

Selectmen's Meeting Minutes
May 28, 2020
Harpswell Town Office
Approved June 11, 2020

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

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

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Gina Perow, Recreation Director; Charles Perow Jr, Recycling Center/Transfer Station Manager; Art Howe, Emergency Management Agent.

Members of the Board and staff were participating by Zoom. The meeting was also being live streamed. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

1. **Adoption of the Agenda:** Added section 4b. Ratio Declaration and Reimbursement Application. Agenda was accepted as amended.

2. **Selectmen's Announcements:** Selectman Chipman announced Harpswell TV's (Channel 14), broadcast antenna is down for repair for approximately a week.

3. **Town Administrator's Report**

a. **Recommendation for hire of Community Garden Assistant:** Administrator Eiane recommended that Bethany Taylor be hired as the new Community Garden Assistant. Bethany Taylor has experience with community supported agriculture and is the Sustainability Outreach Coordinator at Bowdoin College. Selectman Chipman moved, seconded by Selectwoman Covey, to hire Bethany Taylor for the Community Garden Assistant position. Motion passed, 3-0.

b. **Public Hearing for July 14 Ballot:** Administrator Eiane announced the public hearing for the July 14 Ballot items will be held Thursday, June 18, 2020 at 5:00p.m. at Harpswell Community School. There will be no more than 50 people allowed into the gym, residents should wear masks and stay socially distanced. The hearing will be broadcasted live by Harpswell Community Television, live streamed, and live on community radio. Any public comments can be submitted in advanced to Administrator Eiane via email. A phone will be set up during the hearing for residents to call in with questions.

4. **COVID-19 Update**

a. **Updated Draft Town Office Reopening Guidelines:** Administrator Eiane stated that the Town continues to prepare for the reopening of the Town Office, which is scheduled for June 1, 2020. Residents may come into the Town Office to see the Tax Collector or Town Clerk, and preferably if that business cannot be conducted online. All other departments require appointments. During a staff meeting via Zoom, Town staff was informed that they are required to wear masks in the building, while they are moving or are unable to stay distanced from colleagues. A limited number of masks will be available for those staff and/or public who do not have one upon entering the Town Office. There is also a new one-way traffic pattern inside the building. Any resident with an appointment is asked to enter the building through the doors on the side of the building closest to the Recycling Center; appointments will take place in the conference room or meeting room. Emergency Management Agent Art Howe added that the protective guidelines are put into place to keep everyone safe. These guidelines are a work in progress and may be adjusted.

Recreation Director Gina Perow stated that trail usage has decreased significantly, probably due to the opening up of recreational areas in the midcoast area. Director Perow contacted All Trails, a common website used for hiking, and updated the information regarding our local trails. Director Perow also recommended that the upcoming weekend be the last weekend of assigned monitors and altered parking at the Cliff Trail. The Board agreed with Perow's recommendation. Director Perow stated that back in April, the porta-potties at commonly used areas in Town were removed, in accordance with guidelines. Now that the state is entering phase two of reopening, it's appropriate to replace the porta-potties at high traffic sites in Town; however, before the porta-potties can be replaced, proper guidelines to keep them sanitized and stocked will have to be in place.

The Giant Stairs was recently vandalized. The Town has received multiple offers to help remove the graffiti, including a sandblaster and power washer. Members of the Town Lands committee, Gina Perow and Paul Plummer will work together to facilitate cleaning up the vandalism.

Recycling Center Manager Chuck Perow stated that as of June 1, 2020, the parking lot at the Recycling Center will open back up to regular capacity. On June 2, 2020, the Salvation Army donation boxes will be opened back up, garden compost and composters will be available, however, all other restrictions will be in place until further notice.

- b. Ratio Declaration and Reimbursement Application:** Town Assessing Agent, Debora Turner, provided the Board with an application to allow the full Homestead reduction to Harpswell Residents. Selectman Chipman moved, seconded by Chairman Johnson, to approve the application as written. Motion passed 3-0.

- 5. Draft Policy for Public Use of the Recycling Center Facility:** Manager Chuck Perow stated that last week, the Board approved, in concept, a policy for public use of the Recycling Center. Over the past weekend, a petition drive was held at the Recycling Center using the guidelines set up in the draft policy. Perow relayed that the guidelines in place were successful. Selectman Chipman moved, seconded by Selectwoman Covey, to approve the updated draft of the Policy for Public Use of the Recycling Center Facility. Motion passed, 3-0.
- 6. Consider Waiving Fee for Harpswell Invasive Plant Partnership Disposal of Invasives from Public Property:** Recycling Station Manager Chuck Perow recommended that the fees be waived for the disposal of invasive plants species that have been removed from public property. Selectman Chipman moved, seconded by Selectwoman Covey, to waive the disposal fees for the Harpswell Invasive Plant Partnership. Motion passed, 3-0.
- 7. Draft Canine Management Task Force Mission Statement:** Administrator Eiane provided the Board with a draft mission statement for the Canine Management Task Force. The task force would consider guidelines for dogs on all Town lands. Under the drafted mission statement, the task force would consist of a member from the Mitchell Field Committee, Town Lands Committee, the Recreation Committee, the Animal Control Officer, with an additional 2-3 members at large. Administrator Eiane has received offers from people willing to serve on the task force. Selectman Chipman stated that he would prefer to have a fenced in area at Mitchell Field for dogs to roam free. Administrator Eiane brought attention to a specific phrase in the draft, 'exploring new strategies' which could include a dog park. Selectwoman Covey appreciated the scope and the freedom for the task force to come up with the solutions to bring to the Board. Chairman Johnson stated his desire to see a dog park at Mitchell Field. The Board discussed their individual interpretations of the State of Maine's dog leash law. Selectwoman Covey asked about

committees meeting in the month of June. Administrator Eiane responded saying that the Town is keeping meetings to a minimum, preferably keeping the meetings online or outside. Chairman Johnson suggested meeting June 11, 2020 in the large meeting room for the next Selectmen's Meeting. Selectwoman Covey suggested a meeting of the Task Force soon because it seems important to residents. Administrator Eiane stated that if the Board approves a mission, there is a process for people to apply for the 'at-large' positions, so meeting in July might be appropriate. The Board discussed the logistics of the application process and the composition of the task force. Selectwoman Covey moved, seconded by Selectman Chipman, to accept the draft mission statement, recommended composition of the task force membership and to begin its work as quickly as possible with open applications from the public and various committees suggested. Selectwoman Covey will be the Task Force's liaison. Motion passed 3-0.

- 8. Consent Agenda: 1. Consider New Road Names; 2. Accept Committee Resignation; 3. Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectwoman Covey, to approve the consent agenda [approved Orchard Way and Wyer Drive road names; accepted Gary Vincent's resignation from the Energy & Technology Committee; approved warrant #22 in the amount of \$154,032.48 and payroll warrant #21 in the amount of \$21,827.95]. Motion passed 3-0.
- 9. Public Comment:** Chuck Perow wished a big "Congratulations" to all 2020 graduates, in every age group.
- 10. Other Business:** None.
- 11. Adjournment:** The meeting was adjourned without objection at 6:47p.m.

Respectfully Submitted,

Kayla Matthews
Recording Secretary