

**Select Board Meeting Minutes**  
**March 16, 2023**  
**Harpswell Town Office**  
**Approved April 13, 2023**

**Call to Order and Pledge of Allegiance:** Meeting was called to order at 6:00 pm.

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

**Staff Present:** Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator & Treasurer; Ron Ponziani, Road Commissioner

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television, live streamed on Vimeo and the Town's Facebook page. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

1. **Election of the Chair:** Selectman Chipman moved, seconded by Selectman Covey to elect Selectman Johnson as Chair. Motion passed 2-0.
2. **Adoption of the Agenda:** The agenda was adopted as written with the addition of the Harbormaster truck, tonneau cover and Shellfish Lottery to other business.
3. **Public Comment:** None
4. **Selectmen's Announcements:** Selectman Chipman announced that roadside clean-up day (John Gillam Day) would be held on April 22, 2023. Selectman Johnson announced that he was working with the Harbormaster to set a clean-up day for Mackerel Cove.
5. **Town Administrator's Report:** Administrator Eiane thanked the voters that turned out for the first in person Town Meeting since 2019. She also thanked the Town Clerk's office and the election workers. She reported that the Midcoast Council of Governments has submitted a grant application for Congressionally directed spending directed at Emergency Medical Equipment, and had asked for a letter of support. Selectman Chipman moved seconded by Selectman Covey to retroactively approve a letter of support. Motion passed 3-0. Administrator Eiane reported that a Town employee was seeking a Maine Municipal Association Scholarship for \$500 to attend a national conference. Selectman Chipman moved, seconded by Selectman Covey to support the application and authorize the Town Administrator to sign it. Motion passed 3-0.
6. **Consent Agenda: 1) Approval of the Minutes; 2) Treasurer Disbursement Warrants; 3) Midcoast Humane Contract; 4) 911 Road Name 5) Authorization of the Warrants;** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 2.09.23 and 3.02.23. 4) Riteoway Lane Extension 5) Warrant #11 in the amount of \$1,043,974.02 Warrant 11a in the amount of \$3,026.00 and payroll warrant #10 in the amount of \$25,493.06]. Motion passed 3-0.

7. **Yvonne Cornejo & CW Tucker Lewis Wharf Application, Map 75, Lot 9, 111 Haskell Island:** Tim Clark, Code Officer, reported that there was a temporary wharf installed which would be removed to install a 5’x45’ Fixed Pier, 3’x45’ Ramp, and (2) 12’x40’ Floats. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0.
8. **Harbor and Waterfront Committee recommendation regarding Orr’s Island Bridge leases:** The Harbor and Waterfront Committee proposed a lottery process for lease openings at Orr’s Island Bridge. Chairman Johnson suggested amending the recommendation that all Lessees would be required to show proof of a commercial marine related business. Fees will be determined at a later date when the Town reviews all fees. Selectman Chipman moved, seconded by Selectman Covey to adopt the policy as amended. Motion passed 3-0. Selectman Covey suggested notifying the lease holders that the fees would be increased in 2024. Deputy Administrator Gaudet reported that the online mooring software could handle fees for the leases.
9. **Request for Proposals for Emergency Communications 1) Tower and 2) Equipment:** Administrator Eiane reported that administration had been working with Chief Wallace and Norman Boucher on the Request for Proposals for the new communications tower at the Orr’s/Bailey Island Fire Station and communication equipment to be installed at all tower locations. Selectman Chipman moved, seconded by Selectman Covey to send the RFP’s out for bid. Motion passed 3-0.
10. **Basin Point Road Capital Road Project Contract Change Order, Not including Traffic Mitigation Plan:** Administrator Eiane reported that the Basin Point Road construction had not been completed in 2022 due to costs exceeding the budget. Town meeting approved additional funds and the construction can now be completed. Selectman Chipman moved, seconded by Selectman Covey to approve the change order of \$218,679. Motion passed 3-0.
11. **Request for Proposals for Tax Anticipation Note:** Treasurer Gaudet reported that the Town would require \$3.6 million in financing to bridge the gap until tax payments begin to come in. The prior year note was \$3.4 million. Selectman Chipman moved, seconded by Selectman Covey to send the RFP out to bid. Motion passed 3-0.
12. **Public Comment:** Road Commissioner Ponziani requested that the Board approve posting the roads for weight limits beginning on March 17 through April 28, 2023 if needed. Selectman Chipman moved, seconded by Selectman Covey to post the roads. Motion passed 3-0.
13. **Other Business:** 1) Harbormaster truck: Deputy Administrator Gaudet reported that the County had returned a 2015 truck that the Harbormaster would begin using. The previous Harbormaster truck which is a 4-door 2012 GMC Sierra, was no longer needed. The truck has 180,000 miles and the recommended minimum bid is \$3,000. Selectman Chipman moved, seconded by Selectman Covey to put the truck out to bid with a minimum of \$3,000. Motion passed 3-0. 2). The tonneau cover from the 2015 truck should fit any Chevrolet or GMC truck between 2015 and 2019. Chairman Johnson recommended a minimum bid of \$100. Selectman Chipman moved, seconded by Selectman Covey to put the tonneau cover out to bid for a minimum of \$100. Motion passed 3-0. 3) Chairman Johnson moved, seconded

by Selectman Chipman to hold the Shellfish lottery on March 31, 2023 at 5:00 for residents and 5:30 for non-residents. Motion passed 3-0.

14. **Adjournment:** The meeting was adjourned at 6:27 pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary