other Business:** None

**Administrative Matters:** None

**Adjournment:** The meeting adjourned by unanimous consent at approximately 7:45pm.

Respectfully submitted,

Kristi K. Eiane, Town Administrator