

**Board of Selectmen's Meeting Minutes**  
**January 31, 2013**  
**Harpswell Town Office**  
**Approved on February 7, 2013**

Page 1 of 4

At 5:15 pm, the Board held a workshop to discuss marine patrol services.

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

**Selectmen Present:** Elinor Multer, James S. Henderson and Alison S. Hawkes

**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.

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

**2. Public Comment:** There was none.

**3. Town Administrator's Report:** Administrator Eiane reported Senator Gerzofsky has introduced a bill, co-sponsored by Representative Saxton, on behalf of Harpswell, named: "An Act to Direct the Department of Transportation to Place Signs for the Town of Harpswell on I-295." She will continue to work with the Harpswell Business Association to organize support for the bill. Administrator Eiane announced the Town's consulting firm, Planning Decisions, and the Town's Economic Development Strategy Committee will hold a third economic development forum on February 11 at 6:30 p.m. at the Town Office. Administrator Eiane reported the Town received an offer from a property owner that owns a ½ interest in a parcel, with the Town owning the remaining ½ interest, to sell their ½ interest to the Town for the past taxes they have paid, totaling about \$3,300. This item will be on a future agenda.

**4. Selectmen's Announcements:** There was none.

**5. Approval of the Minutes:** Selectman Henderson moved, seconded by Selectman Hawkes to approve the January 10 minutes; motion passed 3-0.

**6. Curtis Memorial Library Matters:** Liz Doucett, Director of the Curtis Memorial Library, distributed card information for Brunswick and Harpswell. Selectman Henderson asked if information regarding actual usage is available; Ms. Doucett responded "no" due to privacy issues. Selectman Henderson stated that it has been alleged that some people who do not live in Harpswell or Brunswick are using other people's cards. Ms. Doucett stated she would be surprised if the number was very high especially since cards are required to be renewed each year, which seems to work well. Selectman Hawkes asked if the Library could require proof of identification when using a card such as a license or picture identification. Ms. Doucett responded it could be done but at a cost and would require changing a system that works properly for the majority of users. Ms. Doucett handed out a summary sheet on Library programs and figures relating to fundraising that Harpswell benefits from. Selectman Hawkes asked if there could be more programs in Harpswell; Ms. Doucett responded they always welcome ideas and encouraged anyone with one to contact them. Selectman Hawkes asked if the Ash Point Library can participate in all the services the other two Town libraries do; Ms. Doucett responded yes for the book sale but not in all services due to a certain definition of a library that must be met.

**7. Emergency Services Garage Update:** Steve Normand, Architect, reviewed the process involved in developing the designs being presented tonight, including a meeting with the stakeholders (fire and rescue departments). It was important that the building be expandable. He reviewed phase 1, to include a bay for the paramedic vehicle and small living facilities, including bathroom; phase 2 which adds a bay to house a fire truck

and the paramedic vehicle while converting the previous bay into living space; and phase 3 that adds another bay for additional emergency fire and rescue vehicles. Mr. Normand reviewed the apparent best site location, from the three sites investigated, which is at the alternative entrance to the Recycling Center. Linda Hall asked questions about the proposals that Mr. Normand answered. Mr. Normand reviewed rough estimated costs which is \$124,000 for phase 1. Selectman Henderson asked about the second story space, whether water runoff from the roof would be a problem in phase 2 and 3 and about storage for the marine patrol boat. Mr. Normand responded the second story is for storage or could be finished someday, the water runoff could be controlled through different means and the boat was removed from the plans, per Chairman Multer, as it could continue to be stored at Mitchell Field or in the future in the Recycling Center. The Board agreed with these plans and for Mr. Normand to proceed to the next step.

**8. Treasurer's Report:** Marguerite Kelly, Treasurer, reviewed her monthly report for December 2012 (attached).

**9. Consider Authorizing Treasurer to Apply for Borrowings: \$1million for road projects and up to \$2 million for Mitchell Field pier project subject to Town Meeting:** Ms. Kelly stated the 2012 Town Meeting approved borrowing \$1 million dollars for capital road improvements, to include approximately \$205,000 in interest. The Budget Advisory Committee has recommended borrowing for certain improvements/removal to the Mitchell Field pier that has been estimated, by an independent consultant, at 1.7 to 2 million dollars to demolish or rehabilitate in whole or part. The Town has hired another consultant to fine tune the costs and plans before Town Meeting. Ms. Kelly asked if the Board wanted to apply to the Bond Bank for the pier work for 10 or 20 years and noted it could be withdrawn if Town Meeting does not approve. There was a discussion regarding whether the Town should borrow independent of the Bond Bank. Ms. Kelly stated if the Town borrows on its own, the purchase of insurance may be required in addition to extra work by staff. Ms. Kelly stated if the Board authorized the submission of both amounts to the Bond Bank (since the deadline is February 6), she would further investigate the pros and cons of the Town borrowing on its own and report back to the Board. Chairman Multer moved, seconded by Selectman Hawkes to authorize submitting an application to the Bond Bank for both borrowings at 10 years pending Ms. Kelly's report on the feasibility of the Town borrowing on its own; motion passed 3-0.

## 10. Ordinance Amendments

- **Harbor and Waterfront:** Deputy Administrator Sawyer stated that at its last meeting, the Board reviewed the proposed amendments and asked for legal input regarding the slip definition previously outlined. The Attorney has suggested instead of defining a slip, the Ordinance could add language to the section regarding parking spaces that would exempt Town docks, wharves and floats. Peter Darling stated he runs a marina and asked how or why the Town would exempt itself from standards that others are subject to. Deputy Administrator Sawyer acknowledged Mr. Darling's concerns and added that the Town was attempting to address an existing issue with mooring holders tying up dinghies at the Town dock without permission. In addition to the proposed ordinance changes, there is a policy that was tested in 2012 and proposed for adoption, with amendments, in 2013, that regulates the specific tie up space at the Town dock. It was acknowledged that the Town does not have enough property at the Pott's Point dock to offer parking spaces. Ms. Sawyer stated she would email the proposed policy to Mr. Darling and he provided his email address. Selectman Henderson moved, seconded by Chairman Multer to adopt the proposed amendments including striking out the definition of a slip and adding an exemption from the parking for the Town in regards to docks, wharves, floats it may have as of January 1, 2013; motion passed 3-0.
- **Shellfish:** Administrator Eiane reviewed the proposed amendments from the Marine Resource Committee. The Board discussed the changes including the student license age, conservation time requiring 3 hours, allowing a combination peck of soft shells and quahogs, a new requirement that harvesters must attend at least two Marine Resource Committee meetings, and not requiring reissuing a

license that may have been turned in voluntarily. The Board agreed on the maximum student license age to be 20. The Board discussed the proposed requirement of making harvesters attend two meetings. Selectman Hawkes noted how important it is that harvesters participate in managing the resource and not just Committee members. Chairman Multer was opposed to this requirement. Selectman Henderson asked that the wording be changed to give a harvester credit for attending a meeting whether or not a quorum was met, that the attendance sheets be submitted monthly to the Clerk's Office and to strike "calendar year" and allow a harvester to attend two meetings in the previous 12 months to renewal with a clarified renewal date. Chairman Multer asked that if the changes pass, the requirement for attendance at meetings be re-evaluated next year. Chairman Multer expressed concern with section 308.1 that allows the Committee to have the final word on establishing number of licenses and she suggested it be amended to give the Board of Selectmen the final decision if the Committee and Department of Marine Resources do not agree. The Board agreed.

- **Solid Waste:** Administrator Eiane reported the Town Attorney has reviewed the Solid Waste Ordinance and there are no required changes to facilitate changing to a single stream operation. The Attorney did suggest a couple of minor changes to encourage recycling. The Board asked for the suggested changes to be incorporated into the existing ordinance for review at the next meeting.

The Board set February 14 as a public hearing for these ordinances.

**11. Consider Community Garden Grant Applications:** Deputy Administrator Sawyer stated Jane Covey, the Harpswell Community Garden Coordinator as appointed by the Board, has prepared a grant application to the National Recreation and Park Association (funding through the Darden Restaurants foundation) for \$4,800 to cover costs for a new part-time Outreach and Volunteer Coordinator to help with volunteers, reach out to those in need of fresh produce and maintain records. In addition to seeking approval to submit this application, permission to re-apply to the Harpswell Heritage Land Trust is being sought. Ms. Covey would attend a HHLT's Board of Directors meeting in February requesting \$7,145, with a caveat that this amount would be reduced by \$4,800 if the other grant is awarded. Selectman Henderson moved, seconded by Selectman Hawkes to approve both requests for seeking grant funding; motion passed 3-0.

**13. Other Business: Draft Letter to Legislators:** The Board discussed the draft letter to Representative Saxton and Senator Gerzofsky regarding the Governor's budget proposals and the possible effects on municipalities and local property taxpayers. Selectman Hawkes stated she was opposed to sending the letters as the Governor has a point as times get difficult, cuts need to be made. She noted the Town could make cuts in its budget to absorb the effects on Harpswell. Selectman Henderson and Chairman Multer noted the effects are more severe in other municipalities. Chairman Multer moved, seconded by Selectman Henderson to send the letter from two Selectmen; motion passed 2-1 (Selectman Hawkes opposed).

**14. Public Comment:** None.

**15. Authorization of the Warrants:** Chairman Multer moved, seconded by Selectman Henderson to approve warrant #6 in the amount of \$91,008.23; motion passed 3-0. Payroll warrant #5 in the amount of \$14,684.46 was noted for the record.

**12. Consider 2013 Budget Items:** Administrator Eiane provided an overview of the proposed 2013 budget totaling \$4,341,363 and the specific subtotals in capital and in operations. The Board reviewed the following details of the budget and reached consensus for approval: Facilities \$66,750, Old Town House \$7,500, Town Dock \$13,550, cemeteries \$5,750 (a reduction of \$1,250), Recycling and Transfer \$345,706, Road Maintenance \$90,000, snow removal \$403,756, road signs \$2,000, garage operations \$8,000, emergency services (3 departments) \$190,000, fire warden \$2,000, dry hydrant maintenance \$2,500, emergency management \$3,550, als, central communications and paramedic \$126,840, harbor management \$42,216, animal control \$25,412, and

street lighting \$22,500. There was a discussion regarding Town lands and landings and the proposal by the Harpswell Heritage Land Trust to add specific commercial fisherman parking in the existing boat storage area. This proposal will increase the proposed Town lands and landings budget and estimates for the work are being obtained. The Board agreed it would consider the proposal if it was enforced, which may include a parking ordinance for the new area.

Selectman Henderson noted the Town's Emergency Operations Plan needs to be updated and the Board asked for copies of the Plan.

**16. Administrative Matters:** The Board agreed to meet with the Town attorney on February 5 at 4:00 p.m. regarding Cedar Beach.

**17. Adjournment:** The meeting was unanimously adjourned at 10:00 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments:

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