

Selectmen's Meeting Minutes
March 18, 2015
Harpswell Town Office
Approved on April 2, 2015

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m.

Selectmen Present: Richard A. Daniel, Elinor Multer and Kevin E. Johnson

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer; and Ronald Ponziani, Road Commissioner

The meeting was recorded and broadcast live on Harpswell Community Television and streamed.

1. Election of the Chair: Selectman Multer nominated Selectman Daniel to be chair. Nomination carried by a vote of 3-0.

2. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as amended by removing item 13, adding 9.5 Set Date and Time for Commercial Shellfish Lotteries, and 9.6 Consider Shellfish License Matter; motion passed 3-0.

3. Public Comment: None.

4. Town Administrator's Report: Administrator Eiane thanked the Town Clerk's Office and the election workers for their work at Town Meeting. Administrator Eiane stated that she and the Deputy Town Administrator and Recycling Center Manager interviewed candidates for the Recycling Center Manager position. She suggested a Selectman be involved in the call-back interviews; Selectman Johnson agreed to fill that role. Administrator Eiane reported the Town's existing seasonal, part-time employee in Assessing may be unable to return this year. She recommended for an interim period the Board consider hiring a current temporary employee, Mary Ann Nahf, at \$13.14 per hour, to assist the Assessing Department primarily with field measurements of new construction in the Town. Chairman Daniel moved, seconded by Selectman Multer to approve the interim plan; motion passed 3-0. Administrator Eiane reported staff has met with Coastal Transportation to work on the public transportation route in Harpswell and she asked if the Board or a Selectman wanted to be involved in finalizing the route. The Board agreed that staff should finalize a recommendation for a future agenda. Administrator Eiane reported staff is working with the owner of a half interest in a parcel across from the Town Office to finalize the acquisition of that one half interest pursuant to a warrant article passed in 2013. The Town currently owns a one-half interest in the parcel and the documents are being prepared to acquire the other half.

5. Selectmen's Announcements: Chairman Daniel congratulated Selectman Multer, Joanne Rogers and Ronald Ponziani for being re-elected to their specific positions.

6. Consent Agenda: Chairman Daniel moved, seconded by Selectman Johnson to approve the consent agenda [approval of the 3/2 and 3/5 minutes; approval of the "Treasurer's Disbursement Warrants for Employee Wages and Benefits policy; and authorize warrant #13 in the amount of \$864,078.15 and payroll warrant #12 in the amount of \$13,940.74]; motion passed 3-0.

7. Consider Request for Proposals: 1) New Scale and Software; 2) Backhoe Tires: Fred Cantu, Recycling Center Manager, stated the Town's scale at the Transfer Station was acquired used in 1994 and due to its poor condition, it needs to be replaced. Mr. Cantu suggested making improvements during the replacement, including installing elevated footings; requiring a steel deck; and converting from electrical load cells to hydraulic load cells. Additionally, Mr. Cantu recommended the Town seek bids for a computerized software scale management system to eliminate the manual work associated with the load tickets. The costs for the scale and computer system are required to be separated on the bid form. The capital budget has approximately \$88,000 and this

project could cost between \$40,000 and \$60,000. Selectman Multer moved, seconded by Selectman Johnson to approve the requests for proposal; motion passed 3-0.

Mr. Cantu requested the Board approve a request for proposals for a specific model tire for the backhoe as the tire type seems to last longer than previous tires and works great on asphalt. The tires are estimated to cost less than \$4,000 and therefore are not required to be bid pursuant to policy. However, Mr. Cantu stated bidding would likely result in a better price. Selectman Multer moved, seconded by Chairman Daniel to approve the request for proposals; motion passed 3-0.

Mr. Cantu stated since his replacement as Manager is pending, this would likely be the last time he would be before the Board in this capacity and he thanked the Board.

8. Consider Request for Proposals for Tax Anticipation Note Financing: Marguerite Kelly, Treasurer, stated the Town borrows money on a short-term basis to cover expenses until September, when taxes are due. Based on projected cash flows and the deficit amount, Ms. Kelly recommended the Board authorize a borrowing up to \$2.9 million. Selectman Multer moved, seconded by Selectman Johnson to authorize the Treasurer to send requests for proposals for the short-term borrowing; motion passed 3-0.

9. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed her monthly report for February (attached).

11. Public Hearing Regarding Posting Town Roads: Chairman Daniel opened the hearing at 6:35pm. Ronald Ponziani, Road Commissioner, recommended the roads be posted as soon as possible and that the postings be advertised to get the word out. Deputy Administrator Sawyer noted the Town's Ordinance is different from those of other municipalities as the Town allows some vehicles over 23,000 pounds to travel depending upon number of axles and tire widths. Chairman Daniel moved, seconded by Selectman Johnson to post all town roads immediately to May 20; motion passed 3-0. The hearing was closed at 6:40pm.

9.5. Set Date and Time for Commercial Shellfish Lotteries: Selectman Multer moved, seconded by Selectman Johnson to set the commercial shellfish lotteries at 5:00pm and 5:30pm on March 31 for residents and non-residents respectively; motion passed 3-0.

9.6. Consider Shellfish License Matter: Selectman Johnson stated a harvester was involved in a serious car accident in January and he recommended waiving the license fee, late fee and the two-meeting requirement as the harvester was physically unable to attend. Chairman Daniel moved, seconded by Selectman Multer to waive the late fee, license fee and meeting requirement pending confirmation from the Town attorney that the Board may do so; motion passed 3-0.

10. Harpswell Community Garden

- **Accept Grant Funding from the University of Maine:** Deputy Administrator Sawyer reported the Town's community garden volunteers applied for certain grants, as approved by the Board, and two grants have been approved. One from the University of Maine for \$485 and one from the Harpswell Heritage Land Trust for \$2,425. Selectman Multer moved, seconded by Chairman Daniel to accept the grants; motion passed 3-0.
- **Consider Grant Application to New England Grassroots:** The Community Garden coordinator, Jane Covey, has prepared another grant application to New England Grassroots. The Town has previously received a grant from this entity. Selectman Multer moved, seconded by Selectman Johnson to approve the application; motion passed 3-0.

12. Consider Amending Right to Repurchase with Harpswell Coastal Academy: Administrator Eiane stated Town Meeting approved selling the former West Harpswell School to the Harpswell Coastal Academy pursuant to the agreement and attachments, which documents include an April 15 sale date. There is a suggestion to approve a friendly amendment to the repurchase agreement to allow for an arbitrator to determine the price in the

event there is a repurchase sought by the Town and a disagreement on the price. Administrator Eiane reported she has not heard from the Harpswell Coastal Academy (HCA) and has not referred the proposed wording to the attorney for review. The Board discussed how to proceed and agreed that if the Town hears from HCA that it is willing to proceed with the amendment prior to the next meeting that the attorney should review the wording. The Board agreed to consider this amendment as long as it does not disrupt the sale.

13. Consider Request Re: Flood Plain Appeal for Blueberry Lane Areas: Removed.

14. Consider Renewal Liquor License for Dolphin Marine Service, Inc. Basin Point Road: Deputy Administrator Sawyer reported the Code Office states the establishment is compliant with regulations and that there are no reports of alcohol related law enforcement calls. Chairman Daniel moved, seconded by Selectman Multer to approve the renewal liquor license; motion passed 3-0.

16. Consider Contract with Coastal Humane Society (CHS): Selectman Multer stated she has several issues with the contract and wants to postpone the matter until the Animal Control Officer can be available. Chairman Daniel moved, seconded by Selectman Johnson to release payment to CHS and hold the contract for further review; motion passed 3-0.

15. Consider Amusement License for Dolphin Marine Service, Inc. Basin Point Road: The hearing was opened at 7:00pm. Deputy Administrator Sawyer stated that, pursuant to ordinance, an establishment that serves alcohol and offers live entertainment must obtain an amusement license. The Dolphin Marine would like to have live music. Chairman Daniel moved, seconded by Selectman Johnson to approve the license; motion passed 3-0.

17. Other Business: None.

18. Public Comment: None.

19. Administrative Matters: A catering permit was signed and a sea level workshop with the Board was scheduled for March 30 at 4:00pm.

20. Adjournment: At 7:07 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report
[Attachments are available at the Town Clerk's Office or by email at harpswell@town.harpswell.me.us]