

Selectmen's Meeting Minutes
March 17, 2022
Via ZOOM
Harpswell Town Office

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: Terri Sawyer, Deputy Town Administrator & Treasurer; Paul Plummer, Harbormaster; and Tim Clark, Code Enforcement Officer

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.

Selectman Johnson reported the passing of Shirley Thompson, and asked everyone to take a moment of silence to remember Shirley.

1. **Election of the Chair:** Selectman Chipman moved, seconded by Selectman Covey to elect Selectman Johnson as Chair. Motion passed 3-0.
2. **Adoption of the Agenda:** The agenda was accepted with the addition of street lights to 15.5.
3. **Public Comment:** None
4. **Selectmen's Announcements:** None
5. **Town Administrator's Report:** Deputy Administrator Sawyer congratulated candidates Jane Covey [Selectman], Jill Caldwell [Tax Collector], Cathy Doughty [Town Clerk], and Ryan Larson [MSAD 75] on their elections. She also reported that the ballot item for Curtis Memorial Library passed and that there was a 16% turn out at the March 12, 2022 election. She also reported the steps that have been taken to address concerns regarding unleashed dogs, which include visits to Mitchell Field by Animal Control Officer Federico, signs and flyers and instructions on reporting.
6. **Consent Agenda: 1) Approval of the Minutes 2) Committee Resignations 3) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [Minutes 2/10/22 and 3/3/22; Resignation Ellen Shillinglaw, Board of Appeals, Resignation Jeffrey Stann, Recycling and Town Lands Committees; Warrant #11 in the amount of \$828,589.95, and payroll warrant #10 in the amount of \$22,091.30] Motion passed 3-0.
7. **MSAD75 School Board Representative Appointment:** Selectman Chipman moved seconded by Selectman Covey to appoint Margaret "Greta" Warren to the MSAD 75 seat vacated by the resignation of Alison Hawkes. Motion passed 3-0
8. **Gudman Family Trust Wharf Application, Map 34 Lot 56, 1 Hamlin Lane:** Code Enforcement Officer Clark reported that he had visited the site and found no issues with the application and introduced Joe Leblanc. Mr. Leblanc described a pier, ramp and float wharf, and confirmed there is

no eel grass in the area. Selectman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the proposal does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0.

9. **Auditors Report on 2021 Financials:** Treasurer Sawyer introduced Christina Howe, Senior Auditor with RHR Smith & Co. Ms. Howe reported on the audit process and stated that the Town received an unmodified opinion meaning that the Financial Statements were fairly stated and that no significant deficiencies were found in internal controls. She reviewed the audit results with the Board.
10. **Marine Resource Matters:**
 - **Accept Maine Shellfish Restoration and Resilience Grant \$12,175.** Harbormaster Plummer reported that the Town had received a grant for Shellfish Restoration and Resilience and recommended that the Board accept the grant contingent upon the required \$5,000 match from the Town being approved at the April 23rd Town Meeting. Selectman Chipman moved, seconded by Selectman Covey that the grant be accepted on the condition that the match be approved. Motion passed 3-0.
 - **Stantec Scope of Work Agreement for Helical Mooring Grant Study:** Harbormaster Plummer reminded the Board that the Town had received a grant to study the effect of helical moorings on eel grass. He recommends the Board conditionally approve the scope of work with Stantec pending legal review. Selectman Chipman moved, seconded by Selectman Covey to approve the scope of work and authorize Deputy Administrator Sawyer to sign the contract after legal review. Motion passed 3-0.
 - **Commercial Shellfish Conservation Fee Matter:** Harbormaster Plummer recommended that the Board postpone the additional \$200 being added to the conservation fee to 2023 as some harvesters had already paid the lower fee prior to the change being implemented by staff. Selectman Chipman moved, seconded by Selectman Covey to postpone the fee increase to 2023.
11. **Agreement with Baker Design Consultants Regarding Mitchell Field Waterfront Project:** Town Planner Mark Eyerman described the proposed boat launch and floats at Mitchell Field which the Town has received grant funds to construct. He recommends contracting with Baker Design Consultants for engineering work on the project. Selectman Chipman moved, seconded by Selectman Covey that the Town contract with Baker Design Consultants for the consolidated launch and float project. Motion passed 3-0.
12. **Contract Extensions 1) Cumberland County Law Enforcement and Marine Patrol 2) Harpswell Community Broadcast Corporation 3) Comcast:** Deputy Administrator Sawyer asked that the Board extend the prior year contract with Cumberland County Sherriff to April 30 to allow for the budget vote on April 23. She also requested the Board extend the ontracts with Harpswell Community Broadcast Corporation and Comcast as more time is needed to finalize the new contract and Franchise Agreement. Selectman Chipman moved, seconded by Selectman Covey to extend both by three months. Motion passed 3-0.
13. **Pammy's Ice Cream Lease Extension:** Deputy Administrator Sawyer reminded the Board that the lease for Pammy's Ice Cream expires on March 31, 2022, and that Pammy's Ice Cream Parlor, LLC, would like to begin preparations for opening in late April. Selectman Chipman moved, seconded by Selectman Covey to extend the lease for one month at the winter rate of \$133. Motion passed 3-0.

The Board will be thinking of any lease changes it may want to make to the new lease, should it pass at Town Meeting, to bring to the April 28 Selectmen's meeting. Staff will research what the market business rental rate is.

14. **Tax Map 21, Lot 137 Title Issue and Request to Town:** Selectman Chipman moved, seconded by Selectman Covey that the Board recommend a warrant to Town Meeting that the Town authorize a release deed to the property owners of map 21, lot 137 and contingent on the property owners reimbursing the Town for its legal expenses. This was in relation to a tax foreclosure deed from 1914. Motion passed 3-0.
15. **Request for Proposals for Tax Anticipation Note Financing:** Treasurer Sawyer requested that the Board approve going out for proposals for tax anticipation note financing in an amount not to exceed \$3.4 million. Selectman Chipman moved, seconded by Selectman Covey to move forward with the request for financing. Motion passed 3-0.
- 15.5 **Street lights:** Selectman Chipman presented the Board with the final list of additions and subtractions of street lights for a net reduction of 10 lights, and moved, seconded by Selectman Covey, that the Board present the list to Real Term Energy to begin the work. Motion passed 3-0.
16. **Public Comment:** None.
17. **Other Business:** 1) Selectman Covey reported that the Town Lands committee recommended that the Board support a workshop to work with all committees, to look into parking at Town properties. The Board concurred that Selectman Covey would proceed with organizing the workshop. 2) Deputy Administrator Sawyer requested that the Board approve going ahead with the Memorial Day Parade. The Board concurred that there will be a parade this year.
18. **Adjournment:** The meeting was adjourned at 6:46 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary