

Selectmen's Meeting Minutes
February 22, 2018
Harpswell Town Office
Approved March 14, 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 and Terri Sawyer, Deputy Town Administrator

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Chipman, to adopt the agenda as amended by adding Consider Sole Source under item 9; motion passed 3-0.

2. Public Comment: Donna Frisoli, Harpswell Community Television Manager, reported that due to changes in the spectrum, about 31 broadcast channels will be eliminated. WGME is on channel 38 and has to move to 15 which may displace Harpswell's channel 14, but there is no way to tell what the impacts will be. Ms. Frisoli stated she has reached out to WGME to see if they would use a filter which would help minimize impacts to channel 14. This issue affects over the air viewers and not cable subscribers. Chairman Daniel asked if the Board could help. Ms. Frisoli stated she will continue to work on the matter and let Selectmen know.

3. Selectmen's Announcements: None.

4. Town Administrator's Report: None.

5. Consent Agenda: Selectman Chipman moved, seconded by Selectman Johnson to approve the consent agenda [set March 30 at 5:30pm as the resident shellfish license lottery and 6:00pm for the non-resident shellfish license lottery; made the following appointments for March 10 Town Meeting: Megan Hubbard at Warden, Sandra Swallow as Deputy Warden, Monique Coombs, Marge Warren, Gordon Warren and Kimberly M.D. Chu as election ballot clerks; approved warrant #8 in the amount of \$138,867.67, warrant #8a in the amount of \$11,233.88 and payroll warrant #7 in the amount of \$20,820.60]; motion passed 3-0.

6. Orr's/Bailey Islands (OBI) Fire Department Request Re: Funding: Chairman Daniel stated at the last meeting the Board discussed whether the Town funds for the OBI renovations project should be released for all costs or continue to be specified for the septic and sprinkler. More information was requested. Deputy Administrator Sawyer reported the most recent project spreadsheet shows the total project cost at about \$119,000 with the grant paying \$61,928, the Town paying \$15,000 towards the sprinkler systems and \$15,914 towards the septic, which would leave about \$26,000 as the responsibility of OBI. The request is for the Town to pay the costs once the grant is fully utilized of up to \$30,914 which would then leave all remaining project costs the responsibility of OBI [primarily septic costs and HVAC]. Selectman Chipman moved to release the funds now as opposed to later, seconded by Selectman Johnson; motion passed 3-0.

7. Mitchell Field Pier Demolition Project Change Order(s) and Payment Requisition: Chairman Daniel stated the Board held a workshop regarding the proposed change orders with Town representatives plus representatives from Reed & Reed and Ray Labbe & Sons. Selectman Chipman moved, seconded by Selectman Johnson to approve change orders #5 [\$10,450] and #6 [\$6,743] but not #4; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Johnson to approve requisition #4 in the amount of \$199,005.15 [pier warrant #8]; motion passed 3-0.

8. Public Comment: None.

9. Other Business: Consider Sole Sourcing: Deputy Administrator Sawyer stated that with the hire of the firefighters, the Town needs to purchase personal protective equipment for each one at a cost of about \$2,500 each. The Fire Administrator is recommending the equipment be purchased from Industrial Protection Services

at a potential cost of \$25,000 for 10 employees. This exceeds the Town's competitive bid policy that recommends bidding purchases over \$4,000. Selectman Chipman moved, seconded by Selectman Johnson to sole source as described; motion passed 3-0. The Board included a condition that if a firefighter leaves the employment of the Town that the equipment be left with the Town.

Deputy Administrator Sawyer stated with the Board's approval of releasing the OBI funding under item 6, the Board should approve warrant 8b in the amount of \$41,908.47 for related invoices [\$23,189.34 to be paid by the grant]. Selectman Chipman moved, seconded by Selectman Johnson to approve warrant 8b; motion passed 3-0.

10. Administrative Matters: None.

11. Adjournment: At 6:35 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator