

Selectmen's Meeting Minutes  
June 11, 2020  
Harpwell Town Office  
Approved June 25, 2020

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

**Selectmen Present:** Chairman Kevin E. Johnson and Selectman David I. Chipman. Selectman Covey absent.

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Art Howe, Emergency Management Agent.

1. **Adoption of the Agenda:** The agenda was accepted after adding two amendments: Restaurant letter as 5.1 and Grant Discussion as 8.1.
2. **Public Comment:** None.
3. **Selectmen's Announcements:** Selectman Chipman announced that the Public Hearing on June 18, 2020 will be broadcast on cable TV, via the web and public radio.
4. **Town Administrator's Report:** Administrator Eiane stated that residents who have questions or comments about the municipal ballot or ordinance changes can submit them in advance via email, mail, or drop them off at the Town Office. The Town is accepting applications for our Canine Management Task Force, specifically the 'at-large' positions. If residents are interested in applying, they can check the Town's website or call the Town Office for more information. Administrator Eiane invited a member of the Board to attend a meeting with the Maine Department of Transportation to discuss dangerous areas of routes 123 and 24; Chairman Johnson will attend.
5. **Consent Agenda: 1. Approval of the Minutes: 05/21/2020, 05/28/2020; 2. Authorization Warrants.** Selectman Chipman moved, seconded by Chairman Johnson, to accept the Consent Agenda [May 21 and 28 minutes; warrant #24 in the amount of \$913,668.07 and payroll warrant #23 in the amount of \$19,992.40]. Motion passed, 2-0.
- 5.1 **Restaurant Letter:** Two representatives from local restaurants, Billy Saxton and Nick Charboneau, presented a letter requesting that the Board advocate for the State of Maine to open local restaurants for indoor dining. After a brief discussion about local COVID-19 data and trends, the Board agreed with the spirit of the letter and wrote an additional letter to send to the State Administration.
6. **COVID-19 Update:** Administrator Eiane stated that the Town Office opened on June 1, 2020; the implementation of guidelines and a new physical distancing layout were successful. Residents are still encouraged to do business online or over the phone, however, the Tax Collector, Town Clerk, Assessing and Code Enforcement offices are all

open. Recreational use of Town properties has started to level off, the Town is looking into returning porta-potties to the Cliff Trail and Mitchell Field, with a limited cleaning schedule. The Recycling Center is now open 4 days a week; Tuesday, Wednesday, Friday and Saturday. Emergency Agent Art Howe urged the public to seek emergency medical help when needed; local medical agencies have effective safety protocols in place.

- 7. Accept Easement Deed for Dry Hydrant:** Agent Howe stated that the fire hydrant on Wilson's pond has failed to meet firefighting performance expectations for the past several years. After working with the landowner, the easement has been updated, allowing the hydrant to be located closer to the road. Selectman Chipman moved, seconded by Chairman Johnson, to accept the updated easement deed. Motion passed, 2-0.
- 8. Treasurer's Report:** Treasurer Sawyer reviewed the May monthly report. (See attached report.)
  - 8.1 Grant:** Administrator Eiane stated that the Potts Point dock is in need of repair and updating. The Harbormaster and Planner would like to submit for a grant to begin planning for the improvements and possible expansion. Selectman Chipman moved, seconded by Chairman Johnson, to allow for the submission of the grant for \$15,000 to the State's Shore and Harbor Grant Program. Motion passed, 2-0.
- 9. Public Comment:** None.
- 10. Other Business:** Brief discussion about considering the placement of secure donation box(es) at the Cliff trail, particularly for the rehabilitation project.
- 11. Administrative Matters:** Reminder of the Public Hearing, June 18, 2020 at 5:00p.m. at Harpswell Community School.
- 12. Adjournment:** Meeting was adjourned at approximately 6:35p.m. without objection.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary