

Selectmen's Meeting Minutes
March 17, 2020
Harpswell Town Office
Approved April 30, 2020

Call to Order and Pledge of Allegiance: The meeting was called to order at 5:00 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; Art Howe, Fire Administrator; Charles Perow, Recycling Center/Transfer Station Manager; and Bill Wells, Code Enforcement Officer

1. Election of the Chair: Selectman Chipman moved, seconded by Selectman Covey to elect Kevin Johnson as Chairman; motion passed 3-0.

2. Adoption of the Agenda: The agenda was accepted as printed.

3. Public Comment: Charles Perow, Recycling Center/Transfer Station Manger, reviewed the significant changes that have been made at the Recycling Center due to the Coronavirus, including change in operational hours and changes in services.

4. Selectmen's Announcements: Selectman Chipman reminded staff the Board wants to review short-term rentals and how to address them in the future.

5. Town Administrator's Report: Administrator Eiane stated these are different times and due to Covid-19, the Town Office was closed to public access today. Yesterday, the direction was to conduct only essential business and that did not work. The public may conduct business on-line, via email or phone. This closure extends to committee and other meetings. The State's emergency legislation extends licenses and registrations during this public health crisis. All recreation programs have been cancelled. The Recycling Center has changes as outlined by Mr. Perow earlier and the Code Office is not conducting indoor inspections. The Town's website is a resource and will be continually updated. These steps are being taken out of concern for staff, families and the community. The State's emergency legislation also allows municipalities to operate under the prior year's budget, which allows for more time to review the budget and warrant. Shellfish licenses are likely extended under the State authorization, though Administrator Eiane will seek legal advice as to what specifically applies to municipalities. Chairman Johnson stated whatever the outcome; he wants the shellfish license fees delayed. Administrator Eiane reported the food truck is scheduled for next week and since the building will not opened, the process may be organized differently such as handing bags of food to people. Administrator Eiane stated the emergency operations team is meeting regularly which includes her, the Deputy Town Administrator and Fire Administrator. Additionally, the Fire Administrator is looking at the Town's COOP (Continuity of Operations Plan) and Emergency Operations Plan for necessary updates. Art Howe, Fire Administrator, reported the Harpswell Business Association has been informed of the availability of Small Business Loans. Mr. Howe stated there are some shortages in the Town's fire coverage due to recent travelling. However, all in all, the emergency responders throughout Town are nervous concerned about this situation but doing well.

6. Consent Agenda: 1) Approval of the Minutes; 2) Policy of Treasurer's Disbursement Warrants for Employee Wages & Benefits; 3) Policy on Treasruer's Disbursement Warrants for State Fees; 4)

Authorization of the Warrants: Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda (January 23, February 13 and 27 minutes; two policies; approve warrant #12 in the amount of \$789,857.09 and payroll warrant #11 in the amount of \$21,352.86); motion passed 3-0.

7. Tax Anticipation Note Financing: Administrator Eiane stated the Treasurer wrote a memo and since then, the updated request is to sole source with the Town's current depository, Androscoggin Bank. Androscoggin was the bidder with the lowest interest rate last year and this option saves time. Selectman Covey moved, seconded

by Selectman Chipman to sole source with Androscoggin Bank for tax anticipation note financing; motion passed 3-0.

8. Proposed Policy Re: Emergency Lights / Siren: Art Howe, Fire Administrator, stated this is a brief policy but references the State statute. Over the years the Sheriff's Department has indicated emergency personnel should have safer travel with more than flashing headlights. The light bar on the Tahoe would be reinstalled and would make traveling during emergency calls more safe. Selectman Chipman moved, seconded by Selectman Covey to adopt the policy; motion passed 3-0.

9. Wharf Applications: Chirstopher & Jill Brown, 12 Grist Mill Lane, Tax Map 17, Lot 107: There was a site visit held and no objections were expressed. Chairman Johnson moved, seconded by Selectman Chipman to approve the application [6'x35' pier, 3'x40' aluminum ramp, 10'x16' pressure treated float] as there is no injury to the rights of other and the Harbormaster indicates there is no hazard to navigation; motion passed 3-0.

Carla Lejade, Trustee, 77 Spruce Cove Road, Tax Map 58, Lot 52: Mr. Wells reviewed the current wharf on posts will have parts reused for the new system. The Harbormaster indicates the ramp and float should be only installed in July and August. Chairman Johnson moved, seconded by Selectman Chipman to approve the application [4'x8' access platform, 4'x8' access stairs, 6'x10' pier with batter pilings, 3'x32' aluminum ramp, and 10'x20' pressure treated float] with the time condition as discussed as there is no injury to the rights of other and the Harbormaster indicates there is no hazard to navigation; motion passed 3-0.

10. Special Town Meeting Warrant Authorizing Expenditures Through June 20, 2020: Due to the Governor's order, this is not necessary.

11. Meetings at the Town Office: Selectman Chipman moved, seconded by Selectman Covey to affirm the Town Administrator's actions regarding closure; motion passed 3-0. Chairman Johnson stated the Town Office needs to close doors this week and next. Administrator Eiane confirmed the Board wants to pay staff while closed; the Board agreed. Selectman Covey encouraged work from home. Committee meetings are canceled for now until essential business is necessary. Selectman Chipman moved, seconded by Selectman Covey to close the Town Office this week and next; motion passed 3-0. Mr. Wells indicated he heard it's really bad to use your reusable shopping bags during this time.

12. Public Comment: None.

13. Other Business: None.

14. Administrative Matters: None.

15. Adjournment: At 5:37 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator