

**Selectmen's Meeting Minutes**  
**March 12, 2020**  
**Harpswell Town Office**  
**Approved April 30, 2020**

**Call to Order and Pledge of Allegiance:** The meeting was called to order at 4:00 p.m.

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

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Rosalind Knight, Town Clerk

Chairman Johnson stated the Governor issued a recommendation that no groups of 250 or more gather for the next 30 days. This action is an effort to stop the spread of the Coronavirus. This means the Town should consider only hold a very brief business meeting on Saturday, March 14 to postpone the meeting. The polls will remain open from 9am – 5pm.

John Loyd, who is traditionally the moderator, stated in an effort to keep everyone safe, the polls on Saturday will open at 9:00am and close at 5:00pm. The business meeting will start at 10:00am and he proposed that there be a motion to adjourn sine die with a recommendation that the Board of Selectmen: 1. Schedule a special town meeting as soon as possible authorizing a spending of last year's budget to June 30 since the current spending authority expires March 31; and 2. the balance of the articles on the warrant be re-written at the discretion of the Selectmen in a ballot form for June 9 along with the Maine School Administrative District #75 vote. It's a new approach and certainly one the Town hasn't had to undertake in the past but these are uncertain times.

Administrator Eiane stated a public hearing would be required for secret ballot but we would not encourage the public to come to the Town Office, we could use technology to hold the hearing and allow public participation. The Board discussed that the special town meeting for the spending article could take place at the currently scheduled Board meeting on April 2. Administrator Eiane stated the balance of the original March 14 warrant needs to be reworked to be more user-friendly to the voter and presented to the Clerk by April 9. Legal counsel was consulted, and a lot has changed in the last 24 hours and many residents have called to say that holding Town Meeting on Saturday would be irresponsible. The President of Midcoast Hospital stated they prefer the Town not hold Town Meeting. Based on State law, the polls will still be open on Saturday and the workers will follow the Center for Disease Control (CDC) rules. Signs can be put out regarding the change in Town Meeting. Jim Knight asked for a clarification on the schedule. Mr. Loyd responded the polls will be open but the business meeting adjourned with a special town meeting on April 2 for spending authority and a version of the rest of the warrant to be voted on by secret ballot on June 9. Chuck Perow, Recycling Center/Transfer Station Manager, stated the Recycling Center has a proposed sizable article and he hopes with the new Town Meeting that he can explain it prior to the vote. There was a discussion on how to communicate with the public – the Town's website will be used, the Selectmen's meetings prior to the vote, handouts and the public hearing.

Gina Perow, Recreation Director, recommended postponing all recreational programs until after April vacation; the Board agreed. Administrator Eiane read a public comment from Katherine Chatterjee. John Loyd stated the polls have to be open by law but Town Meeting can be reworked as outlined. The Board indicated there was no objection to the proposed plan. Mr. Perow stated the Recycling Center is busy with a lot of out of state plates and safety measures have been implemented and he reviewed them. Deputy Administrator Sawyer reviewed new procedures at the Town Office. Art Howe, Fire Administrator, stated he just came from a CDC meeting and it's very important that everyone wash their hands regularly, avoid face contact and get good sleep. Mr. Howe indicated the departments are being diligent and the Town is on a list for more supplies. Mr. Howe, the Town Administrator and Deputy Town Administrator are meeting twice a week to monitor the situation. The Town Office cleaners are conducting vigorous cleanings. Selectman Covey stated she wants to add 'social distancing' to the March 17 agenda and how to address committee meetings.

**23. Adjournment:** At 4:37 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator