

**Selectmen's Meeting Minutes
January 12, 2023
Harpwell Town Office**

Call to Order and Pledge of Allegiance: Meeting was called to order at 6:00 pm.

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

Staff Present: Kristi Eiane, Town Administrator

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Chipman asked that anyone who might be interested in volunteering to create a community wood pile to clean up hardwoods along the state roads should contact him.
4. **Town Administrator's Report:** Administrator Eiane reported that the Town had adopted a remote meeting policy at the start of the pandemic which allowed committees to meet remotely when not practicable to meet in person. She reported that hybrid meeting capability was currently not available, though it was being included in the coming year's budget. She asked for feedback from the Board as some committees have continued to meet remotely for convenience. The Board agreed they would speak to their committees regarding their reasoning for continuing to meet remotely, and bring the discussion back to the next meeting. Administrator Eiane also reported that the question had been brought up regarding public notice for subcommittee meetings. She reported that she got a legal opinion from Maine Municipal Association that Subcommittees of the Comprehensive Plan did need to provide public notice. She reported that their guidance was a little more vague surrounding committees not involved in planning, and asked for the Boards feedback regarding having the same policy for all subcommittees. The Board agreed to include this in the discussion and bring it back in two weeks.
5. **Consent Agenda: 1) Approval of the Minutes 2) Committee Appointment and Resignation 3) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 12-29-2022. 2) Appointment of Stephen Broughall to Board of Appeals, Resignation of Monique Coombs from the Resiliency and Sustainability Committee. 3) Warrant #2 in the amount of \$864,644.29, and payroll warrant #1 in the amount of \$22,615.45]. Motion passed 3-0.
6. **Cumberland County Development Block Grant (CDBG) Application for Holbrook Community Foundation and Letter of Support from the Select board.** Deirdre Strachan and Peter Griffin from Holbrook's Community Foundation asked the Board to consider supporting a grant for CDBG funding in the amount of \$12,800 to build two new floats at the Foundation's property in Cundy's Harbor. Holbrook's Community Foundation would match 20%, the total cost is \$16,000. Holbrook's Community Foundation manages the Holbrook's wharf and its mission is to support the working waterfront and the local economy in Cundy's Harbor. Selectmen Chipman moved, seconded by

Selectman Covey to approve the application and authorize the Chair to sign the letter of support. Motion passed 3-0.

7. **Harpswell Community Broadcasting Corporation (HCBC) Board of Directors Recommendation:** Selectman Chipman recused himself from voting on this item. Selectman Covey reported that she had spoken to Jaye Kalil and felt her background made her a good fit and that she understood she would be representing the Town on the Board of HCBC. Chairman Johnson moved, seconded by Selectman Covey to refer Jaye Kalil to the HCBC Board for consideration. Motion passed 2-0.
8. **Easement with Orrs/Bailey Island Fire Department, RE: Communication Tower:** Administrator Eiane reported that the Board of Directors of the Orr's/Bailey Island Fire Department (OBIFD) had approved an easement to allow the Communication Tower to be rebuilt, she reported that all members of the OBIFD Board had signed the agreement for a 30-year easement with an option for a 10-year extension. Selectman Chipman moved, seconded by Selectman Covey to accept and sign the easement. Motion passed 3-0.
9. **Mitchell Field Survey Update:** Spike Haible of the Mitchell Field Committee reported on the results of the survey, regarding Mitchell Field, that was mailed with the tax bills. He reported that 756 surveys were returned to the committee. He thanked Gina Caldwell and Denise Perry for their efforts in compiling the data. The results have been posted on the Town's website. Don Miskall discussed possible recommendations for the use of the administration building. There was a lengthy discussion and it was determined that there would likely not be a recommendation until the November ballot.
10. **Accept \$20,600 Contribution from Bowdoin College for 2022.** Selectman Covey moved, seconded by Selectman Chipman to accept the unrestricted \$20,600 gift from Bowdoin College. Motion passed 3-0.
11. **2022 Carry Over List:** Administrator Eiane reported that there were \$1,708,169 in reserves and special projects that are unfinished. These would be carried over to 2023. Selectman Chipman moved, seconded by Selectman Covey to approve the carry over list. Motion passed 3-0.

<u>Special Projects and other (most expected to be completed in 2023 - 2024)</u>		
Old Town House shingles/painting	25,000	
Pott's Point Dock	8,500	
Energy Conservation	8,931	
Flood plain map revisions	24,678	
Land purchase map 42, lot 6	3,318	
Mitchell Field feasibility study	9,500	
Assessing map updates	16,000	
Harpswell Physical Education Association	26,000	
Harpswell Radio Project	750	
Harpswell home repairs	3,505	
		126,182
<u>Capital Reserve</u>		
Town Facilities Reserve	426,130	
Office Equipment Reserve	27,937	

Boat & Motor Replacement Reserve	5,998	
Recycling/Transfer Reserve	429,844	
Vehicle & Equipment Reserve	34,251	
Emergency Communications Equip Reserve	75,894	
Dry Hydrant Reserve	10,120	
Land Acquisition/Property Improvement Reserve	82,849	
Emergency Services building planning	94,797	
Mitchell Field capital	144,259	
Mitchell Field boat launch	150,000	
Failed Septic Reserve	21,999	
		1,504,078
<u>Other Reserves</u>		
Property Tax Assistance	896	
Conservation Fund	5,000	
Self-Insurance	1,368	
Heating Assistance	3,118	
Marine Hazards	9,800	
		20,182
Contingency		57,727
TOTAL		1,708,169

12. **2023 Budget Review:** Administrator Eiane reported on the proposed Budget for 2023 that represents a 9.26% increase at a total of \$6,923,974. The Board reviewed the following categories:

1000	GENERAL GOVERNMENT	337,770
1000	LEGAL	50,000
1000	MEMBERSHIP & DUES	18,785
1000	PUBLIC INFORMATION	10,000
1100	ELECTED OFFICIALS	125,928
1120	ASSESSING	106,905
1130	CODES ENFORCEMENT	193,908
1140	TAX COLLECTOR'S OFFICE	56,090
1150	TOWN CLERK'S OFFICE	66,570
1160	TOWN PLANNER	74,000
1170	COMMITTEES & COMMISSIONS	6,800
1200	FACILITY: MUNICIPAL BLDG	96,300
1205	FACILITY: EMS GARAGE	7,300
1210	FACILITY: OLD TOWN HOUSE	36,050
1225	TOWN DOCK: POTTS POINT	18,000
1226	TOWN LANDINGS	36,500

1227	CEDAR/ROBINHOOD BEACH	8,450
1230	CEMETERIES	20,780
1300	RISK MGMT(INSURANCE)	105,869
1310	EMPLOYEE BENEFITS	488,085
1650	SPECIAL PROJECTS	98,000
2000	RECYCLING STATION	539,463
2110	TRANSFER STATION	135,450
2200	TOWN ROADS: MAINTENANCE & SIGNS	115,553
2210	TOWN ROADS: SNOW REMOVAL	593,196
3100	SHERIFF'S DEPT: CUMB CTY	464,856
3110	SHERIFF'S DEPT: SHELLFISH	270,165
3115	MARINE SERVICES & CONSERVATION	5,000
3200	FIRE & RESCUE: CH FIRE DEPT	77,000
3210	FIRE & RESCUE: OBI FIRE DEPT	75,000
3220	FIRE & RESCUE: HN FIRE DEPT	82,500

13. **Public Comment:** None
14. **Other Business:** None
15. **Adjournment:** The meeting was adjourned at 7:31 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary