

**Selectmen's Meeting Minutes**  
**Thursday January 7, 2021**  
**Harpswell Town Office**  
**Via Zoom**  
**Approved January 21, 2021**

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

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

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Ron Ponziani, Road Commissioner; and Mark Eyerman, Town Planner.

**Others Present:** Owen Chaplin, Project Engineer for Gorrill Palmer.

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television and live streamed. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

1. **Adoption of the Agenda:** The agenda was accepted as written.
2. **Public Comment:** None.
3. **Selectmen's Announcements:** Selectman Chipman thanked Tim Vail for the work on the holiday tree at the Town Office. Selectman Chipman also read from the Constitution.
4. **Town Administrator's Report:** Administrator Eiane reported that Art Howe, our Emergency Management Agent and Fire Administrator, has received the COVID vaccine. Administrator Eiane is hopeful that more emergency personnel get vaccinated. Nomination papers for Town Select Board and School Board are available at the Town Clerk's office. The nomination period ends January 13, 2021. Administrator Eiane stated that the Town had applied for an Innovative Readiness Training Grant to help build a communications tower at the Orr's Island Fire Station. Town staff will meet with a representative of the Army National Guard in February to start the process. Running Tide has expressed interest in leasing more property in the Mitchell Field Marine Business District.
5. **Consent Agenda: 1. Approval of the Minutes 12/17, 12/31; 2. Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectwoman Covey, to approve the consent agenda [December 17 and 31 minutes; warrant #2 in the amount of \$755,168.37, warrant 2a in the amount of \$3,036.78 and payroll warrant #1 in the amount of \$21,134.11]. Motion passed, 3-0.
6. **Susan Edlerkin Wharf Application, 6 Beal's Cove Road, Orr's Island, Map 30, Lot 22.** Chairman Johnson moved, seconded by Selectman Chipman, to approve the application [6'x28' fixed dock, 3'x32' seasonal ramp and seasonal tank float with

moorings and keels] as the Harbormaster indicates there is no hazard to navigation, no injury to the rights of others in relation to fishing, fowling or navigation with the added stipulation that the float be removed between December and April every year. Motion passed, 3-0.

- 7. Canine Management Task Force Recommendations:** Selectwoman Covey stated that earlier this evening, a workshop was held between the Select Board and members of the Canine Management Task Force to discuss the findings, report and recommendations. Selectwoman Covey moved, seconded by Selectman Chipman, to adopt the recommendations of the Task Force, which are that dogs be on leash on Town properties between 10am-4pm, with the exception of Giant's Stairs, where dogs would be on leash at all times, and Mackerel Cove, where dogs would be under owner control at all times (to be consistent with the adjacent HHLT property Johnson Field). Selectman Chipman emphasized that this would be on a trial basis, with proper signage and education being very important. Motion passed, 2-1 (Chairman Johnson opposed). Selectwoman Covey followed up by stressing the importance of compliance by dog owners; without compliance, off leash hours may be revoked. Selectman Chipman stated that owners should be in control of their dogs at all times.
- 8. Engineering Work Order for Capital Road Project:** Administrator Eiane shared that the Town has been working with Road Commissioner Ron Ponziani to address which roads in Town need capital repair. Roads discussed include Gurnet Landing Road, Grover Lane, and the first portion of Basin Point Road. Owen Chaplin summarized the needs of the listed roads. Gurnet Landing is estimated to cost \$270,000; the scope includes reclaim, repave and some ditch work. Grover Lane is estimated at \$150,000; the scope similar to Gurnet Landing. Basin Point Road, the first 2,200 feet, is estimated at \$175,000, the scope similar to the previous two roads, with culverts replaced as needed. These estimates are for construction costs only, they do not include engineering, surveying or inspections. Additional costs for surveying and engineering total approximately \$42,210. Selectman Chipman moved, seconded by Selectwoman Covey, to approve the work order for the project. Motion passed, 3-0.
- 9. Community Development Block Grant Applications:** Planner Eyerman briefly explained the Community Development Block Grant (CDBG) as federal funds that come from the Department of Housing and Urban Development to Cumberland County, which runs a competitive program for communities wishing to use the funds for community development purposes. This particular grant, if received, would be used to look at possible uses for the administration building at Mitchell Field. Administrator Eiane stated that the Town has received CDBG funding for the Cundy's Harbor Library project, which was initially estimated to cost \$80,000, but the bids came in at over \$300,000. A local company has generously offered to do some of the land work. Even still, there isn't enough money to finish the project. Town and library staff are working toward possible solutions. The Town is requesting approval to submit an application on behalf of the Cundy's Harbor Library for additional funding. Selectman Chipman moved, seconded by Selectwoman Covey, to approve moving forward with the grant application for phase two of the Cundy's Harbor Library project. Motion passed, 3-0. Selectman Chipman

moved, seconded by Selectwoman Covey, to approve moving forward with the grant application to explore possible uses for the Administrative Building at Mitchell Field. Motion passed, 3-0.

- 10. 2020 Carryover List:** Town Treasurer Sawyer provided the Board with a list of carryover funds for 2020 (attached). Selectman Chipman moved, seconded by Selectwoman Covey, to carryover \$1,261,561. Motion passed, 3-0.

Deputy Administrator Sawyer reported the Town's auditor was consulted regarding a couple of accounts that exceeded their specific budget lines. Since the majority of the Town's 2020 budget was voted on in one article and that total has not been exceeded, the use of contingency is not needed.

- 11. Set Public Hearing to Consider Closing Quahog Bay to Quahog Harvesting:** Harbormaster Paul Plummer recommended the public hearing date to be January 21, 2021 at 6:30pm, which was accepted by the Board.

- 12. Public Comment:** None.

- 13. Other Business:** The Budget Advisory Committee should be wrapping up this coming Monday January 11, 2021, with the possibility of further discussions after the Board has reviewed wage and salary adjustments.

- 14. Adjournment:** The meeting adjourned at 6:40pm with no objections.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary

Attachments: 2020 Carryover List