

**Selectmen's Meeting
Minutes of January 11, 2018
Approved January 18, 2018**

The Board of Selectmen held a workshop on 2018 salary and wages at 5pm.

Selectmen present: Richard A. Daniel, Chairman; Kevin E. Johnson; and David I. Chipman

Staff present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator

The meeting was called to order at 6pm by Chairman Daniel followed by the Pledge of Allegiance.

1. Adoption of the Agenda: The Board was asked to consider a requisition from Reed & Reed for pier demolition work under Other Business. Chairman Daniel moved to adopt the agenda as amended; seconded by Selectman Chipman and passed 3-0.

2. Public Comment: None

3. Selectmen's Announcements: None

4. Town Administrator's Report: The Administrator reported that the staff is preparing the 2017 financial statements, and the auditing firm is here this week to conduct an audit of the Town's 2017 financial records. The Administrator thanked the Deputy Town Administrator and Treasurer for exceptional work in getting the Town's financial documents in order so soon after the close of the Town's calendar fiscal year. In addition, the Administrator reminded owners of dogs to get their dogs registered before the end of the month to avoid paying late fees.

5. Consent Agenda: Chairman Chipman moved to accept the consent agenda [minutes of January 5, 2018; appointment of Benjamin Matthews as Associate member to the Conservation Commission; appointment of John Stokinger to the Recycling Committee; payroll warrant #1 in the amount of \$15,868.60; and warrant #2 in the amount of \$658,265.45]; it was seconded by Selectman Johnson and passed 3-0.

6. Harbor & Waterfront Amendments: Harbormaster Paul Plummer presented the proposed changes to the Harbor and Waterfront Ordinance that were being recommended by the Harbor and Waterfront Committee. The amendments were fairly minor in nature, such as going back to the use of mooring stickers (which will help the Harbormaster identify abandoned moorings) and no longer requiring one parking space for a rental mooring. The Selectmen agreed to hold a public hearing on February 1 to get public comment before making a decision to put the amendments on the Town Meeting warrant.

7. County Commissioner Update: County Commissioner Steve Gorden introduced himself and provided an overview of the services that County government provides to and for its municipalities. He wanted to open up the lines of communication between the County and the communities he represents in District 3 from Cumberland to Harpswell. He noted that the

County budget is about \$48 million and that \$30 million is collected from property taxes to fund the County budget. Of the \$30 million, about \$19 million is used to fund the County jail. He encouraged the Selectmen to keep pressure on the State to provide funding for County jails so that the entire cost does not fall to property taxpayers. Chairman Daniel inquired about any role the County was playing or wished to play in the FEMA flood mapping process. Commissioner Gorden was not aware but would look into it. Chairman Daniel also suggested that each community have a night at the civic center (the Cross Insurance Arena), which Commissioner Gorden thought was an excellent idea and indicated he would pass the idea on to the marketing.

8. Request for Use of Town Property (Former Navy House Lot) Next to Mitchell Field:

Similar to a request several months ago from Pam Douglas to have a seasonal ice cream stand near Mitchell Field, Martin Toothaker is asking for permission to go before the Planning Board to have a food cart in the vicinity of the ice cream stand. Mr. Toothaker's daughter, Kayleigh Wynn, was there to answer any questions. Chairman Daniel moved to let the proposal proceed to the Planning Board; it was seconded by Selectman Chipman and passed 3-0. Chairman Daniel asked staff to consult with Steve Leveque, Executive Director of Brunswick Landing, about what might be a reasonable lease amount.

9. Accept Maine Forest Service Grant for Firefighter Equipment: The Deputy Administrator reviewed the grant that had been applied for in November by the Town's Fire Administrator. The Town has been granted \$1,190, which was less than it had applied for. Selectman Chipman moved to accept the grant; it was seconded by Selectman Johnson and passed 3-0.

10. Bowdoin College Grant Application for the Harpswell Community Garden: Judith Stanton, Harpswell Community Garden Coordinator, explained that the grant program was administered by Bowdoin College students. The Town's proposal is to seek funding for Phase II of the irrigation project which would set up a solar-powered pump for irrigation of the Common Good Garden—a part of the Community Garden. The Common Good Garden's harvest is donated to Midcoast Hunger Prevention and distributed at the mobile food pantry held in Harpswell. It was moved, seconded and passed to submit the Common Good Garden's application.

11. Mitchell Field Committee Recommendation Regarding Fence: Judith Stanton, a member of the Mitchell Field Committee, reviewed the issue of at least one abutter expressing interest in having a gate that would allow entrance to Mitchell Field from the abutter's property. The Committee does not recommend allowing abutters to have individual/private gates to the Town's property. The Selectmen concurred with the Committee's recommendation and, therefore, took no action to grant such permission.

12. 2017 Carryover List: The Deputy Town Administrator reviewed the 2017 carryover list noting that the Town Meeting gives the Board the authority to carry over funds as long as the funds are used for their intended purpose. Chairman Daniel moved to approve the 2017 carryover list [attached]; it was seconded by Selectman Chipman and passed 3-0.

13. Harpswell Home Heating Assistance Program Modifications: The Town Administrator provided background on the current program, which has generally required applicants to come to

the Town Office to apply and has limited the amount of assistance to 100 gallons per application, but allowed 200 gallons for a winter season unless there was a demonstrated need, in which case more assistance could be granted. Selectman Johnson has suggested that the Town remove barriers that may stand in the way of people applying. The staff has developed a one-page application form, and is open to having applications submitted online, by mail, over the phone or in person at the Town Office. It is also suggested that approval be extended to allow up to 200 gallons of fuel to be granted per application, if the need exists—that way applicants do not have to come back a second time to fill out an application for another 100 gallons. The 200 gallon per heating season limit would still exist as it has, again with the understanding that it could be exceeded if a need or emergency exist. Selectman Johnson moved to endorse the changes; it was seconded by Chairman Daniel and passed 3-0.

14. Acceptance of Donations: Chairman Daniel moved to accept the following donations: Islands Community Church, \$403 for heating; Daniel Huber, \$100 for bandstand; Sarah Brendler, \$250 for bandstand; Mr. Walsh, \$300 for heating; William Cheever, \$250 for heating; Elijah Kellogg Church, \$500 for food cards; and E.R. Breitner, \$100 for bandstand [total donations of \$1,903]; it was seconded by Selectman Chipman and passed 3-0.

15. Public Comment: None

16. Other Business: The Deputy Town Administrator explained that Reed & Reed had submitted a request for payment for work on the Mitchell Field pier project. The requisition had been reviewed and approved by the Town's consulting engineer, Barney Baker, for payment of \$42,072.65 (less retainage). Chairman Daniel to approve the requisition [warrant 6]; it was seconded by Selectman Chipman and passed 3-0.

17. Administrative Matters: None

18. Executive Session for Poverty Abatement: At 6:52pm, Chairman Daniel moved to enter executive session subject to 36 M.R.S. § 841; it was seconded by Selectman Chipman and passed 3-0.

Return to Open Session: At 7:12pm, the Board returned to open session. Chairman Daniel moved to grant a hardship abatement in the amount of \$500 as discussed in executive session. It was seconded by Selectman Chipman and passed 3-0.

19. Adjournment: The meeting adjourned by unanimous consent at approximately 7:13pm.

Respectfully submitted,

Kristi K. Eiane, Town Administrator

Attachments: 2017 Carryover list