

Selectmen's Meeting Minutes
December 15, 2016
Harpswell Town Office
Approved December 29, 2016

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

Selectmen Present: Richard A. Daniel, Elinor Multer and Kevin E. Johnson

Staff Present: Kristi Eiane, Town Administrator; Marguerite Kelly, Treasurer; and Mark Eyerman, Planner

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

2. Accept Heating Assistance Donation from Cook's Lobster and Ale House: Mary Coombs, General Manager of Cook's Lobster and Ale House, reported the annual benefit dinner was held December 9 and she thanked Nick and Jennifer Charboneau and all the vendors that donated goods. Ms. Coombs presented the Chairman with over \$10 thousand dollars [\$10,117.54] for the Town's home heating assistance program. Selectman Johnson moved, seconded by Chairman Daniel to accept the funds with thanks; motion passed 3-0.

3. Public Comment: None.

4. Administrator's Report: Administrator Eiane announced the Town Office will close at 12:30pm on Friday, December 23 and will re-open Tuesday the 27th. The Recycling Center will close at Noon on Saturday, December 24 and re-open Wednesday the 28th. Administrator Eiane asked, with the extreme cold conditions and possible power losses coming, that everyone look out for each other and for pets by not leaving them outside too long.

5. Selectmen's Announcements: None.

6. Consent Agenda: Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [November 21 minutes; appointed Thomas Haible to the Mitchell Field Committee; authorization of warrant 51 in the amount of \$706,813.59, and payroll warrant 51 in the amount of \$14,942.93]; motion passed 3-0.

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

8. Request for Bids for Tax-Acquired Parcels on Long Island: Marguerite Kelly, Treasurer, stated that a few months ago it was discovered that there are eight small parcels on Long Island that had been acquired by the Town for non-payment of taxes in the 1920-1930s. The records have been reviewed by the Town Attorney and she is comfortable with the Town selling the parcels. Ms. Kelly stated the Board was provided with the procedure for the disposition of tax-acquired parcels as laid out in the Town's policy; a notice of request for bids that will go in the paper and be available at the Town Office; bid instructions; and the bid form. The suggested minimum bid for each parcel is \$5,000 which was based on the estimate prepared by the assessing agent estimating what the additional value would be if a parcel is joined to an abutter which ranged from \$7,000-\$10,000. The bid deposit is proposed to be \$1,000 per bid form. It is likely that someone may be interested in purchasing a combination of parcels as opposed to one parcel, which will be allowed. A postcard will go to everyone who owns property on Long Island informing them of the process and that more information can be obtained at the Town Office or on the website. Selectman Multer suggested language that the bids would be opened at the Board's first meeting after the bid deadline. Ms. Kelly stated she has had contact with two abutters and the topic has been discussed at two other Board meetings and another property owner has been to the Town Lands Committee meeting. Selectman Multer asked if the question asking what the bidder would do with the property is legally binding. Ms. Kelly stated it is likely not binding but for review by the Board. The Board discussed if the process should be advertised in Portland papers and it was agreed not at this time. There was a

discussion regarding why electronic bids are not allowed. Chairman Daniel moved, seconded by Selectman Multer to approve the request for bids for the parcels on Long Island; motion passed 3-0.

9. Planner's Update: Mark Eyerman, Planner, provided a summary of his reports (attached) to the Board. Selectman Multer stated the 'owner-occupied' requirement in the accessory dwelling units should be defined to allow trusts and close relatives of the owners. Selectman Johnson stated the intention is to keep the second unit small. Mr. Eyerman stated the current ordinances allow accessory dwelling units and the revisions will make both the Shoreland Zoning and Basic Land Use ordinance sections the same. There was a discussion regarding the new marijuana legislation and local options regarding moratoriums or ordinance amendments. The Board agreed to circulate a survey to solicit input from the public regarding this matter.

10. Small Community Grant Program Application: Administrator Eiane stated there is a failing septic system located in a resource protection area that is affecting a shellfishing area. Deputy Administrator Sawyer contacted the State Department of Environmental Protection Agency to find there is emergency grant funding available under the Small Community Grant Program and the homeowners meet the eligibility requirements. She asked the Board to authorize submission of the grant request. Selectman Multer so moved, seconded by Selectman Johnson. Selectman Johnson asked what priority two meant which will be answered later. The motion passed 3-0.

11. Proposed Facility Closure Policy: Administrator Eiane stated this came up due to a recent injury situation at the Transfer Station. The Manager asked if in the future if he could close the facility and she had responded we currently have the authority to do so to protect the staff and public. However, for clarity purposes Administrator Eiane suggested a policy. Selectman Multer asked about other similar existing policies. Administrator Eiane responded there is a policy regarding closing of facilities due to inclement weather and there is another regarding closing facilities due to a public health threat. Selectman Multer stated that the Town should have one policy that grants permission to the Town to close any facility for health and safety and also for protection of the facility. It was agreed a broad policy should be written to replace the public health policy and cover more broad reasons.

12. Other Business: Chairman Daniel asked how much weight in invasive plants has been brought to the Transfer Station under the previous waiver. Information will be provided.

13. Public Comment: None.

14. Administrative Matters: The Board scheduled a workshop regarding flood maps and the Hazard Mitigation Plan at 5:00pm at the next regular meeting in January.

15. Adjournment: At 7:30 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Planner's Reports
Treasurer's Report