

**Selectmen's Meeting Minutes**  
**January 9, 2020**  
**Harpswell Town Office**  
**Approved January 17, 2020**

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

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

**Staff Present:** Kristi Eiane, Town Administrator; and Terri Sawyer, Deputy Town Administrator; and Paul Plummer, Harbormaster/Marine Resources Administrator

**1. Adoption of the Agenda:** The agenda was accepted as printed.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** None.

**4. Town Administrator's Report:** Administrator Eiane reported there was a staff group along with the Board Chair that interviewed candidates for the Code Enforcement Officer position. Administrator Eiane recommended the Board hire Tim Clark, a resident of Harpswell. Tim has over 20 years of experience building houses and has a strong focus on customer service. Tim will have one-year to become a certified code officer and will also need to obtain the local plumbing inspector certification. Selectman Chipman moved, seconded by Selectman Covey to hire Tim Clark per employment offer; motion passed 3-0. Administrator Eiane announced nomination papers are still available for Selectman and School Board members and are due back by January 14 to the Clerk's Office.

**5. Approval of the Minutes:** Selectman Chipman moved, seconded by Chairman Johnson to approve the December 30 minutes; motion passed 2-0 (Selectman Covey abstained).

**6. Authorize Use of Contingency:** Deputy Administrator Sawyer stated the Board previously approved use of contingency in the amount of \$15,756.30 to cover an overage in operations of the Recycling Center & Transfer Station. Since then, the remaining 2019 invoices have been received and staff is requesting the Board authorize an additional \$4,436.61 from contingency, which will bring the total overage in operations to \$20,192.91. Selectman Chipman moved, seconded by Selectman Covey to authorize the additional use of contingency; motion passed 3-0.

Chairman Johnson noted when the Recycling Center facility is closed that no one should be entering and dropping off trash.

**7. Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to authorize warrant #2 in the amount of \$786,030.66 and payroll warrant #1 in the amount of \$17,659.79; motion passed 3-0.

**9. University of Maine Shellfish Restoration and Resilience Grant:** Paul Plummer, Harbormaster/Marine Resources Administrator, asked the Board to approve a grant request for \$15,000 for a floating upweller system and shellfish seed. Darcie Couture, of Resources Access International, who helped apply for this grant, will monitor the limited purpose aquaculture license, the water quality and construction. Mr. Plummer stated there is a request in the 2020 budget for \$10,000 for an upweller that harvesters would build. If this grant is awarded for \$15,000, it would allow having the upweller professionally built. The Town will know on March 5 about the grant award and if awarded, could reduce the budget at Town Meeting. Selectman Chipman moved, seconded by Selectman Covey to approve the grant submission; motion passed 3-0.

**10. Consider Secret Ballot Items for March Town Meeting Warrant:** Administrator Eiane stated the Board was provided its policy regarding secret ballot items and also 7 years of data on the Curtis Memorial Library article, which was voted on the floor last year. Selectman Covey moved, seconded by Selectman Chipman to

place the Curtis Memorial Library article on secret ballot; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to set February 6 at 6:30pm for the required public hearing on the article; motion passed 3-0.

**11. Accept Donations:** Selectman Covey moved, seconded by Selectman Chipman to accept the following donations: William Chase \$300 for the Bandstand fund and \$500 from Kennebec Savings for the heating assistance program; motion passed 3-0.

**12. 2020 Budget Review:** Administrator Eiane stated the Board had its reconciliation meeting with the Budget Advisory Committee on Monday. The proposed budget includes a 3% increase, does not propose a capital road project or the purchase of a emergency vehicle, includes a 2.5% wage/salary increase and about a \$120,000 increase in the capital area as a result of debt service decreasing. The capital area includes \$450,000 for the Recycling Center to replace the compactors and increase the parking with a second phase in 2021 to rehabilitate the building. Capital also includes \$275,000 to replace the Town Office heating, ventilation, air conditioning system. New items include the upweller and speed patrols. The Board reviewed the following budgets:

1000 general government	\$367,008	1130 code enforcement	\$143,430	1160 planner	\$77,941
1100 elected officials	\$115,584	1140 tax collector	\$39,470	1170 committees	\$4,860
1120 assessing	\$84,479	1150 clerk office	\$64,340	1180 treasurer	\$33,451

**8. Public Hearing Re: Shellfish Conservation Closures:** The hearing was opened at 6:30pm. Paul Plummer, Harbormaster/Marine Resources Administrator, stated the request is for a conservation closure when water is over the flats to prevent bull raking. Bull raking can be detrimental to the quahogs and if they are undersized, they get thrown back in the water and die. The State prohibits limiting methods of harvesting, but does allow limiting when the harvesting can occur. Mr. Plummer stated if approved, he will post the closures on Facebook, Town website and the wardens can educate the diggers. The hearing was closed at 6:35pm. Selectman Covey moved, seconded by Selectman Chipman to approve the closure in the intertidal areas when water is over the flats and send the request to the Department of Marine Resources; motion passed 3-0.

**12. 2020 Budget Review (continued):**

1200 facilities	\$87,800	1227 Cedar Beach	\$5,050	1650 special projects	\$39,400
1205 EMS bldg	\$5,800	1230 cemeteries	\$16,970	2000 recycling center	\$323,302
1210 Old Town Hse	\$7,000	1300 risk mngmnt	\$99,494	2110 transfer station	\$75,000
1225 Town dock	\$7,000	1310 benefits	\$408,954	2200 road maint.	\$113,240
1226 Town lands	\$21,000	1600 contingency	\$15,000	2210 winter maint.	\$503,969

**13. Public Comment:** None.

**14. Other Business:** None.

**15. Administrative Matters:** The Board provided dates for re-scheduling the emergency management training session.

**16. Adjournment:** At 7:02 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator