

Selectmen's Meeting Minutes
October 4, 2018
Harpswell Town Office
Approved October 18, 2018

At 5:30pm the Selectmen held a workshop regarding increasing town fees and 2019 budget matters.

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; and Mark Eyerman, Planner

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 Harpswell Community Television is now live streaming the Selectmen's meeting; Administrator Eiane expressed appreciation for that.

4. Town Administrator's Report: Administrator Eiane stated the Recycling Center Manager recommends hiring Donnette Goodenow to fill the temporary position at the Recycling Center. The person hired for the summer was a great help and has moved on. Selectman Chipman noted Ms. Goodenow works for the Television Studio and will be reducing her hours and he would highly recommend her. Selectman Chipman moved, seconded by Selectman Johnson to hire Donnette Goodenow. Chairman Daniel asked if this goes through next summer; Administrator Eiane responded yes. Motion passed 3-0.

5. Consent Agenda: 1) Approval of the Minutes; 2) Ransom Consulting Authorization; 3) Authorization of the Warrants: Selectman Chipman made a couple of amendments to the August 9 minutes. Selectman Chipman moved, seconded by Selectman Johnson to approve the consent agenda [8/2, 8/9, 8/23, 9/6, 9/13, 9/20 minutes; letter authorizing Ransom Consulting to represent the Town with the Federal Emergency Management Agency; warrant #41 in the amount of \$365,497.25 and warrant 41a in the amount of \$188.84, and payroll warrant #39 in the amount of \$19,201.52]; motion passed 3-0.

6. Consider Sole Sourcing for the Replacement of a Dry Hydrant: Deputy Administrator Sawyer stated the board has a memo from the Fire Administrator recommending sole sourcing with R.A. Webber & Sons for the replacement of the Wilson's Point dry hydrant. Selectman Chipman asked how much the project would cost; Deputy Administrator Sawyer responded the Town has \$12,780 in reserve and the estimate is within the budget but disclosing the exact cost would put the vendor at a disadvantage if the Board decides to send the project out to bid. Selectman Chipman moved, seconded by Chairman Daniel to sole source with R.A. Webber & Sons for the replacement of the hydrant [estimate of \$11,700]; motion passed 3-0.

7. Vendor Requests to Remain on town Property Next to Mitchell Field: Administrator Eiane stated the two vendors located on the property next to Mitchell Field have one-year leases. Both vendors have requested permission to allow their buildings to remain on-site over the winter and staff has drafted letter agreements for the Board's consideration. Pam Douglas, owner of Pammy's Ice Cream Parlor, stated this season has been great with an overwhelming response from the locals and visitors and she would like to keep her items there so no one thinks she went out of business. Chairman Daniel asked if the vendors would be looking for a longer lease next year; Ms. Douglas responded she would prefer a five-year lease. Chairman Daniel mentioned that would be kept in mind for Town Meeting. Deputy Administrator Sawyer stated neither the Mitchell Field Committee nor the Town Lands Committee chairs had any issues with the buildings remaining over the winter. Selectman Chipman

moved, seconded by Selectman Johnson to approve the letter agreements including a \$60 rental per month for this time period; motion passed 3-0.

8. Authorization to Recycling Mitchell Field Light Poles: Administrator Eiane reported with the pier project coming to an end, the site is being cleaned up and there is a proposal to recycle the light poles that were removed from the pier and causeway. Mark Eyerman, Planner, stated if the Board approves, West Gardiner Metals is prepared to come in the next week and cut the poles in smaller lengths and then they will be weighed at the Transfer Station and the Town will be paid on the weight less costs. New lighting for future uses will be different than these lights. Chairman Daniel moved, seconded by Selectman Chipman to authorize the Recycling Center Manager to arrange with West Gardiner Metals to recycle the aluminum light poles from the Mitchell Field Pier; motion passed 3-0.

9. Economic Development Proposal for Mitchell Field Marine Business District: Marty Odlin, owner of Running Tide – a Maine based shellfish company, reviewed a power point presentation regarding a proposal to establish an oyster hatchery and kelp farm at Mitchell Field. Jane Covey asked when the start date is proposed and if it is a year-round business. Mr. Odlin responded he wants to begin as soon as possible and yes it is a year-round business. Administrator Eiane stated the proposal falls within the Mitchell Field Marine Business District and it is within the Board's authority to approve a multi-year lease. She suggested the Board's next step could be to meet in executive session with Steve Levesque as he is willing to assist with the business negotiations. Mr. Levesque is also familiar with the business as Running Tide is also located at the Brunswick Landing. Jimmy Catlin, Oyster Hatchery Project Manager, asked if he could start lining up contractors to work on the garage building. The Board responded it cannot promise anything until the negotiations start and a lease is signed but each member expressed that the proposal seems to fit and that contractors can look at the site but not start any work. Deputy Administrator Sawyer asked if the Board would authorize Running Tide to proceed to the Planning Board level as Mr. Odlin indicated for time purposes, he would work on the lease negotiation and preparing for the Planning Board simultaneously. Selectman Chipman stated they can proceed to Planning Board understanding the Selectmen are not able to promise a deal. Selectman Chipman moved, seconded by Selectman Johnson to authorize Running Tide to proceed to the Planning Board; motion passed 3-0.

10. Consider Increasing Town Fees: The Board held a workshop earlier and reviewed the cost detail sheets for certain fees and proposals for increasing the fees. Selectman Chipman noted raising fees is not arbitrary, it's based on costs. Chairman Daniel noted fees are reviewed about every five years and increases are therefore spread out over time. Selectman Johnson stated the proposed shellfish license fees were reviewed at the last Marine Resource Committee meeting and harvesters were told to attend tonight's meeting if there were any issues. Selectman Chipman moved, seconded by Selectman Johnson to adopt the proposed new fees with two changes – make rental moorings \$125 and to change the Mitchell Field Group Use Policy to indicate the rates for the for-profit entities is a minimum rate and may be higher upon Selectmen review, effective January 1, 2019; motion passed 3-0.

11. 2019 Budget Directives: Administrator Eiane stated there wasn't time at the earlier workshop to discuss budget matters, but staff is moving forward to prepare a proposed budget. The Board needs to weigh in on any cost of living increases and the systematic approach to wages and salaries. The Board reached consensus on applying a 2.5% across the board increase and to schedule a workshop on the specific wages and salaries approach. Administrator Eiane noted some new items that will be included in the proposed budget such as a part-time person in recreation, increasing two part-time hours for two firefighters, consulting services for the Town's HVAC system and possibly for cell phone matters. Chairman Daniel asked Jane Covey, Mitchell Field Committee Chair, to explore a potential new revenue source of campers at Mitchell Field in the new lay down area left from the pier project that oversees the water.

12. Accept Donations: Chairman Daniel moved, seconded by Selectman Chipman to accept the donations for the Bandstand fund: Diane Loughlin \$100; Sin Tung Chiu \$100; Sarah Brendler Trust \$200; motion passed 3-0.

15. Other Business: Deputy Administrator Sawyer reported the Board asked the Mitchell Field Committee to weigh in on the status of the small wooden garage at the base of the former water tower. The Committee voted to have it sent out by public bid to be removed. Staff could prepare a request for proposals if the Board agrees. Selectman Chipman moved, seconded by Selectman Johnson to send the wooden building out to bid for removal; motion passed 3-0.

16. Administrative Matters: The Board scheduled a workshop on the 18th at 5:00pm regarding wages and salaries; a meeting with Steve Levesque on Wednesday or Thursday at 3:00pm; and a meeting with the Town Attorney regarding a violation matter on October 22 at 9:00 am.

The Board recessed at 7:00pm until 7:20pm.

13. Browntail Moth Project Update by Dr. Groden: Dr. Groden provided an update on the Browntail Moth Field Research and Trial that she and her University of Maine students have been conducting (attached). A lot of the data is still being worked through and Dr. Groden hopes the data results will be available by the end of the year. Dr. Groden indicated that a colleague of her's in New York who specializes in social caterpillars is studying the browntail moth's chemicals to see if they can be disrupted. Additionally, some students are looking at the silk and how to potentially disrupt the silks. Harpswell has been as hard hit by the browntail moths as other areas but is experiencing worse results due to the combination of the browntail moths and the winter moths. Dr. Groden stated she was contacted by a company that produces the chemical BT. The company is interested in coordinating with towns and she's not sure what that means but she can find out more information. Dr. Groden noted she has seen very little collapse in the natural fungus this spring the way she did the year before. Mary Ann Nahf thanked Dr. Groden for coming. Several members of the Conservation Commission were in attendance.

14. Public Comment: None.

17. Adjournment: At 7:56 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Running Tide Power Point Presentation
New Fee Rates
University of Maine