

Selectmen's Meeting Minutes
March 28, 2019
Harpswell Town Office
Approved April 11, 2019

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

Selectmen Present: David I. Chipman and Jane G. Covey. Chairman Kevin E. Johnson was absent.

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Charles Perow Jr., Recycling Center/Transfer Station Manager; Gina Perow, Recreation Director; Marguerite Kelly, Treasurer; and Paul Plummer, Harbormaster

1. Adoption of the Agenda: Two items were added to the agenda: 8a. Cooperative Agreement and 8b. Letter of Support.

2. Public Comment: Charles Perow, Recycling Center/Transfer Station Manager, provided an update on the power issues that occurred at the Recycling Center on March 26. Mr. Perow reminded businesses that they need to dispose of business material at the Transfer Station. Additionally, households doing spring cleanings (getting rid of large amounts of material) need to dispose of the material at the Transfer Station. Compost will be available by Memorial Day for \$3 per bucket. Reclaim is only available when the Town ships shingles out for processing, which does not occur over the winter due to the temperatures. Household Hazardous Waste Day is Saturday, April 27 in Bath – space is limited and people can register as of April 1.

3. Selectmen's Announcements: Selectman Covey stated she has heard concerns regarding the limited toilet facilities on Bailey Island and she asked the Town Lands Committee to look at the possibilities of placing a portable toilet somewhere. Selectman Covey stated she also has heard concerns about the Curtis Memorial Library, including its relationship with the two libraries in Town. She spoke with Curtis Memorial Library representatives and they are looking into obtaining more information on all the libraries and Selectman Covey stated she is looking forward to what that process reveals.

4. Town Administrator's Report: Administrator Eiane stated Merrymeeting Gleaners work with local farms and pick vegetables that aren't being used by the farms for reasons such as an overabundance. The Gleaners are interested in setting up a table in front of the Town Office once a week offering free vegetables to the public. The Board was in consensus to allow the program. Administrator Eiane reported the capital road project on Laurel Cove Road, Oakhurst Island Road and a portion of Oakledge Road is proceeding. Postcards were sent to residents in those areas inviting them to an open house on April 10 from 3:00 – 4:30 to see the plans and ask the engineer any questions. Administrator Eiane stated the budget approved at Town Meeting included two part-time firefighter positions. Staff will advertise for the positions and come back to the Board with recommendations for hire. Administrator Eiane stated Medication Collection Day will be April 27 from 10:00am – 2:00pm at the Town Office.

5. Consent Agenda: 1) Approval of the Minutes; 2) Appointments; 3) Committee Resignation; 4) Accept Maine Coast Heritage Trust Donation; 5) Accept Donation for Baseball Scholarships; 6) Amended Wharf Notice of Decision for Map 64, Lot 62; 7) Authorization of the Warrants: Selectman Chipman stated the minutes remind him that the Board needs to think of someone for the Spirit of America award. Selectman Covey agreed and stated there should be a process with criteria since the award is annual. Selectman Chipman stated at the last meeting, the Board tabled another wharf application due to eel grass being in the vicinity of the proposed system. This system before the Board tonight to approve a revised Notice of Decision (application was previously approved on January 31, 2019) also has eel grass and Selectman Chipman asked why that was not of concern at that time. Paul Plummer, Harbormaster, stated the updated eel grass maps were not available at that time. Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda [approved March 14 minutes; made the following appointments – William Wells and Fred Cantu as Code Enforcement Officers, Local Plumbing Inspectors, and Maine Uniform Building and Energy Code Inspectors, Marguerite Kelly as

Treasurer, Ronald Ponziani as Road Commissioner, and Todd McGhee as Shellfish Conservation Warden; accepted \$1,600 from Maine Coast Heritage Trust; accepted \$500 from Matthew Keeney for baseball scholarships; approved revised Notice of Decision for the Jorgensen wharf, Map 64, Lot 62, revising the length of the wharf to 6'x30' and the ramp to 3'x44'; warrant #13 in the amount of \$156,264.45, warrant 13a in the amount of \$4,958.64, and payroll warrant #12 in the amount of \$21,299.71]; motion passed 3-0.

6. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed the monthly report for February (attached).

7. Recreation Programs Assistant Job Description: Gina Perow, Recreation Director, asked for approval of the job description for the newly created position of Programs Assistant (budget approved at Town Meeting). Ms. Perow stated her position has grown over the years creating the need for this position, which will primarily assist with the youth programs. Administrator Eiane stated Ms. Perow does a great job and she supports this new assistant position. Selectman Chipman moved, seconded by Selectman Covey to approve the job description; motion passed 2-0.

8. Request from Pammy's Ice Cream Parlor to Lease Land at Mitchell Field Entrance: Pam Douglas stated her ice cream parlor was a big success last year and she is interested in signing a three-year lease for both the lot she leased last year and also the abutting lot (where Marty's Munchies was in 2018) which will help with parking and storage. Administrator Eiane stated staff is looking for direction from the Board tonight to then draft a lease for the next meeting. Does the Board want to lease for three years? Both areas? One fee during the operating season and another for off season? Selectman Chipman responded affirmatively noting that Town Meeting authorized a multiple year lease and the business was a great fit. Selectman Covey asked if there is more seating planned for the second lot; Ms. Douglas responded some additional picnic tables. Ms. Douglas added she spoke with Mark Eyerman, Planner, and she does not need to go before Planning Board again. This item will return to the Board.

8a. Cooperative Agreement: Paul Plummer, Harbormaster, stated this agreement would be with the Downeast Institute to conduct a research project in the intertidal zone at Spruce Cove to exam the efficacy of methods to enhance soft-shell clam recruitment (project outline attached). Mr. Plummer stated Spruce Cove will be shut down due to pollution soon which makes it a great location for this research project, which includes testing the feasibility of brushing. The Marine Resources Committee supports this project. Selectman Chipman asked if the people in the area would be notified; Mr. Plummer responded yes. Selectman Chipman moved, seconded by Selectman Covey to approve the Cooperative Agreement; motion passed 2-0.

8b. Letter of Support: Mr. Plummer stated the president of Tidal Bay Consulting, LLC has requested from the Town a letter of support for its grant application to the Broad Reach Foundation to create a Regional Shellfish Working Group for Casco Bay communities. The Marine Resource Committee supports this effort. Mr. Plummer stated one aspect he is looking forward to with the Regional Group is a tool library where municipalities can share nets, tools, etc. Selectman Chipman moved, seconded by Selectman Covey to approve the letter of support; motion passed 2-0.

11. 6:30pm Public Hearing Re: Bethel Point Parking Ordinance Amendments: The hearing was opened at 6:43pm. Deputy Administrator Sawyer stated the Board previously amended this ordinance to allow for some parking at the site without a permit. The Board at the time of the original inception of this ordinance prohibited the use of trailers in the designated parking areas. The Town's Harbormaster and Town Lands Committee recommends allowing trailers during the off season – from September 16 through May 14, annually. The hearing was closed at 6:45pm. Selectman Covey moved, seconded by Selectman Chipman to approve the amendment; motion passed 2-0.

9. Deputy Harbormaster Job Description: Mr. Plummer reviewed the draft job description for the newly created seasonal position of Deputy Harbormaster/Marine Technician from about Memorial Day through Labor Day. Mr. Plummer stated his position has increased in duties including the addition of the marine resources responsibilities and this person will assist in many ways. Selectman Chipman moved, seconded by Selectman Covey to approve the job description; motion passed 2-0.

10. Request for Proposals for Mooring Management Software: Mr. Plummer reviewed the request for proposals (RFP) for mooring management software and support – main features are that the software has to allow for on-line payments, invoicing, allow for additional items besides moorings (such as dinghies). Mr. Plummer noted people could still register in person at the Town Office or by mail if preferred. Selectman Chipman moved, seconded by Selectman Covey to approve the RFP; motion passed 2-0.

12. Amendments to Pott's Point Dinghy Fee Policy: Mr. Plummer reviewed the proposed amendments to the Policy including the updated fee and the limit of one permit per applicant. Selectman Chipman moved, seconded by Selectman Covey to approve the amendments; motion passed 2-0.

13. Request for Proposals for Removal/Installation of Pott's Point Dock Ramp/Floats: Mr. Plummer reviewed the request for proposals (RFP) for the installation, removal, inspection and maintenance of the Town's four floats and 40-foot gangway at the Pott's Point dock. The floats are to be transported to and from Mitchell Field where they are stored. Selectman Chipman moved, seconded by Selectman Covey to approve the RFP; motion passed 3-0.

Administrator Eiane stated Mr. Plummer always does a great job with the Harbormaster and Marine matters.

14. Cumberland County Contracts for General Law Enforcement, Marine Patrol and Communications: Administrator Eiane stated the Town has contracted with Cumberland County for dedicated law enforcement, marine warden and dispatch services. These contracts are basically the same as previous years with the updated contracted amounts. Selectman Chipman asked if the Town owns any of the equipment it purchases for the County. The County does return the vehicles when done using them to the Town but the other equipment belongs to the County. Selectman Chipman moved, seconded by Selectman Covey to approve the law enforcement contract; motion passed 2-0. Selectman Chipman moved, seconded by Selectman Covey to approve the marine warden contract; motion passed 2-0. Administrator Eiane noted the communications contract is for multiple years which was approved by Town Meeting. Selectman Chipman moved, seconded by Selectman Covey to approve the communications contract; motion passed 2-0.

15. Grant Application to Island Institute Re: Sea Level Rise: Administrator Eiane reported that Cumberland County Development Block Grant application submitted to the County regarding sea level rise is not being recommended for funding. However, the Island Institute offers a grant program with a rolling admission where this grant application may be very competitive. Mary Ann Nahf, Conservation Commission Chair, stated the Town conducted a project on Basin Point regarding sea level rise with a past grant. Through that project it became clear the Town needs to think wholistically throughout the Town. This grant application includes hiring a facilitator to proceed through an infrastructure check list and establish a priority list. Administrator Eiane asked if the Island Institute requires a cash match; Ms. Nahf responded we can check and noted there is \$1,000 available in the committee's budget for a grant match. The application updated with the specific Island Institute grant requirements will be brought back to the Board at an upcoming meeting.

16. Public Comment: None.

17. Other Business: None.

18. Administrative Matters: None.

19. Adjournment: At 7:06 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report
Cooperative Agreement Project Outline