

**Selectmen's Meeting Minutes**  
**July 6, 2017**  
**Harpswell Town Office**  
**Approved July 20, 2017**

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

**Selectmen Present:** Richard A. Daniel, Kevin E. Johnson and David I. Chipman

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

**1. Adoption of the Agenda:** Chairman Daniel moved, seconded by Selectman Chipman, to adopt the agenda as printed; motion passed 3-0.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** Selectman Chipman stated that Harpswell Community Broadcasting's server quit and the Station is operating on standard definition and will be off the air shortly for repairs. He encouraged viewers to follow the Station on Facebook and its website. Chairman Daniel thanked the staff and volunteers for the monitoring work at Cedar Beach.

**4. Town Administrator's Report:** Administrator Eiane reported the Federal Emergency Management Agency (FEMA) is working on revising the flood maps. At some point FEMA will release preliminary maps and a 90-day appeal period will begin. The Town's consultant has reviewed the draft maps and is recommending area municipalities work together on an appeal. Fred Cantu, Code Enforcement Officer, has been following this matter in detail and suggests holding a workshop. A Selectmen's workshop will be scheduled under administrative matters.

**5. Consent Agenda:** Selectmen Chipman made a change in the minutes. Chairman Daniel moved, seconded by Selectmen Chipman to approve the consent agenda [June 22 minutes; appointments – Raymond McIntire, Shellfish Conservation Warden from June 19, 2017 to April 30, 2018; Robert McAleer, Emergency Management agent from July 1, 2017 to January 1, 2018; Ray Schlotterbeck, Alternate Animal Control Officer from July 1, 2017 to April 20, 2018; Frank Hilton, Fire Warden from July 1, 2017 to July 31, 2017; authorization of warrant 27 in the amount of \$762,034.92 and payroll warrant 27 in the amount of \$22,331.98]; motion passed 3-0.

**6. Brook Nixon Wharf Application, 132 Sage Road, Map 59, Lot 29:** Bill Wells, Code Enforcement Officer, reviewed the proposal to replace an existing 3'x32' ramp with an aluminum 3'x40' ramp. Chairman Daniel moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others relating to fishing, fowling and navigating; motion passed 3-0.

**7. Consider New Hire for Fire Administrator Position:** Chairman Daniel stated Administrator Eiane, Selectman Johnson, and Chief David Mercier have been busy interviewing candidates for the new Fire Administrator position that was authorized at the March Town Meeting. The team recommended a candidate who the full Board interviewed. Administrator Eiane stated she was pleased the team found a candidate who meets the criteria the Town is looking for and that the team and the Selectmen are jointly recommending Arthur Howe, III. This position requires someone with a combination of skills including firefighting ability and management skills. Administrator Eiane reviewed Arthur Howe's background and skill set. The starting salary is \$57,000 with a \$2,000 increase effective January 1, 2018 at which time the Emergency Management Agent position will be included in this position. Chairman Daniel stated he was heartened by Arthur Howe's research of the Town prior to the interview and the understanding of the Town's structure with three independent fire departments. Chairman Daniel moved, seconded by Selectman Chipman to hire Arthur Howe, III as the Fire

Administrator; motion passed 3-0. Arthur Howe expressed appreciation for the opportunity and he looks forward to working for the Town and citizens.

**8. Small Harbor Improvement Grant Application for a Replacement Pier at Mitchell Field:** Mark Eyerman, Planner, stated the Town previously received a grant to look at developing a replacement pier at Mitchell Field. As a result, the Mitchell Field Committee recommended the Town pursue the middle ground design to use the bulk head at the causeway for a seasonal float and ramp system. There will be an ADA ramp to service the floats and the system will serve both residential and commercial use and may address a needed mooring field too. This past Town Meeting authorized appropriating \$150,000 to a Mitchell Field waterfront reserve account and seeking additional grant funds for the project. Mr. Eyerman spoke with the Department of Transportation (DOT) Small Harbor Improvement Grant Director and he encouraged the Town to submit an application as the funds for 2019-2020 are being planned for right now. Mr. Eyerman asked for approval to submit the application for a 50% matching grant of the a project at an approximate cost of \$160,000. If a future Town Meeting authorizes using the existing reserve, there will be no need for further Town funding. Chairman Daniel asked about reusing items such as the light poles; Mr. Eyerman responded reuse of items will be explored. DOT is likely to make a preliminary decision in the next couple of months. Selectman Chipman moved, seconded by Selectman Johnson to approve issuing the application; motion passed 3-0.

#### 9. Grant Agreements

- **Cumberland County Development Block Grant (CDBG) for Orr's /Bailey's Island Fire Department:** Deputy Administrator Sawyer reported the Town's two applications for CDBG funds have been approved. This one is for \$61,828 for renovations to the Orr's/Bailey's Island Fire Department. The contract is the same as previous grants although the County acknowledges some variances including that the Department will send the bid documents and maintain a complete file as required under Federal guidelines. Chairman Daniel moved, seconded by Selectman Chipman to approve the grant agreement; motion passed 3-0.
- **Harbor Management Access Grant for Mackerel Cove Boat Ramp:** Deputy Administrator Sawyer reported the Town applied for \$15,000 toward the replacement of the Mackerel Cove boat launch and it was approved. The project is expected to cost about \$25,000. Chairman Daniel moved, seconded by Selectman Johnson to approve the grant agreement; motion passed 3-0.
- **Coastal Communities Grant for Basin Point Road Study:** Removed.

**11. Options for Financing the Mitchell Field Pier Project Report:** Marguerite Kelly, Treasurer, stated Unibank Fiscal Advisory Financial Services, Inc. issued a report last fall regarding options on how the Town might manage the repayment of a large bond such as for the pier removal. The report indicates a schedule could be created to result in a no greater increase than .15 per 1,000 mil rate. Since then the Town's plans have changed as the centralized Fire Department building is no longer included. The Town has never issued debt greater than \$1,000,000 in a single transaction. This recent report reviews the difference between the Town issuing its own bonds or borrowing through the Maine Municipal Bond Bank. David Eisenthal, of Unibank Fiscal Advisory, reviewed the Options for Financing the Mitchell Field Pier Project Report (attached). The Board asked questions which Mr. Eisenthal answered.

**10. Request for Proposals to Create Parking on Washington Avenue:** Deputy Administrator Sawyer stated the Selectmen previously directed staff to look into creating additional parking on Washington Avenue to help alleviate parking issues for the Giant's Stairs. The Road Commissioner looked at the site marked out by the surveyor resulting in this request for proposals. Selectman Chipman asked about the drainage and Chairman Daniel asked whether the amount of fill should be stated. The Road Commissioner believed the standards for both items were clear for contractors but staff will verify and add language if needed. Chairman Daniel moved, seconded by Selectman Chipman to approve the request for proposals; motion passed 3-0.

**12. Schedule a Public Hearing Re: Bethel Point Town Landing Parking Ordinance:** Chairman Daniel moved, seconded by Selectman Chipman to set July 20 at 6:30pm as a public hearing to consider the proposed amendments; motion passed 3-0. Abutters and certain island property owners will be sent a notice and the proposed ordinance.

**13. Open Bids for 12'x28' Wooden Float:** Deputy Administrator Sawyer stated no bids were received and asked if the Board wanted to consider using the float at Mitchell Field as a swim float. Minor repairs to the deck boards are likely. There was a discussion about having Selectman Johnson inspect the float to determine if it is safe to use as a swim float and if not, it could be disposed of. Selectman Chipman moved, seconded by Chairman Daniel to authorize Selectman Johnson to inspect the float and determine if it can be fixed for use at Mitchell Field or if it should be disposed of; motion passed 3-0.

**14. Accept Donations:** Chairman Daniel moved, seconded by Selectman Chipman to accept donations for the Bandstand fund [\$196 from the donation box and \$60 from Lilita Gusts]; motion passed 3-0.

**15. Public Comment:** None.

**16. Other Business:** None.

**17. Administrative Matters:** The Board scheduled a workshop regarding FEMA floodplain mapping for July 19 at 4:30pm.

**18. Adjournment:** At 6:55p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator