

Selectmen's Meeting Minutes
September 28, 2017
Harpswell Town Office
Approved October 12, 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; Marguerite Kelly, Treasurer; Mark Eyerman, Planner; Gina Perow, Recreation Director

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: Mary Ann Nahf, Conservation Commission Chair, reminded the public that there are only two times a year (spring and fall) when pesticides can be disposed of at no charge at the Household Hazardous Waste Days. There is one on October 21, and participants must register by October 21. She noted the detailed flyer is on the Town's website.

3. Special Acknowledgment for Fire Warden Service: Chairman Daniel read a thank you letter from the Board to Frank Hilton for his years of service as Fire Warden and for continuing his service as Deputy Fire Warden. Mr. Hilton was presented with a certificate and the letter.

4. Selectmen's Announcements: None.

5. Town Administrator's Report: Administrator Eiane announced the Town's annual flu clinic will be held Thursday, October 5 from 9am – 12:00 noon and from 5:00pm to 6:30pm. Administrator Eiane reported the bid (and bid deposit) the Town received for a Long Island parcel was returned to the bidder. There was confusion regarding the lot numbers and the person actually bid on a parcel not owned by the Town. The Town Attorney was contacted to look into the road access matter regarding these parcels and it was recommended a title review be performed, which will occur before staff makes its next recommendation regarding disposition of the remaining parcels. Administrator Eiane stated she was contacted by the Recycling Center/Transfer Station's union representative to begin negotiations for the next contract. The Town Administrator, Deputy Town Administrator and Recycling Center/Transfer Station Manager will act as the Town's negotiation team after seeking initial guidance from the Board in an executive session.

6. Consent Agenda: Chairman Daniel moved, seconded by Selectman Chipman to approve the consent agenda [August 31 and September 14 minutes; authorization of warrant 39 in the amount of \$273,065.14 and payroll warrant 39 in the amount of \$21,609.48]; motion passed 3-0.

7. Recreation Committee Report: Chairman Daniel stated earlier in the year, the Board decided to have committees come to Selectmen's meeting to report, to the Board and the public, on committee activities. The Mitchell Field Committee and Conservation Commission have previously attended and now the Recreation Committee. Susan Rich, Chairman of the Recreation Committee, thanked Town Office staff and all the volunteers and donors who help make the recreation program a success. Ms. Rich reviewed the Committee's mission statement and the Committee's activities. It was noted the Town's Tailgate and Recreate (which had its second year) event will be delayed for one to two years due to the pier demolition project at Mitchell Field. The hiking challenge will still be held and has become very popular. Ms. Rich said the Committee is looking for new members.

8. Mitchell Field Matters

- **Pier Demolition Project: Issue Request for Proposals (RFP):** Administrator Eiane stated that Barney Baker has been working on the RFP for the pier demolition project and staff has reviewed multiple

versions. Some sections were still being clarified from the version provided to the Board on Tuesday, but the only substantive change for the Selectmen to review relates to how the bidder is selected.

Administrator Eiane noted she received an email from an interested company located in New York, with a satellite office in Maine, asking the Board to require the pre-bid meeting be mandatory. Mark Eyerman, Planner, reviewed the proposed change in #7 in the Instructions to Bidders and the additional paragraph needed on the Bid Sheet if the change in #7 is approved. Selectman Johnson stated he believes the original language was sufficient and asked Mr. Baker if the change will impact the bidders. Mr. Baker responded a low bidder may be disappointed if not selected based on some of the additional selection criteria but he supported the change. Mr. Baker stated the Department of Transportation requires pre-bid meetings to be mandatory and he considered making this one mandatory. However, he does not want to risk excluding contractors. As an example, the marine contractor may at a later time bring on a local land side contractor and if that contractor was not at a mandatory pre-bid meeting, it would be excluded even though it might be beneficial. Chairman Daniel moved, seconded by Selectman Chipman to approve the RFP as amended in #7 of the instructions and the bid sheet paragraph, and not to make the pre-bid meeting mandatory; motion passed 3-0.

