

Selectmen's Meeting Minutes
September 12, 2019
Harpswell Town Office
Approved September 26, 2019

At 5:00pm, the Board of Selectmen attended a workshop with Community Television of Maine.

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

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

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Charles Perow, Jr., Recycling Center/Transfer Station Manager; Marguerite Kelly, Treasurer; and Gina Perow, Recreation Director

1. Adoption of the Agenda: The agenda was accepted as amended by adding 12.5 Proclamation of Constitution Week.

2. Public Comment: None.

3. Selectmen's Announcements: Selectman Covey stated she has been communicating with the Curtis Memorial Library, Orr's Island Library and the Cundy's Harbor Library. It has been agreed that holding a public forum for the libraries to discuss their needs in October is a good idea. The public is welcomed and the Budget Advisory Committee members will be invited. Administrator Eiane will set it up.

4. Town Administrator's Report: Administrator Eiane reported the Town has records in the Town Office vault and at the Harpswell Historical Society's vault, which is recognized as a location that is approved for storing local government records. The Tax Collector would like to move some records to the Society. There was a finding aid created years ago that will be updated as well. The Board was in consensus with the plan. Administrator Eiane stated the Maine Coast Fishermen's Association holds an annual fundraising dinner called Hook, Line and Sinker, which includes serving alcoholic beverages. The Association has expressed an interest in holding next year's event on the Town property at Mackerel Cove; however the Town prohibits alcoholic beverages on its properties, which they have asked the Town to re-consider. The Board asked that the appropriate Town committees review the matter and make recommendations. Administrator Eiane stated the Harbormaster received a notice regarding the application to the State for four limited purpose aquaculture licenses in Long Cove. The Town is a riparian owner (Devil's Back property) and as such, has 14 days to comment. The applications were provided to the Harbor and Waterfront, Town Lands, and Recreation Committees.

5. Consent Agenda: 1) **Approval of the Minutes;** 2) **Committee Appointment;** 3) **Cumberland County Tax Assessor's Bill;** 4) **Municipal Valuation Return;** 5) **Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda [approved the August 29 minutes; appointed Jenny Zagariello to the Conservation Commission; approved the County tax bill; approved the Maine Valuation Return; authorized warrant #37 in the amount of \$2,342,122.98, and payroll warrant #36 in the amount of \$20,632.05]; motion passed 3-0.

6. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed her monthly report for August (attached).

7. Work Order with Gorrill Palmer for Recycling Center Improvements: Administrator Eiane stated the Town needs its Recycling Center building analyzed for determination on whether it can be rehabilitated or if it needs to be replaced. The electrical system needs to be updated. Gorrill Palmer submitted a proposal in January, which staff thought had been addressed as some sub-consultants have completed some of the work. The proposal has been revised to include that after Gorrill Palmer presents a report and conceptual design options regarding the parking expansion and compactors, the work will stop for the Town to review and decide on how to proceed.

Charles Perow, Recycling Center/Transfer Station Manager, reviewed the issues and proposals relating to the building, parking expansion and compactor replacement projects in detail. Chairman Johnson asked about pay-per-bag; Mr. Perow responded that may be an option in the future. Mr. Perow stated the compactors have to be replaced, the sooner the better, but no later than 2021. Selectman Chipman moved, seconded by Selectman Covey to authorize the work order with Gorrill Palmer [project number 2340.291] for this project; motion passed 3-0.

12. Resolution To Apply For a Recreational Trails Grant Re: Cliff Trail: Tony Barrett, Recreation Committee member, stated the Cliff Trail was constructed (and maintained) by volunteers in 2003 and then expanded in 2006. It's a popular trail with about 15-20,000 users per year and covers 3 miles through Town property. The first .5 mile is relatively flat but on thin, poor soils which has been relocated 3 times. A more sustainable option needs to be done. There is a trail hardening solution available but a project like that would need more than volunteers. In reviewing the options for that first .5 mile portion, the Committee decided it would be good to make it handicap accessible. A trail planner was engaged that provided some options. One possible source for funding is the Recreation Trails Grant Program (RTP) and there may be others in addition to possible donations and possible use of some of the Recreation Carryover Funds. As a backstop, an appropriation may be needed. The Town had success in 2008 with the RTP for the Giant's Stairs, which actually won a National Trails award for the Maine Conservation Corp. The application is due by the end of the month and the Board was asked to approve the resolution to apply for the grant. Deputy Administrator Sawyer asked if the completed application will come before the Board at its next meeting; Mr. Barrett responded no. Administrator Eiane asked if there is any financial commitment being made by the Town; Mr. Barrett responded no. Mr. Barrett stated the Town should know if it's been approved in November and if so, the contract would be in early 2020. Selectman Chipman moved, seconded Selectman Covey to approve applying for the grant and to approve the resolution; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to approve the transmittal letter; motion passed 3-0.

8. Set Public Hearing to Consider General Assistance Ordinance Maximums: Selectman Covey moved, seconded by Selectman Chipman to set September 26 at 6:45pm as a public hearing to consider General Assistance Ordinance Maximums; motion passed 3-0.

9. Issue Request for Proposals for Winter Sand: Administrator Eiane stated this is an annual process to try and get the best pricing for winter sand that is stored at the Transfer Station and mixed by the winter maintenance contractor. Selectman Chipman moved, seconded by Selectman Covey to issue the request for proposals; motion passed 3-0.

11. Federal Emergency Management Agency Scientific Resolution Panel Request Form: Administrator Eiane reported the Town submitted an appeal to the Federal Emergency Management Agency (FEMA) in October 2018, which was within the 90-day appeal period. Harpswell, along with a number of other municipalities, hired Ransom Environmental to review the preliminary maps and Ransom proposed changes using better modeling. FEMA acknowledged receiving the appeal in November and in January indicated that the appeal was being reviewed. No additional information was sought. The Town just received a letter that the appeal was denied based on a technical data error. There was a meeting in Old Orchard Beach with all the municipalities involved with the appeal to discuss the options. Ransom will prepare a "request or appeal" for submission within 30 days and municipalities should complete a Scientific Resolution Panel Request Form. Additionally, our congressional delegation will be holding a meeting with FEMA – this is a fairness issue. Why didn't FEMA reach out for more information before just denying the appeal? It is known that FEMA reached out to another community (Rockland) for additional information. Hopefully the additional information Ransom submits will be looked at. In the meantime, Administrator Eiane asked the Board to authorize her or the Code Enforcement Officer to submit the SRP and additional information before the deadline to FEMA. Selectman

Chipman moved, to authorize the Town Administrator to submit the SRP and additional information; motion passed 3-0.

12.5 Proclamation of Constitution Week: Selectman Chipman read a portion of the Proclamation of Constitution and moved to sign it. The motion was seconded by Selectman Covey and passed 3-0.

13. Public Comment: None.

14. Other Business: None.

15. Administrative Matters: None.

16. Adjournment: At 7:00 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report