

**Selectmen's Meeting Minutes**  
**March 30, 2017**  
**Harpswell Town Office**  
**Approved April 13, 2017**

At 5:30pm, the Board held a workshop regarding a Long Island Parcel.

At 5:50pm, the Board recessed.

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

**Selectmen Present:** Richard A. Daniel and David I. Chipman

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer, and William Wells, Code Enforcement Officer

**1. Adoption of the Agenda:** Chairman Daniel moved, seconded by Selectman Chipman, to adopt the agenda as amended by removing item 7; motion passed 2-0.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** None.

**4. Town Administrator's Report:** Administrator Eiane reported she was contacted by a person concerned about the 50 mph speed limit in the Harpswell Community School area. She noted the Town has asked the Department of Transportation (DOT) for formal reviews of this and other areas and once completed, DOT's decision becomes final. Administrator Eiane suggested she start with an informal request and the Board agreed.

**5. Consent Agenda:** Chairman Daniel moved, seconded by Selectman Chipman to approve the consent agenda [appointed Priscilla Seimer to the Town Lands Committee; appointed William Wells and Fernando Cantu as Local Plumbing Inspectors, Code Enforcement Officers and Maine Uniform Building and Energy Code Inspectors; accepted \$1,600 donation from Maine Coast Heritage Trust; authorized of warrant 13 in the amount of \$262,518.55 and payroll warrant 13 in the amount of \$19,757.27]; motion passed 2-0.

**6. Auditor's Report on 2016 Financials:** Postponed.

**7. Long Island Parcel Resolution:** Removed.

**8. Fishing for Energy Assistance for Trap & Gear Take Back Program:** Chuck Perow, Recycling Center/Transfer Station Manager, stated about a year ago, the Board approved placing a dumpster at the Facility for fishing gear at no cost to the Town or local fishermen. It has taken awhile to get in place, but beginning April 12, the program will begin and fishermen will be able to drop off buoys, traps, rope and netting. The program will be advertised and he hopes it is very successful.

**9. Wharf Applications:** Lester Durant, 899 Cundy's Harbor Road, Map 63, Lot 101; Donald Wilson, 112 West Cundy's Point Road, Map 65, Lot 25; Robert Graves, Jr., 232 Ash Point Road, Map 17, Lot 131: Bill Wells, Code Enforcement Officer, stated the Durant [adding a 16'x30' wharf extension, 6" to 8" reinforced concrete deck cap over working surface, replace bait cooler with 16'x30'x10' and replace existing office with 12'x16'x10'] and Graves [adding a 24'x32' platform/wharf extension, 10'x40' float haulout, relocate existing, three 5'x16'; and 12'x16' floats] wharves are commercial and have obtained Planning Board approval. The Wilson wharf is residential and the application proposes to add a 10'x20' float. Chairman Daniel noted on the Wilson wharf that the Board doesn't approve rip rap. Tim Forester, Wilson's representative, stated he draws one diagram for all permitting entities and it is correct that the Board does not review rip rap. Chairman Daniel

moved, seconded by Selectman Chipman to approve all three applications as outlined, as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others; motion passed 2-0.

**14. Request for Waiver of Disposal Fees for Invasive Species:** Chairman Daniel stated the Board waived disposal fees last fall for a couple of months and 1960 pounds were disposed of from Town properties, Harpswell Heritage Land Trust properties and Town/DOT roads. This request is seeking a waiver for three years and Chairman Daniel suggested requests be reviewed on an annual basis. Mr. Perow stated he is fine with the request but agrees it should not be open ended. There was a discussion whether the request should be capped at a certain weight and it was agreed not to do so. Administrator Eiane noted the Town partners with the Harpswell Invasive Plant Partnership and may be providing accident coverage for the volunteers. Chairman Daniel moved, seconded by Selectman Chipman to approve the waiver for one year; motion passed 2-0.

**10. Recommendation for Contractor for Float System ant Pott's Point and Contract:** Administrator Eiane reported there was one response to the Town's request for proposals to replace the existing older float at the Pott's Point pier with 2 10'x14' floats from Custom Float Services for \$12,300. The Town has the funds and will also be reimbursed by a DOT grant for 50% in 2018. Selectman Chipman moved, seconded by Chairman Daniel to approve the contract with Custom Float Services; motion passed 2-0.

**11. Harpswell Community Garden (HCG) Grant Applications to the New England Grass Roots Environmental Fund and to the Simmons Foundation:** Judith Stanton, HCG Coordinator, stated these applications, and other recent ones, are seeking funds for a reliable water supply and also for a High School intern position. Selectman Chipman asked what the final water supply design was. Ms. Stanton responded the plan is to dig the existing well deeper, install a larger pump and have 100 gallon storage tanks. Selectman Chipman moved, seconded by Chairman Daniel to authorize the submission of the grant applications; motion passed 2-0.

**12. Schedule a Vote Regarding Retail Sale of Spirits:** Administrator Eiane stated the Town Clerk's Office has certified the required number of signatures from a petition to allow the sale of spirits in stores, including Sundays. Enough signatures were received for the Board to schedule a vote. State law requires a petition process and secret ballot vote before this activity can be authorized. Selectman Chipman moved, seconded by Chairman Daniel to schedule this matter for a vote on June 13; motion passed 2-0. Administrator Eiane noted as the vote draws closer, the Board is required to hold a public hearing.

### **13. Employment Matters**

- **Recreation Director's Schedule and Compensation:** Administrator Eiane stated the 2017 budget was structured to increase the Recreation Director's hours from 30 to 35 per week. To accomplish the goals of the Recreation Department, another person would have been needed for a few hours a week or the Director's hours could be increased. Administrator Eiane recommended the Board approve increasing the hours and moving the position to a salaried one using the current hourly rate effective Monday. Selectman Chipman asked if the additional hours changes the benefits; benefits are available now but some levels may be increased. Selectman Chipman moved, seconded by Chairman Daniel to increase the hours, to move to a salaried position and to accept the job description changes; motion passed 2-0.
- **Harbormaster Recruitment:** Administrator Eiane suggested with the current Harbormaster retiring, the position should be reviewed for possible changes. She recommended the job description be amended to require the Harbormaster attend the Marine Resources Committee meetings and be staff support. There are many connections between Marine Resources and Harbormaster, including aquaculture and Harbormaster should be more involved. Chairman Daniel asked about adding language to have the Harbormaster more involved in marine emergencies such as the Sheep Island fire. The Board agreed. Administrator Eiane stated this position has had a flexible schedule and the Board may want to consider

paying on an hourly basis which could be decided later. Chairman Daniel moved, seconded by Selectman Chipman to approve the revised job description; motion passed 2-0.

**15. Conservation Commission Letter Re: Pesticides to Lawn Care Companies:** Administrator Eiane stated whenever a committee wants to send out formal communication, it must come to the Board for approval. The Conservation Commission wants to send out a letter to landscape companies informing them of the Town's pesticide ordinance and browntail moth issues. Chairman Daniel moved, seconded by Selectman Chipman to authorize the letter; motion passed 2-0. Additionally the Commission is working on a grant application to develop a plan for sea level rise in the Basin Point area. The completed application will come before the Board at the next meeting but the Commission wanted to make sure the Board supported with the concept. Chairman Daniel and Selectman Chipman expressed their support for the concept.

**16. Public Comment:** None.

**17. Other Business:** Chairman Daniel moved, seconded by Selectman Chipman to change the Harbor & Waterfront Committee membership size to 7; motion passed 3-0.

**18. Administrative Matters:** The Board agreed to proceed with the same Orr's Island Bridge leases process as the prior year.

**19. Adjournment:** At 6:45 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator