

Selectmen's Meeting Minutes
March 14, 2018
Harpswell Town Office
Approved April 5, 2018

Call to Order and Pledge of Allegiance: The meeting was called to order at 4:00 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; Marguerite Kelly, Treasurer; Paul Plummer, Harbormaster; Arthur Howe III, Fire Administrator; and Ronald Ponziani, Road Commissioner

1. Election of the Chair: Selectman Johnson nominated Richard Daniel as Chairman. Selectmen Chipman seconded the nomination and it passed 3-0.

2. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Chipman, to adopt the agenda as amended by adding Interim Agreement under item 13; motion passed 3-0.

3. Public Comment: None.

4. Selectmen's Announcements: Chairman Daniel stated Saturday's Town Meeting had a decent turnout and went well. Some approved articles will be discussed tonight such as the marine patrol boat.

5. Town Administrator's Report: Administrator Eiane expressed appreciation for the work of the Clerk's Office and election workers' at Town Meeting and also for the staff's preparation leading up to Town Meeting.

6. Consent Agenda: Selectman Chipman noted the word 'spectrum' in the minutes should be lower case. Chairman Daniel moved, seconded by Selectman Chipman to approve the consent agenda [February 22 minutes; appointed Robert Eaton to the Recycling Committee; approved warrant #11 in the amount of \$784,295.19 and payroll warrant #10 in the amount of \$18,886.26]; motion passed 3-0.

7. Tax Anticipation Note Financing: Marguerite Kelly, Treasurer, provided an update on the bond issuance. The Town's Official Statement is completed and the Town has received an AAA rate from S & P Global Ratings. Ms. Kelly recognized the staff members, the schools and the local businesses that contributed to this process. Moody's Investor Services will give its rating soon. The pricing on the Town's bonds will be determined on Tuesday or Monday and the closing will be April 6. Ms. Kelly stated she received a comment at Town Meeting that it may not have been worth it to the Town to issue its own bonds. The Town's Financial Advisor will prepare an analysis in May, after the Bond Bank issues its bond, showing how much the Town was able to save.

Ms. Kelly requested the Board authorize her to issue a Request for Proposal for tax anticipating note financing up to an amount not to exceed \$3.5 million. Selectman Chipman so moved, seconded by Selectman Johnson; motion passed 3-0.

Chairman Daniel thanked the staff involved with the bond issuance process. He was surprised by how much the rating agencies were interested in the flood zones and sea level rise.

8. Facility, Vehicle and Use Agreement with the Three Fire and Rescue Departments: Administrator Eiane stated the Board previously approved a Facility, Vehicle and Use Agreement but since then it has been updated with a few changes suggested by the Harpswell Neck Fire and Rescue Department. The Agreement authorizes the Town to use the Department's facilities and vehicles and provides protection for all involved. Chairman Daniel moved, seconded by Selectman Chipman to authorize the Agreement; motion passed 3-0.

9. Consider Sole Sourcing for Purchase of an Airboat: Paul Plummer, Harbormaster and Marine Resources Manager, recommended the Board sole source with Diamondback Airboats in Florida. Deputy Welsh did extensive research on airboats and there are three major companies – Diamondback Airboat, Alumitech Inc. and Canadian Airboats LLC. Canadian Airboats’ pricing began at \$82,000 for a used boat and Alumitech only offered a 16-foot and also does not provide customer service. Mr. Plummer reported the State has purchased two Diamondback airboats and is in negotiations for a third. Deputy Welsh rode with the State in its Diamondback Airboat and saw what it can do in the ice and water. Diamondback is also willing to add features such as extra ice shield and install the Town’s equipment. Diamondback can offer a boat at \$77,889 including a trailer. There will be some additional costs for shipping the Town’s equipment to Diamondback but the entire project will not exceed \$80,000. Selectman Chipman asked about the training costs. Deputy Welsh stated the County is covering the training costs for him and Deputy McIntire and the Town needs to cover the costs for Mr. Plummer. Chairman Daniel asked if the State provided information regarding its experiences. Deputy Welsh responded affirmatively and relayed the information received including that Diamondback Airboats provided service even outside the warranty time period. Mr. Welsh stated the newer airboats are built with an upgraded muffler to reduce noise and have a higher quantity of blades to also reduce noise. An airboat will reach 95 decibels at 3,400 rpm at a distance of 100-150 feet which is similar to a lawn mower. Selectman Chipman moved, seconded by Selectman Johnson to sole source with Diamondback Airboats for the purchase of an airboat not to exceed \$80,000; motion passed 3-0.

10. Harbormaster Amended Job Description and Compensation: Administrator Eiane reviewed the proposed job description amendments which incorporate several marine resources related functions the Town used to contract for. The Town’s current Harbormaster has the skill set to manage marine resource matters as he has experience from another Town. The budget included a proposed salary increase of \$5,700 for the additional duties. The 1.75% across the board increase will be considered at a later date after the Town’s review process. Selectman Johnson suggested making the salary increase effective as of January 1 noting that Mr. Plummer has been performing the additional duties. Deputy Welsh stated that having Mr. Plummer’s expertise and knowledge has improved his ability to work for the Town. Administrator Eiane noted the increase of \$5,700 has been offset by a decrease in contracted services. Selectman Johnson moved, seconded by Selectman Chipman to approve the \$5,700 annual salary increase effective January 1, 2018 and to adopt the job description; motion passed 3-0.

11. Public Hearing Re: Proposed Amendments to the Restricting Vehicle Weights on Town Ways Ordinance: The hearing was opened and closed at 4:30pm. Selectman Chipman stated the proposed amendments to give the Road Commissioner authority to make these decisions makes sense with an appointed Road Commissioner [which the Town’s Road Commissioner is as of 3/10/18]. Chairman Daniel agreed. Administrator Eiane stated the Board would no longer hold a public hearing regarding posting the roads if it designates the Road Commissioner to make the decisions regarding when to post, for how long and if exceptions/permits should be granted. Selectman Chipman moved, seconded by Selectman Johnson to approve the ordinance amendments; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Johnson to name the Road Commissioner as the Board’s designee; motion passed 3-0.

12. Use of Special Revenue Fund: Deputy Administrator Sawyer explained the Recreation Director is proposing to purchase new baseball bats as a result of a Cal Ripken rule change. The proposal includes covering the costs from the donations received on behalf of Kert Brown which is part of the Special Revenue Fund. The Recreation Committee approved using up to \$600 from the Fund at its meeting this past week. It is now before the Board for consideration under the Town’s policy regarding the Special Revenue Fund for Recreation. The fund’s balance was \$46,469 as of 12/31/17. Selectman Chipman moved, seconded by Selectman Johnson to approve the use of \$600 for bats; motion passed 3-0.

13. Coastal Humane Society Contract: Administrator Eiane stated this is an annual contract with the Coastal Humane Society and the price is the same as last year of \$6,287. The Town has an excellent relationship with the

Society and gets quality service. Chairman Daniel moved, seconded by Selectman Chipman to approve the contract; motion passed 3-0.

14. Contracts with Cumberland County for General Law Enforcement & Marine Patrol: Administrator Eiane stated the contracts with the County are considered annually after Town Meeting. They run from April 1 through March 31 of the following year. The price for the general law enforcement is \$394,619.03 and marine patrol is \$193,981.14. Selectman Chipman moved, seconded by Chairman Daniel to approve the contracts; motion passed 3-0.

15. Public Comment: None.

16. Other Business: Administrator Eiane reported the Fire Administrator recommends sole sourcing with Maine Stream Solutions for radio equipment totaling \$6,000. The Town does have a relationship with the company but the purchases do not generally go to this level. The Board has a competitive bid policy for items over \$4,000. Arthur Howe, III, Fire Administrator stated he does not have pricing from other companies but the recommendation was made based on the reputation of Maine Stream and the Town's past relationship. Mr. Howe stated Maine Stream Solutions provides excellent customer service which is worth more than a minor possible savings with another company. Selectman Chipman moved, seconded by Selectman Johnson to sole source with Maine Stream Solutions for \$6,000; motion passed 3-0.

17. Administrative Matters: The Board agreed to keep the March 29 meeting to a minimum as Selectman Johnson will not be present and to hold a regular meeting on April 5 and every two weeks thereafter.

18. Adjournment: At 4:44 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator