

Selectmen's Meeting Minutes
Thursday April 9, 2020
Harpswell Town Office
Approved May 7, 2020

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

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

Staff Present: Town Administrator, Kristi Eiane; Deputy Town Administrator, Terri Sawyer; Recreation Director, Gina Perow; Emergency Management Agent, Art Howe.

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television and live streamed. 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. **Adoption of the Agenda:** The agenda was accepted as printed.
2. **Public Comment:** None.
3. **Selectmen's Announcements:** Selectman Chipman announced that this meeting was being broadcast on the radio on 97.3 FM Community Radio.
4. **Town Administrator's Report:** Please see COVID-19 section below.
5. **COVID-19 Update:** Administrator Eiane thanked the community for hunkering down and heeding the Emergency Order adopted by the Select Board, which prohibits short term rentals and urges seasonal residents and renters to delay coming to Harpswell until after April 30, 2020, unless they perform a 14 day self-quarantine. The State has adopted a similar order. Administrator Eiane stated her hope for voluntary compliance for the health and well-being for all residents. Administrator Eiane acknowledged the Harpswell Business Association for their understanding with this difficult decision. An Emergency Operation Center is located on the second floor of the Town Office, which is staffed by Town Administrator Eiane, Deputy Town Administrator Terri Sawyer and Emergency Management Agent Art Howe. The Emergency Operation Team continues to gather information, primarily from briefings by the Maine CDC Director, Dr. Shah. The Town continues to provide service to residents, primarily via phone, email and mail. Residents may also use the drop box attached to the front of the Town Office. Administrator Eiane stated that the new schedule of Tuesday/Friday/Saturday at Recycling Center has been reported to be a success, and the staff appreciate the community's patience and cooperation during the transition. Administrator Eiane and Emergency Management Agent Howe meet weekly with chief emergency personnel to establish safety protocols to protect our many volunteer first responders. Administrator Eiane discussed the Town's communication strategy. Town Staff has used the various Town Facebook pages and posted information around town, primarily educating the public about the Emergency Order issued by the Select Board last week. A mailing was also sent out to non-resident

taxpayers informing them of these changes. Administrator Eiane addressed concerns about social distancing on the Giant's Stairs on Bailey Island. Users should take extra care to maintain distancing while using all trails. Administrator Eiane shared that the Mid Coast Hunger Prevention Program mobile food pantry will be in Harpswell twice a month, starting this month. Administrator Eiane and Agent Howe continue to work with local agencies to make more resources available to residents as the need for food increases. Harpswell Aging at Home has also been very present in the community, providing meals and checking in with seniors. Recreation Director Gina Perow has been designated as the Town's liaison with Harpswell Aging at Home. Non-essential committee meetings have been put on hold until May; Town staff will be educated on how to safely conduct the future meetings as the time approaches. Recreation Director Gina Perow gave an update on the local trails, both Harpswell Heritage Land Trust and Town trails; numbers were down this weekend. Director Perow believes that people are heeding the Governor's order to stay close to home while recreating. Director Perow recommends that any porta-potties be removed and public restroom closed because they aren't being sanitized between uses. The community garden was deemed an essential activity and will be moving forward as the weather gets nicer. Harpswell Aging at Home continues to provide great service to our community, they served 375 meals on Tuesday. MSAD 75 has reduced the number of days it will be passing out meals. Instead of multiple weekly pick-ups, a week's worth of meals will be handed out at one pick-up, each Wednesday from 12-1 at Harpswell Community School (among other locations throughout the district.) Emergency Management Agent Howe stated that personal protective equipment quantities are limited and have been distributed to emergency personnel and departments. Mid Coast Hunger Prevention had a mobile food truck at the Recycling Center on Thursday, April 9th, which had a steady stream of activity, though it eventually ran out of food; those who didn't get food were encouraged to visit the Brunswick site. Agent Howe and Administrator Eiane will continue to meet with emergency chief personnel to keep lines of communication open.

6. June 9, 2020 Town Meeting by Referendum & Set Public Hearing Date:

Administrator Eiane provided the Select Board with a document referring to the items that would be voted on by secret ballot. Administrator Eiane reviewed the draft consolidated warrant for vote by referendum. Included were several articles; operations, borrowing articles with a fiscal note, illustrating how the borrowing will be repaid, including any interest payments. An article of note: Due to the economic slowdown, the administrative staff recommended that Board of Selectmen allow up to \$670,000 (an increase of \$200,000) of unassigned fund balance be used to cover a projected funds deficit, which would reduce the need to increase property taxes. This use of funds is in compliance with the existing unassigned fund policy. Chairman Johnson moved, seconded by Selectwoman Covey, that the articles be placed on the ballot to be voted on June 9, 2020 or a later date, as determined by the Governor. Motion passed 3-0. There has been a request by the Town Clerk, Rosalind Knight, to consolidate polling locations to one location, Harpswell Community School, to reduce the staff needed to run the polling locations. The Governor is expected to suggest restrictions and guidelines regarding voting. Administrator Eiane requested a special meeting Wednesday, April 15, 2020 at 3:00 p.m. Town Clerk, Rosalind Knight, phoned into the meeting. Selectman

Chipman moved, Selectwoman Covey seconded, to schedule a public hearing for Wednesday, April 15, 2020 at 3:00 p.m., to discuss consolidation of the polls. Motion passed 3-0. A public notice will go out, informing residents how they can participate in the hearing.

- 7. Victor and Nancy Mahoney Wharf Application, 396 Long Point Road, Map 38, Lot 136:** Tim Forrester, Atlantic Environmental, spoke on behalf of Victor and Nancy Mahoney, who request to construct a bridge to span across a high tide salt marsh to reach a small upland island, which would give them access to pier, 26 foot ramp and float, which may bottom out during low tide. The configuration has had approval from Army Corps of Engineers and Department of Environmental Protection. Chairman Johnson moved, seconded by Selectman Chipman, to approve the wharf application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of other. Motion passed 3-0.
- 8. Authorization of the Warrants:** Selectman Chipman moved, Selectwoman Covey seconded, to authorize warrant #15 in the amount of \$21,141 and payroll warrant 14 in the amount of \$18,993.07. Motion passed 3-0.
- 9. Public Comment:** None.
- 10. Other Business:** None.
- 11. Adjournment:** Meeting was adjourned at approximately 7:00p.m.

Respectfully Submitted,

Kayla Matthews
Recording Secretary