

**Selectmen's Meeting Minutes**  
**February 1, 2018**  
**Harpswell Town Office**  
**Approved February 15, 2018**

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

**Selectmen Present:** Richard A. Daniel, Kevin E. Johnson and David I. Chipman

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Paul Plummer, Harbormaster; and Arthur Howe III, Fire Administrator

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

**2. Public Comment:** None.

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

**4. Town Administrator's Report:** Administrator Eiane deferred her report to Arthur Howe, III, Fire Administrator. Mr. Howe stated last week he recommended four people for hire for the Town's firefighter position and tonight, two of those people are present – Brian Burgess and Bill Cusick. Both Mr. Burgess and Mr. Cusick thanked the Town for the opportunity.

**5. Vehicle and Facility Use Agreement with the Three Fire Departments:** Administrator Eiane stated Mr. Howe has worked with the three volunteer fire departments on an agreement that will allow the municipal employees to use the Departments' facilities and vehicles. Mr. Howe thanked Jonathon Burbank for his work on the agreement. Both the Orr's/Bailey Department and Cundy's Harbor Department have voted in favor of the agreement and Harpswell Neck will vote formally next week. Mr. Howe stated he is not aware of any issues. Chairman Daniel moved, seconded by Selectman Chipman to approve the agreement pending Harpswell Neck's approval; motion passed 3-0.

**7. Harpswell Home Heating Assistance Program:** Administrator Eiane reported the Town has paid over \$8,000 in heating assistance in January, which is more than what was spent in 2017. The recent changes such as allowing up to 200 gallons up front and the flexibility regarding the funds an applicant has in addition to the improved outreach have all really made a difference. Administrator Eiane stated the Board wanted to consider further changes and she suggested eliminating some items from the application and also changing the income criteria to match the income levels used for the Town's home repairs grant. Selectman Chipman mentioned an income limited constituent needing a new heating system as her unvented propane heater is very dangerous but he understands it would be stretching this program's purpose. Administrator Eiane suggested perhaps the Town can assist the person with other expenses. The Board agreed to consider a warrant article for Town Meeting to expand the program to allow for heating systems. The Board reviewed the application and Chairman Daniel moved, seconded by Selectman Chipman to remove three items; motion passed 3-0. Selectman Johnson moved, seconded by Selectman Chipman to change the income guidelines to match the Town's County grant program; motion passed 3-0.

**9. Authorization of the Warrants:** Selectman Chipman moved, seconded by Chairman Daniel to approve warrant #5 in the amount of \$20,921.47 and payroll warrant #4 in the amount of \$15,966.33; motion passed 3-0.

**8. 2018 Budget Review:** Administrator Eiane stated staff compiled a comprehensive budget for review by the Budget Advisory Committee, which made a recommendation to the Board. The Board heard the Committee's recommendation at the reconciliation meeting with the Committee. The Board now reviews the Committee's recommendation and the Board's final recommendations go to Town Meeting. The 2018 proposed budget of \$5,221,767 reflects a 3.3% increase over the 2017 budget with the majority of the increase in the capital area. Administrator Eiane reviewed the general government budget (category 1000 totaling \$346,966).

**6. 6:30 Public Hearing Re: Harbor and Waterfront Ordinance Proposed Amendments:** The hearing was opened at 6:30pm. Paul Plummer, Harbormaster, reviewed the proposed Ordinance amendments. Charles Capella asked if he would need to have his second mooring, that he uses for his guests, permitted through the Army Corps of Engineers; Mr. Plummer responded affirmatively under the current ordinance and would still need to with the proposed amendments. Mr. Capella stated he has his mooring regularly inspected and asked if he needed to submit something to the Town to demonstrate. Mr. Plummer responded no, the proposed new section is basically to inform the public that they are responsible for the condition of their moorings. The hearing was closed at 6:38pm. Selectman Chipman moved, seconded by Selectman Johnson to place the proposed amendments on the Town Meeting warrant; motion passed 3-0.

**8. 2018 Budget Review (continued):** The Board continued its review of the 2018 proposed budget and covered the following:

|                           |           |                           |           |
|---------------------------|-----------|---------------------------|-----------|
| 1100 Elected officials    | \$117,803 | 1120 Assessing            | \$84,003  |
| 1130 Codes                | \$138,129 | 1140 Tax Collector        | \$36,795  |
| 1150 Town Clerk           | \$55,658  | 1160 Planning             | \$71,931  |
| 1170 Committees           | \$7,270   | 1180 Treasurer            | \$31,383  |
| 1200 Facilities           | \$75,000  | 1205 EMS Bldg             | \$4,000   |
| 1210 Old Town House       | \$9,000   | 1225 Pott's Point Wharf   | \$5,500   |
| 1226 Town landings        | \$20,000  | 1227 Cedar Beach          | \$4,100   |
| 1230 Cemeteries           | \$7,225   | 1300 Risk Management      | \$89,978  |
| 1310 Benefits             | \$400,388 | 1600 Contingency          | \$0       |
| 1650 special projects     | \$20,970  | 2000 Recycling Center     | \$305,691 |
| 2110 Transfer Station     | \$59,840  | 2200 Road maintenance     | \$86,561  |
| 2210 Winter road main.    | \$466,412 | 3100 Law Enforcement      | \$381,853 |
| 3110 Marine Patrol        | \$195,699 | 3115 Marine services      | \$4,500   |
| 3200/3210/3220 Fire Depts | \$180,000 | 3230 Municipal Fire       | \$166,003 |
| 3240 Fire Warden          | \$0       | 3260 Dry hydrant main.    | \$2,500   |
| 3310 Emergency Mng        | \$1,975   | 3350 Advance life support | \$285,111 |
| 3400 Harbormaster         | \$58,378  | 3500 Animal Control       | \$26,387  |
| 3600 Street lighting      | \$26,000  | 5200 General Assistance   | \$15,000  |
| 5300 Social Services      | \$20,230  | 6000 Cultural             | \$261,745 |
| 6420 Recreation           | \$46,733  | 6410-6499 Rec. programs   | \$13,600  |
| 7000 Debt service         | \$470,000 | 9200 Capital              | \$597,500 |
| 9400 Mitchell Field       | \$23,950  |                           |           |

**10. Public Comment:** Mr. Capella commented on a few matters including the sanding of the roads and the Mitchell Field pier project.

**11. Other Business:** None.

**12. Administrative Matters:** The Selectmen signed an Orr's Island bridge lease agreement.

**13. Adjournment:** At 7:55 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
 Deputy Town Administrator