

**Selectmen's Meeting Minutes**  
**April 25, 2019**  
**Harpswell Town Office**  
**Approved May 9, 2019**

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

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

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Fred Cantu, Code Enforcement Officer; Marguerite Kelly, Treasurer; and Paul Plummer, Harbormaster

**1. Adoption of the Agenda:** Authorize Purchase of Town Vehicle was added to the agenda as 5.1.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** Selectman Chipman announced 1,160 pounds of trash was removed from the sides of Harpswell roads during the clean-up. He noted it was discouraging to see cans and trash along the sides of the roads again and he asked the public not to litter.

**4. Town Administrator's Report:** Administrator Eiane recommended Meriel Longley be hired as a regular part-time employee for the Town as a firefighter effective April 29. Ms. Longley is a current employee as a per diem firefighter and has performed well. As a regular part-time employee, she will work 24-36 hours per week and be eligible for benefits. Selectman Chipman moved, seconded by Selectman Covey to approve the recommendation; motion passed 3-0. Administrator Eiane stated that the Maine Municipal Association is seeking candidates to serve on its executive committee. The Town has not had representatives serve on this committee before but has had representation on the Legislative Policy Committee. Selectmen will let the Town Administrator know by May 6 if interested. Administrator Eiane reported that Mary Ann Nahf, Conservation Commission Chair, testified on Tuesday in support of a legislative document to have State funding for browntail moth research. The hearing went well and there will be a work session on the matter. Ms. Nahf also attended sessions for several other bill proposals relating to pesticides and funding and will continue to follow them. Administrator Eiane noted the Energy, Utility and Technology Committee is promoting a proposed bill to require cable companies to extend cable to areas with 15 or more homes.

**5. Consent Agenda: 1) Approval of the Minutes; 2) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda [approved the April 11 minutes; authorized warrant #17 in the amount of \$156,476.31 and payroll warrant #16 in the amount of \$21,335.77]; motion passed 3-0.

**5.1 Authorize Purchase of Vehicle:** Fred Cantu, Code Enforcement Officer, stated the Board authorized staff to shop for a new vehicle. He visited dealerships all day yesterday and has the options narrowed down to 7 vehicles. Each dealer indicated they could set the car aside for a short-time while a decision is made. Mr. Cantu reviewed the different options and recommended the Board authorize the purchase of a 2018 Ford Escape from Casco Bay Ford with 20,820 miles for \$19,989 and to authorize him to sign the required paperwork on behalf of the Town. Selectman Chipman so moved, seconded by Selectman Covey; motion passed 3-0. The Selectmen later signed warrant 17a for the \$19,989.

**6. Selection of Banking Institution for Tax Anticipation Note Financing:** Marguerite Kelly, Treasurer, stated the Town received five responses to the request for proposals for tax anticipation note financing. She reviewed the responses and recommended the Board accept the low bid on an as needed basis from Androscoggin Bank dated April 24, 2019 at an interest rate of 2.53%. The Board concurred. Chairman Johnson moved, seconded by Selectman Chipman that the vote entitled, "Vote to Authorize Issuance of a Tax Anticipation Note for Fiscal Year 2019," be approved in the form presented to this meeting, and that an attested copy of said Vote be included with the minutes of this meeting; motion passed 3-0.

**7. Treasurer's Report:** Marguerite Kelly, Treasurer, reviewed her monthly report for March (attached).

**8. Emergency Vehicles Leases with the Volunteer Fire Departments:** Ms. Kelly stated the Town has nine leases with the Fire & Rescue Departments for emergency vehicles – the ambulances are for ten years and the tankers (with the exception of the Harpswell Neck lease) are for twenty years. There are two leases that have expired. There are new leases for consideration that have been amended as follows: a new termination date; removal of language related to the use of tax-exempt bond proceeds to purchase the vehicle as the bonds have been repaid; inclusion of the language related to the paramedic services which had previously been part of an addendum; inclusion of the language relating to the circumstances under which the vehicles may be taken out of Harpswell previously part of an addendum; addition of language which provides that the Department(s) may use insurance proceeds or pay the costs of repair or replacement of the vehicles. The leases were sent to the three departments for review and one department did suggest a change relating to the insurance. Insurance proceeds will go to the Town if the vehicle is to be replaced and to the Department if the vehicle is to be repaired. Selectman Chipman moved, seconded by Selectman Covey to approve the lease with the Harpswell Neck Fire & Rescue, Inc. (for the 2009 International Chassis) and the one with the Orr's and Bailey Islands Fire Department (for the 2009 Ambulance); motion passed 3-0.

**9. Recommendation for Mooring Management Program and Support Services:** Paul Plummer, Harbormaster, stated there were two responses received to the Town's request for proposals for mooring management software and support services. Mr. Plummer recommended the Board accept the low bid response from Online Mooring LLC at an annual cost of \$11,000 for a two-year commitment (one year contract with a one-year extension). Ms. Kelly stated the company will process on-line payments using a company named Stripe. The company is global and services many known entities. The Town will be Online Mooring's first customer using Stripe and Ms. Kelly believes Online Mooring will support us through the process. Selectman Chipman moved, seconded by Selectman Covey to proceed with Online Mooring; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to authorize the Town Administrator to sign a contract; motion passed 3-0.

**10. Accept Donation from Maine Community Foundation for Dry Suits and Consider Sole Sourcing to Purchase the Suits:** Mr. Plummer reported that Mary and Patrick Scanlan donated, through Maine Community Foundation, \$5,379 to purchase survival suits for use by the operators of the airboat, which currently are the shellfish wardens and Harbormaster. The suits will be owned by the Town and remain with the Town. Selectman Chipman moved, seconded by Selectman Covey to accept the donation; motion passed 3-0. Mr. Plummer recommended the Board authorize sole sourcing with Mustang Survival, Inc. for the purchase as the company's products are top of the line industry standards and are heavily used by the State and multiple municipalities. Selectman Chipman moved, seconded by Selectman Covey to sole source with Mustang Survival, Inc.; motion passed 3-0.

**11. Authorize Request for Proposals for Capital Road Project:** Owen Chaplin, engineer with Gorrill Palmer, reviewed the Town's proposed capital road project for Laurel Cove Road, a portion of Oakledge Road and Oakhurst Island Road. Property owners on these roads were invited to a meeting with the engineer to review the rehabilitation plans. Mr. Chaplin and Ron Ponziani, Road Commissioner, reviewed the plans with the Board. Selectman Chipman pointed out some mathematical errors on the cost analysis sheet. Selectman Covey asked what the life expectancy would be of the roads; Mr. Chaplin responded it is estimated to be 20 years. Selectman Chipman moved, seconded by Selectman Covey to send the project out to bid; motion passed 3-0.

**12. Island Institute Grant Application Re: Sea Level Rise Prioritization:** Mary Ann Nahf, Conservation Commission chair, reviewed the grant application to the Island Institute for long-term planning for sea level rise. Roads, Town landings, wells and other infrastructure will be reviewed throughout Town, which will allow prioritization of what needs attention first. Part of the process and grant includes establishing a task force and

hiring engineers to review certain infrastructure. Ms. Nahf stated that funds to develop a work plan specifically for Basin Point Road have also been included in this grant application. Selectman Chipman moved, seconded by Selectman Covey to approve submitting the grant application. Administrator Eiane noted the Town's match is in-kind services. Motion passed 3-0.

**13. 2019 Wage and Salary Adjustments:** Administrator Eiane reported that annually, prior to beginning the budget process, the Board is asked what to include in the budget for an across the board increase and then also reviews compensation for individual positions to apply a systematic approach for further adjustments. Once the funds are approved by Town Meeting and annual performance evaluations are completed, the pay increases come before the Board for final approval. The Board had approved a 2.5% across the board increase and there are nine positions that are planned for an additional increase to get the positions closer to the mid-point. Additionally, the firefighter pay scale is proposed to increase from \$12-\$16 to \$13-\$17 per hour. The Animal Control Officer is proposed to receive a \$4/day increase. Administrator Eiane expressed appreciation for the staff and how much is accomplished. Selectman Chipman moved, seconded by Selectman Covey to authorize the wage and salary increases. Selectman Covey asked if the systematic approach is reviewed each year; Administrator Eiane responded the Board has done it annually. The motion passed 3-0. The Town Administrator's increase is not included as that employee evaluation will occur with the Board at the May 13 meeting.

**14. Committee Appointments:** Selectman Chipman moved, seconded by Selectman Covey to appoint Robert Modr and Bryan Foster to the Bandstand Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Ellen Lebauer to the Board of Appeals; motion passed 3-0. The Board delayed action on appointing members to the Budget Advisory Committee and asked to review each applicant's application. Selectman Chipman moved, seconded by Selectman Covey to appoint Burr Taylor, Becky-Sue Betts and Tom Bachman (Associate) to the Conservation Commission; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Benjamin Wallace, Jonathan Burbank, David Mercier, Zachary Stoler, Zachary Smith and Peter Vincent to the Emergency Vehicles Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to reduce the membership size of the Energy & Technology Committee from 5 to 3; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Gary Vincent to the Energy & Technology Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Gail Hart, Benjamin Wallace, Jonathan Burbank, Allan LeGrow, David Mercier and Kevin Johnson to the Fire & Rescue Planning Committee; motion passed 3-0. Administrator Eiane stated when the Planning Committee was established it included elected officials and she asked if that should continue; the Board agreed to leave it as is. Selectman Covey moved, seconded by Selectman Chipman to appoint Jack Dostie, John Perry, Forrest Mason, Scott Merryman (Associate), Frank Holdgate (Associate) to the Harbor & Waterfront Committee; motion passed 3-0. There was a discussion about Justin Farmer having missed more than 3 consecutive meetings and the Harbormaster's request to not re-appoint Mr. Farmer. Selectman Chipman moved, seconded by Selectman Covey to appoint David Wilson and Mary Ann Nahf (Associate) to the Marine Resources Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Warner Price as a full member and Master Plan Update members until December 31, 2019 Paul Ciesielski, Sharon Oehmig, Dave Znamierowski and Lee Cheever to the Mitchell Field Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Allan LeGrow, Amy Haible and Burr Taylor (Associate) to the Planning Board; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Sue Rich, Richard Rumba, Tom Carr and Gail Federico (Associate) to the Recreation Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint John Stokinger and Robert Eaton to the Recycling Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Jane Smith, Hope Hilton and Frank Holdgate (Associate) to the Town Lands Committee; motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Don Miskill, Jr., John Loyd Jr, Thomas Carr, John Perry and Anthony Barrett as Town Lands Stewards; motion passed 3-0.

**15. Public Comment:** None.

**16. Other Business:** Selectman Covey moved to decline the invitation from the Spirit of America to choose someone for its award and also request that Spirit of America not select someone on its own. Selectman Covey stated she believes it is important to recognize volunteers and that it would have more meaning if the Town recommended someone and also she is concerned about the process arbitrarily selecting someone. Selectman Covey stated if her colleagues agree, the Town will next take on the challenge of how to recognize its volunteers in the future. Selectman Chipman seconded the motion and it passed 3-0.

**17. Administrative Matters:** Administrator Eiane noted the Board's goals and objectives workshop will be scheduled towards the end of May.

**18. Adjournment:** At 7:18 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments: Treasurer's Report  
Vote to Authorize Issuance of a Tax Anticipation Note for Fiscal Year 2019