

**Board of Selectmen's Workshop Minutes**  
**February 12, 2013**  
**Harpswell Town Office**  
**Approved on February 21, 2013**

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At 10:00 a.m., the Board of Selectmen held a workshop to continue review of the proposed 2013 budget and Town Meeting warrant.

The workshop was recorded for replay on Harpswell Community Television.

The Board reviewed the details of the following budgets and reached consensus for approval: Mitchell Field operations \$14,800; Mitchell Field pier repair grant match \$8,000; Mitchell Field water tank removal \$40,000; up to a \$2 million dollar borrowing relating to the pier (approval previously given for the Treasurer to apply for the borrowing); West Harpswell School operations \$40,000; West Harpswell School capital reserve \$15,000 (\$5,000 higher than the original request); and special projects including – aerial maps \$4,000, subdivision consultant \$15,000, property tax assistance program \$10,000.

Selectman Henderson noted the Conservation Commission requested the Board to consider funding a project that would address road runoff from specific sites identified as problem areas. He stated this project was discussed last year and didn't seem to include a resolution. Selectman Hawkes stated the project involves private properties and the owners need to be approached to contribute and to maintain the work upon completion. The Board discussed the proposed project and agreed to wait and ask the Town Planner and Conservation Commission to conduct further research, including finding out what the Department of Environmental Protection Agency's authority is, communicating with the property owners, and equating what the cost of the pollution is on the environment and resource on an annual basis.

The Board agreed to meet with the Road Commissioner on Thursday at 5:00 p.m. regarding his job responsibilities and request for an increase in compensation. The Board asked for the Road Commissioner to be prepared with a summary of mileage reports and an estimate of the hours worked per week.

The Board discussed what the salary should be for the incoming Tax Collector (the existing Deputy Tax Collector is running unopposed for Tax Collector). After reviewing the salary ranges of Tax Collectors in other towns, the current Town pay level and years employed, the Board agreed to \$37,000. Administrator Eiane noted she is exploring the option of the new Deputy Tax Collector performing some accounting work as well.

Deputy Administrator Sawyer stated staff in the Planning, Code and Assessing Offices, viewed a presentation on an integrated land use/zoning software program and the costs for the setup and annual software fee will be presented to the Budget Advisory Committee on Friday. The Board asked what the program would do for each office and for information regarding the GIS abilities.

The Board reviewed the draft Town Meeting warrant for layout and suggested some changes for review at Thursday's meeting.

The workshop was unanimously adjourned at 12:45 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator