

Selectmen's Meeting Minutes
May 23, 2019
Harpswell Town Office
Approved June 6, 2019

Call to Order and Pledge of Allegiance: The meeting was called to order at 4:00 p.m.

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

Staff Present: Kristi Eiane, Town Administrator and Terri Sawyer, Deputy Town Administrator

1. Adoption of the Agenda: Consideration of a grant application was added to the agenda as 9.5.

2. Public Comment: None.

3. Selectmen's Announcements: None.

4. Town Administrator's Report: Administrator Eiane reminded the public that the MSAD 75 School District Budget meeting is tonight at 6:30 at the Orion in Topsham and that is why the Selectmen's meeting is at 4:00pm so the Selectmen can attend the meeting. The total budget figure is developed tonight to then be voted on in June by secret ballot. Administrator Eiane recommended the Board hire Trevor York and Donna Deigan as Beach Monitors. Selectman Chipman moved to accept the recommendation, seconded by Selectman Covey; motion passed 3-0.

5. Consent Agenda: 1) Approval of the Minutes; 2) Official Appointment; 3) Authorization of the Warrants: Selectman Chipman made a correction to the May 9 minutes. Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda [approved the May 9 minutes; appointed Greg Coyne as the Deputy Harbormaster; authorized warrant #21 in the amount of \$213,139.94, warrant #21a in the amount of \$3000 and payroll warrant #20 in the amount of \$19,625.12]; motion passed 3-0.

7. Mitchell Field

- **Parking Plan and Formation of Working Group to Develop Waterfront Use Policy:** Don Miskell, Mitchell Field Committee Chair and Steward, stated the Harbormaster has already received six mooring applications to locate moorings the Mitchell Field waterfront. The Committee recommends for the short-term that mooring owners park on the concrete pad near the Bandstand. Selectman Chipman asked how the mooring owners access the water; Mr. Miskell responded they will carry dinghies over the beach. Mr. Miskell stated the Committee also recommends that the Board form a working group, comprised of Mr. Miskell, the Planner, Harbormaster, a Harbor & Waterfront Committee member and whomever else the Board wants, to review long-term waterfront use issues that need to be addressed, and to develop a draft "policy" for consideration by the Board. Selectman Chipman moved to establish the working group. Selectman Covey asked what the timeline was. Mr. Miskell responded the short-term plan would address the parking for now and suggested if the Board forms the group it could get started soon. Selectman Chipman asked when the brush would be burned at the truck turnaround; Mr. Miskell responded as soon as it is dry enough. Mr. Miskell reported Running Tide is up and going and there has been positive feedback on the building improvements. The windows have also been repaired on the Generator Building. Lastly, the Master Plan subcommittee has developed a draft plan for review by the full Committee. Selectman Covey seconded Selectman Chipman's motion to form the working group with Chairman Johnson on it as well; the motion passed 3-0. Selectman Covey moved, seconded by Selectman Chipman to accept the short-term recommendation for parking; motion passed 3-0.
- **Request for Use of Building:** Administrator Eiane stated Kelli Park has expressed interested in using the Administration building for a working waterfront/community use. Selectman Chipman added for arts and cultural purposes too. Selectman Chipman stated the Harpswell Neck Library wanted to use the building and it never went anywhere. Chairman Johnson asked what the funding situation was. Selectman

Chipman suggested the Board allow Ms. Parks time to review the building condition, obtain costs for repairs and then decide if she wants to pursue it. The use would have to go to Town Meeting since it is not in the Marine Business District but he states the proposed use does meet the Shoreland Residential zone standards. Mr. Miskell stated the Harbormaster is actively using the garage portion of the Administration building. Selectman Chipman stated Ms. Park's review and the amount of work needed on the building will take time. The Board was in consensus to allow Ms. Park to explore the possibility of reusing the building and then to come back to the Board with estimates, plans and a budget. Mr. Miskell will meet with Ms. Park.

8. Request for Proposals for Painting of Town Building Occupied by Harpswell Community Broadcast (HCBC): Administrator Eiane stated this request for proposals is to stain the exterior of the building and it was shared with HCBC. Selectman Chipman stated he is the President of the non-profit but believes he can vote on this topic. Chairman Johnson asked if the front door has been replaced; Selectman Chipman responded affirmatively. The deck will be pressure washed as part of this project but not stained; Chairman Johnson suggested the deck could be oiled if funding allows. Selectman Covey moved, seconded by Selectman Chipman to issue the request for proposals; motion passed 3-0.

9. Committee Appointments: Deputy Administrator Sawyer stated at a prior meeting, the Board reduced the size of the Energy & Technology Committee to three as there were only two members. If the Board proceeds with appointing these two new applicants, it should increase the size of the Committee. Selectman Chipman moved to appoint Howard Marshall and Matthew Kennett to the Energy & Technology Committee and Jeanie Rubio as an Associate to the Recreation Committee. Selectman Covey seconded the motion provided that a subsequent motion is approved to increase the size of Energy & Technology Committee. The motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to increase the size of the Energy & Technology Committee to five; motion passed 3-0.

Kelli Park joined the meeting. Selectman Chipman stated to Ms. Park that he laid out her proposal and the Board agreed to allow her to evaluate the building. Ms. Park stated she is proceeding with establishing an LLC and she would like to use the administrative building for community purposes – recreation, educational, marine uses – and partner with existing non-profits or educational entities. Selectman Chipman indicated she has been given approval to evaluate the building and come back to the Board with a more substantive proposal including the funding plan.

6. Treasurer's Report: There were no questions regarding the April Report (attached).

9.5 Consider Grant Request: Mary Ann Nahf, Conservation Commission Chair, stated there is an opportunity to apply for a Coastal Communities Grant. The Commission would like to work on a project that would develop a tool for homeowners to use when developing their property that would help them address storm water. Ms. Nahf stated there are many ways to address storm water such as using vegetative buffers. The Commission would work with a consultant on developing ideas or strategies and the project would also include an outreach program. Ms. Nahf said she just found out that since the Town's Comprehensive Plan is not consistent with State requirements, the Town may not be eligible to apply for this grant. Selectman Chipman asked if we are able to apply, he could agree to allow the application to be submitted to this program but would ask that the topic come back to the Board if applying to other entities. Chairman Johnson stated he needs more information as he is not completely comfortable with the concept. Selectman Covey asked if the 'tool' is proposed just in the Shoreland zone or throughout Town; Ms. Nahf responded the original thought was in the Shoreland Zone, but the interior zones can benefit as well. Selectman Covey stated this could be a great tool but it raises questions – are development standards needed and if so how? There was a discussion and it was decided not to submit for this grant opportunity and instead keep working on the concept including speaking with the Code Office and contractors to be prepared for future opportunities.

10. Public Comment: None.

11. Other Business: None.

12. Administrative Matters: The Board scheduled July 10 as the Non-Resident taxpayer meeting at 6:00pm (location to be determined). The Board agreed to sign the last lease for a wharf off the land at the Orr's Island Bridge and the 2019 Ratio Declaration and Reimbursement Application form for 1,348 homesteads in Harpswell.

13. Executive Session: At 4:47pm, Selectman Chipman moved, seconded by Selectman Covey to enter into executive session pursuant to 1 M.R.S. §405(6)(A) regarding an employee evaluation; motion passed 3-0.

The Board returned to open session at 5:25pm. Selectman Chipman moved, seconded by Selectman Covey to authorize the Town Administrator's 2.5% across the board salary increase; motion passed 3-0.

14. Adjournment: At 5:25 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report