

Board of Selectmen's Meeting Minutes

April 12, 2012

Harpswell Town Office

Approved on April 26, 2012

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

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; and Carol Tukey, Planner

The meeting was videotaped and broadcast live on Harpswell Community Television.

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

1. Adoption of the Agenda: Chairman Multer moved, seconded by Selectman Hawkes to adopt the agenda as amended by removing item 10; motion passed 3-0.

2. Public Comment: Donna Frisoli stated the Ash Point Community Center open house was well attended and there will be another gathering, a pot luck, on Saturday and she invited the Selectmen to attend. Ms. Frisoli stated the Center's insurance could cover the West Harpswell Baptist Church youth group's request for use of the gym that the Board will consider later in the meeting.

3. Town Administrator's Report: Administrator Eiane reported that a portion of the pier at Mitchell Field, specifically one of the outer dolphins, collapsed two weeks ago. The Harbormaster is notifying the appropriate agencies that deal with immediate marine hazards. Staff is working on a short-term plan to address the hazards, including installing signage and buoys. Additionally, the engineers that prepared the infrastructure report have deemed the pier unsafe and the gate will be closed to prevent access. Administrator Eiane reported the capital road reconstruction project for Lowell's Cove, Lane and Little Islands Roads will begin soon and the schedule will be posted on the Town's website.

4. Selectmen's Announcements: Selectman Henderson stated he attended the Shoreland Zoning Review Task Force meeting. The timeline was outlined and the Task Force intends to have a recommendation for a consultant to review the shoreland zoning by the Board's first May meeting. While the project includes a review of the shoreland zoning in general, since it has not been done for a long time, it also includes a focus on access to the shore for commercial fishing.

5. Approval of the Minutes: Chairman Multer moved, seconded by Selectman Hawkes to approve the minutes of March 27, March 29 and April 3; motion passed 3-0.

6. Wharf Applications:

- Herbert & Elizabeth Boerstling, 1292 Harpswell Islands Road, Map 35, Lot 174: The hearing was opened at 6:13 p.m. Joe Leblanc, owner representative, described the proposal. The hearing was closed at 6:15 p.m. Selectman Henderson moved, seconded by Chairman Multer to approve the application and outlined the findings in the Notice of Decision; motion passed 3-0.
- Paul Dennehy & Elizabeth Engle, 29 West Shore Road, Map 24, Lot 76: The hearing was opened at 6:16 p.m. Joe Leblanc, owner representative, described the proposal. Selectman Hawkes asked why the wharf had to be 80-feet long; Mr. Leblanc responded in that it is order to bridge the low water and traverse the rocky shore. The hearing was closed at 6:20 p.m. Selectman Henderson moved, seconded by Chairman Multer to approve the application and outlined the findings in the Notice of Decision; motion passed 3-0.

7. Midcoast Regional Redevelopment Authority Report: John Moncure, chair of the Midcoast Regional Redevelopment Authority (MRRA), introduced Steve Levesque, MRRA Executive Director. Mr. Levesque provided an update on MRRA's progress and plans for redevelopment at the former Naval Air Station and

housing (handouts attached). Chairman Multer encouraged MRRA to increase its public relations as she was not aware of all the progress and Selectman Hawkes agreed. Administrator Eiane asked if vehicles could drive through the property from the Rt. 123 gate to the Cook's Corner access; Mr. Levesque responded not at this time for many reasons. Selectman Henderson asked about the status of the pollution plume. Mr. Levesque responded the pollution plume is on the east side of the property and is continually being pumped out, flushed and the clean water is returned to the ground water. The Navy is responsible for the plume's remediation and will continue to monitor and work towards its remediation. Currently there are 130 employees on the former base.

8. Consider Application for Use of West Harpswell School: Craig Tuck, Youth Group Leader at the West Harpswell Baptist Church, stated the Youth Group would like to use the gym at West Harpswell School on the second Friday of each month. The open gym time will enhance the youth programs and provide a safe alternative for children, sixth grade through twelve. Selectman Hawkes stated the Board is working on long-term plans for the property and any use at this time would be short-term. Administrator Eiane stated this proposal does not conflict with any Town plans for recreational programs at this time. Chairman Multer asked about Ms. Frisoli's proposal. Administrator Eiane stated the Church has provided proof of its own insurance, and only needs to add the Town as an additional insured to the certificate. Administrator Eiane noted the Ash Point Community Center's original application listed Friday evenings to 7:00 p.m. for use. Mr. Tuck stated the Youth Group can share use and be very flexible. Chairman Multer stated the Board will be soon discussing the long term plans for the facility and that the Board cannot make a long term commitment. Chairman Multer moved, seconded by Selectman Hawkes to approve the application with the short term understanding; motion passed 3-0. The Church will fax an updated certificate.

12. Consider Latest Draft of Mobile Food Handler's Ordinance: Carol Tukey, Planner, stated the Attorney has updated the proposed Ordinance with the Board's changes from the workshop. The changes were reviewed and the Board made additional changes relating to adding back in the Mitchell Field exemption, clarifying the permit term is for consecutive days, removing "solid" from the accessory items to the cart, and removing the requirement for a background check for the handler. Administrator Eiane stated the next meeting will be the last opportunity for the Board to decide to place this Ordinance and associated amendments on the June ballot. If it is on the June ballot, a public hearing will be required. Ms. Tukey stated the Planning Board must also hold a hearing since it is land use-related. The required timeline will be confirmed. Selectman Henderson asked that the proposal be provided to the Harpswell Business Association.

9. Consider Street Light Policy Amendment and Request Form: The Board discussed the proposed policy amendments and request-for-change form and made a few additional changes. The Board discussed when the 2012 deadline for the request forms should be, with Selectman Henderson suggesting July 1 and Chairman Multer and Selectman Hawkes agreeing on June 1. Selectman Henderson moved, seconded by Chairman Multer to adopt the policy as amended; motion passed 3-0. This topic will be placed in the next bulletin if mailed prior to the June 1 deadline.

10. Consider Contract with Crimson Fire For Pumper/Tanker Truck: Removed.

11. Consider Request for Proposals (RFP) for the Removal of the Mitchell Field Houses: Deputy Administrator Sawyer reviewed the RFP that was prepared based on the Board's direction from the last meeting. The Board agreed to add the garages to the RFP in addition to the two houses and made a few other minor changes. Chairman Multer moved, seconded by Selectman Hawkes to approve the RFP; motion passed 3-0.

13. Open Marine Patrol Boat Sale Bids: The following bids were opened: Richard Graves \$1,555; William Jones \$2,255; Ideal Auto & Marine \$1,258; Jason Gaudet \$111; Mark Woodbury \$685; Walter Frank \$2,500; Tom Cloutier \$1,701; Kirk Alexander, Sr. \$828. Chairman Multer moved, seconded by Selectman Henderson to award the Marine Patrol boat, outboard and trailer to Walter Frank for \$2,500; motion passed 3-0.

14. Consider Advertising for Temporary Recycling/Transfer Station Attendant: Administrator Eiane stated an employee at the Recycling Center/Transfer Station will be out for an extended period and recommended hiring a temporary employee for up to three months if needed. Chairman Multer moved, seconded by Selectman Hawkes to advertise and prepare a recommendation for a temporary hire; motion passed 3-0.

15. Cumberland County Community Development Program Cooperation Agreement: Administrator Eiane stated the Town has been part of the Cumberland County Community Development Program for six years and has received certain funding (\$145,000) for community development. 25 municipalities participate and certain Cumberland County municipalities do not participate, such as Brunswick, as they may benefit more by going directly to the State with issues resulting from the base closure. The Town is asked every three years if it wants to continue in the Program or withdraw and the Executive Director is available to come to a future Board meeting to answer any questions. Selectman Henderson stated there was no downside as it seems to help more than would applying directly to the to large State program. Selectman Henderson moved, seconded by Chairman Multer to remain in the Cumberland County Program; motion passed 3-0.

16. Consider Mowing Contract for Trufant-Sumerton Athletic Field: Deputy Administrator Sawyer stated the Board previously approved a request for proposals and four responses were received. The Recreation Director is recommending the next- to- lowest bidder for \$3 more per mow due to experience, staff and equipment. Selectman Henderson moved, seconded by Selectman Hawkes to approve entering a contract with Coastal Landscaping; motion passed 3-0.

17. Acceptance of \$1,000 Donation in Memory of Melissa Moretti: Chairman Multer moved, seconded by Selectman Hawkes to accept the \$1,000 donation to purchase a bench with a dedication and plantings at the Town Office in memory of Melissa Moretti [who had been a Town employee]; motion passed 3-0.

18. Acceptance of a Message Board for Use at the Community Garden: Deputy Administrator Sawyer stated that Mr. Wood donated a message board, for use at the community garden, which complies with the Town's Gift Ordinance. Chairman Multer moved, seconded by Selectman Hawkes to accept the gift with thanks; motion passed 3-0.

19. Consider Work Order for Engineering of Bethel Point Road Culvert Project: Administrator Eiane stated the State of Maine inspects this culvert due to its span and size. The State has informed the Town it needs to be repaired or replaced. The Town engineers reviewed the options including replacing it for about \$400,000 or slip lining it and adding an additional second culvert for about \$175,000 – 200,000. This work order for \$14,500 is for the engineers to obtain the necessary permitting and design specifications for the second option. There is no construction monitoring included in this work order as that will be covered in a later work order. Chairman Multer moved to approve the work order. Selectman Hawkes asked about the life expectancy of the replacement option versus the slip lining one. Administrator Eiane stated the engineers are prepared to attend a meeting and answer any questions. This item was delayed to obtain specific life expectancy information regarding the different cost options.

20. Other Business: None.

21. Public Comment: None.

22. Authorization of the Warrants: Chairman Multer moved, seconded by Selectman Henderson to approve warrant #18 in the amount of \$647,471.59; motion passed 3-0. Payroll warrant #15 in the amount of \$13,471.81 was noted for the record.

23. Administrative Matters: The action list was reviewed. Selectman Henderson asked for an update on single stream collection of solid waste, particularly since certain plastics are not recyclable under the current system. The Board discussed the Town seal and agreed to hold a contest for the seal design similar to the welcome to Harpswell sign contest. The Board agreed to have staff prepare the winter road maintenance request for proposals for a future agenda. Selectman Henderson asked that language pertaining to maintaining a formal incident log be included; Chairman Multer asked that a complaint log be maintained. Chairman Multer asked her colleagues if they wanted to consider accepting a bid from Goodall; Administrator Eiane encouraged the Board to hold such a discussion at the time the request for proposals is before the Board for approval. Chairman Multer stated she would like to know the timeline regarding the charter school before the April 30 workshop. The Board agreed to solicit such information from Tom Allen. Kristine Schuman is scheduled for May 10 to review the Business Friendly Community program. Selectman Hawkes inquired about the Town maintaining a community calendar. Chairman Multer and Selectman Henderson agreed that could be a lot for staff to either update or monitor for self postings and agreed the Town could link to such a calendar. Selectman Hawkes agreed to check with the Anchor to see if they maintain a complete calendar throughout the month.

24. Adjournment: The meeting was unanimously adjourned at 9:12 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: MRRRA Update
Street Light Policy and Request Form

[Attachments are available at the Town Clerk's Office or by email at harpswell@town.harpswell.me.us]