- **Create Advisory Task Force for Master Plan Update and Work Order with Gorrill Palmer for Certain Master Plan Updates:** Mark Eyerman, Planner, stated the Mitchell Field Committee proposes to have the Mitchell Field Master Plan updated and \$13,000 was budgeted in this year's budget to assist with the update. Part I of the update process is to create an Advisory Task Force and Part II is to retain the Town's engineer, Gorrill Palmer, (1) to conduct a structural assessment on the buildings to consider for reuse or removal, (2) evaluate whether individual septic systems and wells can be sited for different areas as an alternative to lower the cost of infrastructure. Selectman Chipman asked that the Lincoln Haney, engineer letter regarding the administrative building, be given to Gorrill Palmer. He also commented that the Task Force proposal does not include public charrettes. Don Miskell, Mitchell Field Committee member, responded that it was discussed and it is why throughout the proposed process that public feedback and interaction is cited. The Task Force is proposed to have citizens from different areas so that all views are represented. Administrator Eiane noted the Task Force would not have autonomy as the proposal has the Task Force reporting to the Mitchell Field Committee and not to the Selectmen. Selectman Chipman stated he will want to see the Task Force's recommendations in addition to the Mitchell Field Committee's. The Board will consider the proposal at its next meeting. Selectman Johnson stated he is a bit hesitant to proceed with the Gorrill Palmer steps due to the costs and it seems to be redundant. Administrator Eiane noted the previous Deluca Hoffman report focused on a common water supply and septic system and Gorrill Palmer will consider individual options, which may generate a business interest. Selectman Johnson asked that Steve Levesque, MRRA, be asked for his opinion. The costs are estimated at \$3,500 for the building review and \$8,000 - \$10,000 for the water and septic review. The Board will consider this matter at its next meeting.

9. Maine Healthy Beaches Program: Deputy Administrator Sawyer stated the Town has been invited to participate in the Maine Healthy Beaches (MHB) Program for its main attraction public beaches – Mitchell Field and Mackerel Cove. Additionally, the Harpswell Heritage Land Trust (HHLT) is considering participating for Stover's Point beach. The Town's Harbormaster, Paul Plummer, has agreed to be the beach manager and perform water sampling (including for Stover's Point for the HHLT). MHB will test the water samples for enterococci, which could be an indication of human and/or non-human fecal contamination. Depending on the test results and multiple other factors, MHB will consult with the Town regarding whether an advisory sign should be posted on the site and on the MHB website for the public's knowledge. MHB provides the signs and costs related with the testing. At this time, Cedar Beach will not be included. Chairman Daniel moved, seconded by Selectman Johnson to sign the MHB Agreement; motion passed 3-0.

10. Sign Special Town Meeting Warrant and Set Public Hearing for Referendum Items: Administrator Eiane stated the Board previously approved the warrant articles and the document is ready for signatures. There

are two articles – one to appropriate funding for an appeal of the Federal Emergency Management Agency maps and the second is an easement to allow the Town to fix a drainage issue at Leeman road. A public hearing is required at least 10 days prior to the vote. Selectman Chipman moved, seconded by Selectman Johnson to set October 26 at 6:30pm as the public hearing; motion passed 3-0.

11. 2018 Budget Directives: Administrator Eiane stated the 2018 budget process is underway with staff compiling the information for the Budget Advisory Committee. She reviewed a few key points including: firefighting services model; capital matters; Harbormaster's role; water tower; and wage and salary increases. The Board supported the expansion of the Harbormaster's role to include marine resource matters; agreed to apply a 1.75% across-the-board increase to wages and salaries; and requested an LD 1 compliant budget. Selectman Chipman stated he doesn't anticipate the Town spending any more money on the water tower as he plans to form a non-profit. Chairman Daniel asked that the Budget Advisory Committee look at extending the Selectmen's health insurance to the family plan.

12. Personnel Policy Amendment: Administrator Eiane reviewed the proposed amendment to the personnel policy that is primarily clarifying employee classifications. The Town's new firefighter positions will better fit in a classification structure with these changes. Chairman Daniel moved, seconded by Selectman Chipman to approve the amendments; motion passed 3-0.

13. Electricity Supply Agreement for a Fixed Supply Rate for Street Light Account: Deputy Administrator Sawyer reported the Town has entered into fixed supply rate contracts in the past and this year due to the market, only contracts for street lights are being offered. The Town currently pays about .06691 with the standard offer and this fixed rate offer of .0437/kwh to .0442/kwh (depending on the contract term) would save the Town approximately \$1,900/year. The supply rate accounts for approximately 20% of the Town's street light costs with the main cost being the delivery rate varying per unit. Deputy Administrator Sawyer stated a resident with a background in this market reviewed the proposals and recommended proceeding with a four-year contract. Chairman Daniel moved, seconded by Selectman Chipman to approve the contract with Constellation NewEnergy, Inc. for a fixed supply rate for the Town's street light account of .0442 for the period November 30, 2017 – November 28, 2021; motion passed 3-0.

14. Accept Donations: Chairman Daniel moved, seconded by Selectman Chipman to accept the following donation: Faye Scheren \$50 for the bandstand fund and an anonymous donation of \$100 for the heating assistance fund; motion passed 3-0.

15. Public Comment: None.

16. Other Business: Selectman Chipman moved, seconded by Selectman Johnson to set October 12 at 7:00pm as a public hearing to consider a conservation closure; motion passed 3-0.

17. Administrative Matters: None.

18. Adjournment: At 7:17p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Personnel Policy Amendment