

**Harpswell Board of Selectmen
Meeting Minutes
Wednesday March 18, 2026
Harpswell Town Office
APPROVED 4-2-26**

5:00PM The Select Board unanimously voted to enter executive session pursuant to 1 MRS § 405(6)(e) Re: Consultation with Town Attorney. The Board came out of executive session at approximately 5:55pm and no decisions were reported.

This meeting was held in the Select Board Meeting room at the Town Office and was available remotely by Zoom. Instructions were included on the published agenda and on the Town's website. Links to a video recording of the meeting are also available on the Town's website.

Selectmen Present: Chairman Kevin E. Johnson; Selectman David I. Chipman; Selectman Matthew Gilley.

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Treasurer & Deputy Town Administrator; Margaret McIntire, Town Planner; Anthony Simmons, Alternate Code Enforcement Officer; and Katie Neal, Recreation Director.

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

1. **Election of the Chair:** Selectman Chipman moved that Kevin Johnson be re-elected as Chair of the Select Board for the coming year. The Motion was seconded by Selectman Gilley and unanimously approved.
2. **Adoption of Agenda:** Approved with no changes.
3. **Public Comment:** Katie Neal, Recreation Director, reminded the public that residents using the Town's trails need to pick up after their dogs; using the appropriate bags. As the snow has melted, volunteers have been cleaning up residues of droppings from the winter.

Don Miskill, Mitchell Field Steward, reminded residents that their dogs need to be on a leash during the hours of 10 AM to 4 PM. Select Board members reinforced this message, indicating that they are hearing too much about unleashed dogs. They asked that the public please honor this rule.

Katie Neal, Recreation Director, announced that on the previous Monday evening Don Miskill was honored by the State's Parks & Recreation Association as its Citizen Volunteer of the Year. A large group from Harpswell attended the event.

4. **Select Board Announcements:** Selectman Chipman thanked the public for its quick removal of campaign signs following the recent election.
5. **Town Administrator's Report:** Administrator Eiane addressed the following topics:
 - *Asked Don Miskill* to provide a brief update on project work going on at Mitchell Field. Miskill indicated that the contractor completed pouring concrete for the boat launch and that all the necessary planks were in place. Heavy bolts, originally ordered for use as links to hold the floats to the pilings, were not seen as suitable and a change had been made to resolve the issue. The boat launch project was now in a scheduled hiatus until the concrete paving facility reopens in April. At that time the contractor will complete paving; with completion of the project on schedule for the end of May. The project to remove

the old Administration Building was completed except for loaming and seeding.

Mitchell Field was now open to the public, with parking available at the old Administration Building area. The State completed its tests on the original dirt stockpile (from pier removal) and it passed for use as fill. A second stockpile created by Wyman & Simpson was now undergoing similar tests. Miskill asked the Select Board if it would allow the project team to maintain the concrete pad near the old Administration Building that was originally slated for removal; the concrete pad being preferable to muddy gravel. This would also result in a savings to the Town. The Select Board unanimously agreed to this change.

- **Asked** the Select Board to accept the resignations of two employees at the Recycling Center; Terry Racine & John Warner (both retirements). Selectman Chipman made a Motion to accept the resignations with the Town's thanks for their contributions. Selectman Gilley seconded. The Select Board unanimously approved the Motion.

- **Presented** job descriptions related to five openings that the Town needed to post. These included jobs for: Lands & Landings Monitor; Recycling Center / Transfer Station Full Time Operator / Attendant (2); Harbormaster & Marine Resources Administrator; Harpswell Community Garden Coordinator. Selectman Chipman made a Motion to approve all of the job postings/descriptions as a package. Selectman Gilley seconded. The Motion was approved unanimously by the Select Board.

- **Thanked** the Town Clerk and Election Workers for their efforts at the recent Town Meeting. There was a good turnout for both the meeting (around 230) and the referendum (around 1100).

- 6. Consent Agenda:** Selectman Chipman made a motion to approve the consent agenda. Selectman Gilley seconded. The Select Board unanimously approved the Motion.

The Motion included: a) approval of Meeting Minutes for the 3-5 Select Board Meeting; b) approval of a policy on Treasurer's Disbursement Warrants for Employee Wages & Benefits; c) approval & authorization to sign an annual contract for Midcoast Humane; d) approval of the following committee assignments; Debbie Forester to the Planning Board; Robbie Bernat as an Associate Member to the Fisheries Committee; e) annual appointments of; Anthony Simmons as Alternate Code Enforcement Officer; Timothy Clark as Maine Uniform Building & Energy Code Inspector, Local Plumbing Inspector & Code Enforcement Officer; f) acceptance of the resignation of Lori Rice from the Planning Board; g) appointment of the following election clerks for the coming year; Janet Andrews, Marolyn Bibber, Tom Burke, Pattie Carrier, Janet Coombs, Christine Donovan-Hall, Megan Hubbard, Martha Israel, Susan Lowery, Joyce McCreight, Tim McCreight, Lydia Mears, Douglas Nielsen, Kathleen O'Donnell, Sharon Oehmig, Joan Ouellette, Denise Perry, Susan Pettit, Cynthia Powers, Nancy Rose, George Russell, Amy Saxton, Patricia Tillotson, Gordon Warren and Marge Warren; h) authorization of Payroll Warrant PR11 totaling \$30,989.05; i) authorization of Accounts Payable Warrant 12 totaling \$1,341,343.96.

- 7. Amy & William Phelan III Wharf Application:** Kelly Waddle, Flycatcher Inc., asked the Select Board to consider an application for a new wharf on behalf of Amy & William Phelan III (Owners) at 128 Hildreth Road (Map 3, Lot 99). Selectman Chipman indicated that it was not apparent from the application whether the wharf met all necessary setbacks. Alternate Code Enforcement Officer Anthony Simmons indicated that it did. The Select Board unanimously approved the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others.

- 8. Requests for Proposals for Municipal Ordinance Development:** Town Planner, Margaret McIntire, reminded the Select Board that the Town of Harpswell will need to adopt new housing legislation (LD 1829) by July of 2027. The State's Housing Opportunity Program is offering grant funding to aid

municipalities in amending their ordinances to be in compliance. The grant would allow Harpswell to hire a consultant to work with the Housing Committee to draft ordinance amendments. The 2nd round of grant funding, scheduled to open in mid-March, requires that the consultant be named on applications. McIntire indicated that she had presented a draft RFP for the Select Board's review and was looking its approval to work with the Housing Committee and Town Administrator to finalize and distribute the RFP. Selectman Chipman made a Motion to approve the RFP and provide authorization for the Town Planner to work with the Housing Committee and Town Administrator. Selectman Gilley seconded. The Motion was unanimously approved.

- 9. Lease Agreement for the Wood Landing Road Property:** Town Administrator Eiane asked the Select Board to approve and sign a Lease Agreement for the Wood Landing Road property; between the Town and David & Patricia Moody. Town Meeting authorized the lease and it would replace a soon to expire 25 year lease with the family. Selectman Gilley made a Motion to approve the lease. Selectman Chipman seconded. The Select Board unanimously approved the Motion.
- 10. Orr's Island Bridge Wharf Policy Amendment:** Administrator Eiane asked the Select Board to approve an amendment to the Orr's Island Wharf Lease Policy, extending the deadline for lottery lease applications from the end of April to the end of May. Selectman Chipman made a Motion to approve the request. Selectman Gilley seconded. The Select Board unanimously approved the amendment.
- 11. Select Board Committee Liaisons and Call for Volunteers:** Deputy Town Administrator Gaudet asked the Select Board to confirm their liaison responsibilities with Town Committees for the coming year. A number of volunteer assignments would be expiring at the end of April and would need to be either renewed or replaced. The Select Board members indicated that there would be no change with Selectman Gilley offering to continue acting as liaison for the group working on implementation of the Comprehensive Plan.
- 12. Request for Proposals for Tax Anticipation Note (TAN) Financing:** Treasurer & Deputy Town Administrator Gaudet asked the Select Board to authorize her to request financial institutions submit bids to provide TAN financing with a maximum amount not to exceed \$5 million. The pursuit of TAN financing is an annual practice that allows the Town to fund operations as it waits for anticipated tax receipts coming in the fall. Selectman Chipman made a Motion to approve the request to pursue TAN financing. Selectman Gilley seconded. The Motion was unanimously approved.
- 13. Cumberland County Law & Marine Patrol Contracts:** Town Administrator Eiane asked the Select Board to approve and sign the new annual (April 1 – March 31) contract for Cumberland County Sheriff (\$526,178.14) & Marine Patrol (\$316,925.98) services. The contracting of these services with the County had become a model that other municipalities were exploring for use. The Select Board members concurred with the value of the relationship. Selectman Chipman made a Motion to approve and sign the contracts. Selectman Gilley seconded. The Select Board unanimously approved the Motion.
- 14. Public Comment:** None.
- 15. Other Business:** Town Administrator Eiane indicated that a number of Workshops need to be scheduled with the Select Board. These workshops relate to the Recycling Building Group, Cable Franchise Agreement, Select Board Goals, and Comprehensive Plan Implementation. The Workshops could be scheduled prior to future Select Board meetings. The Select Board members indicated that they would consider schedules and look to finalize workshop dates in early April.

Town Planner McIntire reminded the Select Board that funds have been budgeted to work on implementation of the new Comprehensive Plan and that Midcoast Council of Governments was prepared to help in the development of a RFP to select a consultant.

Don Miskill, Mitchell Field Steward, informed the public that the Friends of Casco Bay completed extensive sampling of the waters in Casco Bay. Their findings regarding the “Health of Casco Bay” were available on their website.

16. Adjournment: Meeting was adjourned at 6:37 PM.

Respectfully Submitted,

Brian Hubbard
Recording Secretary

Attachments: None

[Attachments are available at the Town Clerk’s Office or by email at harpwell@town.harpwell.me.us]