

Selectmen's Meeting Minutes
Thursday April 16, 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: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Gina Perow, Recreation Director; Charles Perow Jr, Recycling Center/Transfer Station Manager; Art Howe, Emergency Management Agent.

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. **Selectmen's Announcements:** Chairman Johnson acknowledged the sorrowful passing of Marguerite Kelly, Town Treasurer, which will be further addressed in the Town Administrator's report. Chairman Johnson stated that some generous residents of Harpswell (Kim and Bruce Sachs) will be funding a weekly food truck through Mid Coast Hunger Prevention every Thursday, at the Recycling Center, starting next week and running through June 25, 2020. If the need for the food truck still exists, the continuation of the food truck will be revisited. Mid Coast Hunger Prevention has set up a separate account for Harpswell, therefore, any residents who would like to contribute to the program, specifically for use in Harpswell, should indicate such in the memo portion of their check or payment.
3. **Town Administrator's Report:** Administrator Eiane shared a statement regarding the unexpected and regretful passing of our Town Treasurer and colleague, Marguerite Kelly. Marguerite's generosity and caring nature will be greatly missed by all of us who knew her. Our thoughts are with her husband Tony and their sweet dog, Jewel.
4. **COVID-19 Update:** Administrator Eiane reported that the Town continues to operate in a civil state of emergency, both at the local and state level. Although the Town Office is closed to the public, residents are encouraged to contact Town staff via email or voicemail. Staff have access to their desktop remotely. There is also drop box attached to the front of the building for any material residents wish to drop off at the Town Office. 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. Inside the Town Office, plexiglass shields are being installed in the windows of the offices. Administrator Eiane and Agent Howe meet weekly with chief emergency personnel to discuss and maintain operations and staffing. Administrator Eiane and staff will continue to gather and distribute information regarding available resources (financial assistance, unemployment benefits, and food trucks, etc.). Mid Coast Hunger

Prevention, the Santa Fund, Harpswell Aging at Home, have been active in serving our community. Administrator Eiane stated that the State of Maine's declaration of civil emergency runs through May 15, 2020, therefore, Harpswell is bound to that date as well. Governor Mills' "Stay at Home" order runs through April 30, 2020, as does the ban on short term rentals and lodging. The Board of Selectmen has also adopted this ban through April 30th and any extension of that deadline will be reevaluated as the deadline approaches. Recycling Center Manager Chuck Perow stated that the new schedule and system at the Recycling Center is working smoothly. The Recycling Center and Transfer station staff appreciate the public's patience and understanding during this transition. Manager Perow stated that April 30th is generally the date where the schedule would normally go back to 5 days of operation, but at this point, after meeting with the Emergency Operations Team, they will look into opening up Wednesdays, totaling 4 days of operation. Manager Perow announced that "Spring Home Hazmat Day" has been cancelled. Recreation Director Gina Perow addressed the Town's trail usage. Although usage has been down in accordance with the weather, as conditions improve, Director Perow believes that trail usage will certainly increase which may result in overcrowding of trails and parking lots. Trail monitors may be used if this does indeed occur. All porta-potties have been removed from Mitchell Field and the Town Office. A sign has been placed at Mackerel Cove to remind users of social distancing. Harpswell Aging at Home has distributed a flyer that gives seniors information regarding grocery delivery and other resources available; residents should look for this flyer on the HAH website and various Town Facebook pages. Director Perow received word that Bowdoin College will be closed for the summer, which cancels some programs in the Town's recreation department, including Summer Swim and Camp Harpswell. Curtis Memorial Library liaison, Hazel Onsrud, contacted Director Perow regarding transportation funds that are not being utilized at this time, Onsrud suggested those funds could be used for Wi-Fi services or devices for those in need. This will be further discussed by Administrator Eiane and Director Perow. Agent Howe announced there will be a weekly Mid Coast Hunger Prevention food pantry at the Recycling Center starting next Thursday April 23, 2020 from 10-11:30A.M. Agent Howe also explained that overall emergency calls are down, locally and nationally. Agent Howe continues to explore resources for emergency and healthcare personnel; working closely with the Sheriff's Department and Cumberland County Emergency Management. Selectman Chipman asked if we had any confirmed COVID-19 cases in the area or at Mid Coast Hospital. Agent Howe responded that he wasn't aware of any currently, but overall numbers at Mid Coast Hospital are down and staffing has been slightly reduced as a reflection of these numbers. Selectman Chipman was aware of cases in the Mid Coast area.

5. **Status of Fishing Gear Program at the Transfer Station:** Manager Perow has been conducting the Lobster Gear and Trap Take-Back program for four years. It was originally a one year pilot program from a grant with National Fish and Wildlife. The program has been processing approximately 25 tons of gear and 30-35 cubic yards of rope and trap line, per year. Unfortunately, due to drastic changes in the program's application process, the program will end April 18, 2020. The Transfer station will no longer be able to take fishing gear for free. Residents wishing to dispose of traps should remove bricks from traps in order to get a smaller fee for disposal. Manager Perow will continue to explore opportunities and services to meet the needs of the Town.

6. **911 Addressing Officer Appointment:** Administrator Eiane recommended the Board appoint Tim Cark, Code Enforcement Officer, as the 911 Addressing Officer. Selectman Chipman moved, Selectwoman Covey seconded the motion to appoint Tim Clark as the new Addressing Officer. Motion passed 3-0.
7. **State of Maine Submerged Lands Lease for Ramp and Float System at Mitchell Field:** Administrator Eiane recommended the Board approve a Submerged Lands Lease with the State of Maine. The document comes from The Department of Agriculture, Conservation and Forestry, and the State of Maine. Since the ramp and float system will be located off the causeway at Mitchell Field it will affect submerged lands that are under the jurisdiction of the State of Maine, therefore we are required to enter a lease agreement for the use of the area. The lease would be in effect until December 31, 2049. Selectman Chipman moved, Selectwoman Covey seconded the motion to approve and authorize the Chairman to sign the lease. Motion passed 3-0. [Town Meeting had approved this project].
8. **Municipal Election Extended to July 14 – Discuss Municipal Ballot:** Caller Gary Vincent wanted to bring attention to the grouping of certain articles in the ballot, for example, Health and Welfare, and some social services. He suggested separating outside entities from the Town's operating budget. Administrator Eiane will take a look at the wording in the ballot and bring it to the Board for consideration at next week's meeting.
9. **Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectwoman Covey, to authorize warrant #16 in the amount of \$745,294.40, warrant 16a in the amount of \$600 and payroll warrant #15 in the amount of \$20,231.69. Motion passed 3-0.
10. **Public Comment:** Caller Gary Vincent complimented Town Clerk Rosalind Knight for informing the public about social distancing, mail-in ballots and polling safety for the upcoming [July 14] vote.
11. **Other Business:** None.
12. **Adjournment.** Meeting adjourned at approximately 6:50 p.m. with no objections.

Respectfully Submitted,

Kayla Matthews
Recording Secretary