

Selectmen's Meeting Minutes
November 9, 2017
Harpswell Town Office
Approved December 28, 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; Debbie Turner, Assessing Agent; Bill Wells, Code Enforcement Officer; Fred Cantu, Code Enforcement Officer; and Ronald Ponziani, Road Commissioner

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: Chairman Daniel thanked the three volunteer fire and rescue departments, Town Administrator, and the Fire Administrator for their work during the storm that caused prolonged power outages. Chairman Daniel expressed his concerns in a detailed statement. In summary, he stated he received a number of calls and emails and he shares the concerns about the inaccurate information on Central Maine Power's website, blocked roads and the lack of post-storm organization. Selectman Chipman agreed a lot has happened and he wondered what was learned, noting there was a lot of neighbor to neighbor help going on. Selectman Chipman announced that a generator was installed at the tower for the television studio tower this past summer and channel 14 never lost power.

4. Town Administrator's Report: Administrator Eiane agreed that a lot has transpired and many Harpswell residents had to endure long power outages. She learned earlier tonight that an elderly person on Bailey Island still did not have power and she reported the situation to Central Maine Power (CMP). The prolonged power outages and this person's situation illustrates that improvements need to be made. Administrator Eiane spoke with CMP representatives daily during the outage and they acknowledged the website has not been accurate. She recognized the emergency responders for their outstanding work including clearing the roads to allow for passage. She suggested that the Board may want to consider holding a workshop with CMP.

5. Consent Agenda: Selectman Chipman moved, seconded by Selectman Johnson to approve the consent agenda [approval of October 19 minutes; and authorization of warrant #45 in the amount of \$705,446.0, warrant 3 for the pier removal project in the amount of \$27,633, and payroll warrant #45 in the amount of \$16,237.65]; motion passed 3-0.

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

7. Wharf Applications

- **George and Sally Cookman, 10 Dill Gunning Way, Map 5, Lot 75:** Bill Wells, Code Enforcement Officer, reviewed the application for a pier system of 4'x12' stairs, 4'x3' landing to connect to 4'x24' steps to a 6'x28' pier, 3'x40' aluminum ramp, 12'x20' float and 6'x24' float haulout. The Harbormaster suggests the Board require the removal of the ramp and float at a minimum from December through March of each year to accommodate shellfishing. Chairman Daniel moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates it does not cause a hazard to navigation and there is no injury to the rights of others in relation to fishing, fowling or navigation with the condition that the ramp and float be removed annually from December 1 through March 31; motion passed 3-0.
- **John Libby, 20 Wilburs Way, Map 45, Lot 79:** Bill Wells, Code Enforcement Officer, reviewed the application for a 6'x16' fixed pier, 3'x36' seasonal ramp, 16'x24' seasonal float with moorings and

4'x92' combination of stairs. Selectman Chipman asked if the passage to Pole Island is too narrow; Mr. Wells responded the distance is within the allowed range.

- **Alexander and Jill Spaulding, 10 Eberly ROW, Tax Map 17, Lot 183-1:** Bill Wells, Code Enforcement Officer, reviewed the application for a 4'x8' access platform, 6'x85' pier with batter pilings, 3'x40' aluminum ramp, 10'x20' pressure treated wood float and a 10'x40' float haulout.

Chairman Daniel moved, seconded by Selectman Chipman to approve the applications for Libby and Spaulding as the Harbormaster indicates they do not cause a hazard to navigation and there is no injury to the rights of others in relation to fishing, fowling or navigation; motion passed 3-0.

8. Fire Administrator/Emergency Management Update: Art Howe, Fire Administrator, reported the Town is in the midst of background checks for hiring per diem fire fighters; in process of finalizing an agreement with the three departments to allow the Town to access the three sites and equipment; and has been awarded two \$2,000 safety grants from Maine Municipal Association. Chairman Daniel moved, seconded by Selectman Chipman to accept the two grants; motion passed 3-0.

Mr. Howe reviewed the October 30 storm and its aftermath. There was daily contact with CMP and regular meetings with the three departments, Deputy Sheriffs and other key personnel. There was great frustration with the inaccurate outage information on CMP's website and the delayed response in clearing roads and restoring power. Fortunately, there were no injuries, illnesses or malice with the storm. Yesterday at the Cumberland County Emergency Management Agency meeting, the situation was discussed and a workshop with CMP will be requested. Mr. Howe is working to establish the level of damage to roads and properties as Cumberland County has met the bar for disaster and it is expected the Governor will declare an emergency. Rob McAleer, Emergency Management Agent, explained that there are two types of damage that FEMA will consider reimbursing – public damage, such as roads, and individual or private damage. CMP's is not eligible for FEMA reimbursement. Citizens should think of signing up for CodeRed, an emergency notification system, by which contact can be via email, landline, cell phone or text. Chairman Daniel thanked staff for setting up the Town Office as a warming and device charging center. Selectman Johnson believes CMP did the best they could with half the State being without power in comparison to past storms. Selectman Chipman stated he spent some time with the line crews and all workers have to be accounted for prior to energizing any line. Chairman Daniel understands it was difficult but believes there was a communication breakdown. The Town was fortunate there were no emergencies in the areas where passage was blocked. Chairman Daniel stated he believes individuals will start seeing CMP's costs increase due to this storm and given CMP's response being based on a tiered level – costs to customers should be based on the same.

9. Department of Agriculture Grant Application for Emergency Radios: Art Howe, Fire Administrator, reported this grant can provide up to \$10,000 (with a \$5,000 match) and he proposed to apply for five radios and 10 sets of personal protective gear. Selectman Johnson moved, seconded by Selectman Chipman to authorize the submission of the grant application; motion passed 3-0.

10. Fire and Rescue and Emergency Vehicle Committee (EVC) Reports: Dave Mercier, Harpswell Neck Fire and Rescue Chief, chair of the Emergency Vehicle and Fire and Rescue Committees, reviewed the EVC's work in developing a purchase program for emergency vehicles. The vehicle replacement schedule has been changed to allow for longer use of fire apparatus (20 to 25 years) and ambulances (10 to 15 years). The Orr's/Bailey's Islands pumper can have some maintenance done and extend its life for more years before being replaced. Vehicles have to be reliable and as a result of extending the replacement schedule, the departments will experience higher maintenance costs. Mr. Mercier reviewed the Fire and Rescue Committee's work of bringing a proposal to Town Meeting to hire a Fire Administrator and per diem fire fighters. An agreement with the three departments is being worked on to allow Town use of the three sites and equipment. Additionally, options are being explored for placing a centralized station near the Emergency Medical Building.

11. Work Orders with Gorrill Palmer

- **Certain Mitchell Field Master Plan Updates:** Administrator Eiane stated money was appropriated at Town Meeting for outside assistance to update the Mitchell Field Master Plan. Since the Plan was adopted, things have changed. Mark Eyerman, Planner, reviewed the proposal to engage Gorrill Palmer, the Town engineering firm, for two main tasks: one to be an independent objective facilitator for the public meetings to assure an open process; the second task to assemble technical information t such as septic information, etc. Selectman Johnson stated he does not want to spend money for this especially since if a business proposal comes forward then its specific needs could be investigated at that time. Chairman Daniel asked if some of this proposal could be done by staff; Mr. Eyerman responded yes but it will take longer and not be as thorough. The Mitchell Field Committee wanted to see a strategic initiative come out of the process – such as what do we need to do to get things to happen at Mitchell Field. Selectman Chipman expressed support for the proposal noting that things have changed and the plan should be updated. Chairman Daniel suggested once the pier is gone, the site may be more attractive to a business and having the Plan updated may help too. Chairman Daniel asked Mr. Eyerman to review the proposal and see if it can be pared down and still viable.
- **Updating Profiles for a Comprehensive Plan Update:** Selectman Chipman asked who at the State approves municipal comprehensive plans with the State Planning Office gone. Mr. Eyerman responded the Department of Agriculture Conservation and Forestry staff does as the program was moved intact to this Department. Mr. Eyerman reviewed the proposal to perform some updates in house and also use some of the contracted planning funds in the Planning Department budget to move the process along. Chairman Daniel asked if the Town’s current Comprehensive Plan could be adopted again. Mr. Eyerman responded it technically could but he does not recommend it as municipal ordinances have to be consistent with comprehensive plans and a lot of main points in Harpswell Comprehensive Plans have not been adopted such as village districts. Gorrill Palmer’s scope is to look at development trends and where in Town is important. Administrator Eiane asked if the cost could be limited to \$6,000 and if the work could begin before year-end in order to encumber the funds. Mr. Eyerman responded yes if the Board so directs but that something gives when funds are reduced. Selectman Chipman moved, seconded by Selectman Johnson to approve \$6,000 for this proposal with work beginning before year-end; motion passed 3-0.

12. Contract with Ray Labbe & Sons to Remove the Sediment Building: Administrator Eiane stated funds were budgeted for the removal of the sediment building at Mitchell Field and two bids were received – one for \$7,900 and one for \$20,000. She recommended the Board contract with Ray Labbe & Sons to demolish the building and bury on-site. Selectman Chipman so moved, seconded by Chairman Daniel; motion passed 3-0.

13. Waiver of Transfer Station Disposal Fees for Storm Related Brush: Administrator Eiane stated that typically when Harpswell experiences a severe storm, the Board considers waiving the disposal fees for brush. Since the storm, people have been disposing of brush at no cost but the attendant has been tracking the users’ names pending the Board’s decision. Selectman Chipman asked how the proposal would affect the Town’s grinding costs; staff responded it is difficult to tell at this point but brush is typically a desired commodity as part of the Town’s grinding process. Selectman Johnson asked if the no cost disposal applies to contractors. Administrator Eiane suggested having the no cost apply only to homeowners until the next meeting to allow for consultation with the Center’s Manager. Selectman Chipman moved, seconded by Selectman Johnson to waive the disposal fees for certain size brush for homeowners only from October 31 through December 16; motion passed 3-0. The tree debris on the sides of Department of Transportation (DOT) roads should be cleaned by DOT and the debris along Town roads will be cleaned by the Town.

14. Bowdoin College Common Good Grant Application for the Community Garden: Deputy Administrator Sawyer reviewed the preliminary application to Bowdoin College for \$2,500 towards a pressured irrigation

system for the garden at Harpswell's Community Garden. Selectman Chipman moved, seconded by Selectman Johnson to authorize submission of the application; motion passed 3-0.

15. Public Comment: None.

16. Other Business: None.

17. Administrative Matters: None.

18. Adjournment: At 7:57 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report