

Selectmen's Meeting Minutes
May 1, 2014
Harpswell Town Office
Approved on May 29, 2014

The Board of Selectmen met in a workshop at 4:00 pm to discuss goals and objectives then met with the Assessing Office staff.

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 Johnson

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer; Bill Wells, Code Enforcement Officer; and Fred Cantu, Recycling Center/Transfer Station Manager

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

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer, to adopt the agenda as amended by adding under other business – Consider Engaging Services for Emergency Medical Services Review and Set Public Hearing for the June ballot; motion passed 3-0.

2. Public Comment: David I. Chipman announced the roadside volunteers collected just under 1,000 pounds of trash. He thanked the Bailey Island General Store and Ship to Shore for providing lunch for the volunteers and all the stores for providing trash bags. Mr. Chipman said hello to the Scouts at the television studio.

3. Town Administrator's Report: Administrator Eiane stated MSAD 75 will hold a public hearing regarding its budget on May 8 followed by a regular Board meeting when the Board will consider adopting the budget. The district budget meeting will be on May 22, 6:30 pm, at the Orion Performing Arts Center. On June 10 there will be a school budget validation referendum and a municipal ballot.

4. Selectmen's Announcements: None.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [4/21 and 4/24 minutes; donations for the Bandstand: Frank and Nancy Goodwin \$250, David and Trisha Sheaff \$100, Wesley Wood \$200, Patty McGovern \$25, K. Goodrich \$100, John and Patricia Laz \$50, Greg Anderson \$50, Anna Salom \$50, Susanne Bane \$50, Ray and Alice Forgit \$100, Pamela Cook \$50, Barbara Ruszczyk \$50, L. David Brown \$5-, John Webster \$50, Clyda and George Rent \$100, Jim and Ruth Smith \$50, Dirk and Linda Brunner \$50, Juanita Reynolds \$25, Robert Porter, Jr. \$100, Nortons \$500, Edward Phinney \$50, Jeanie Rubio \$25, Cyndy Bush \$150, Karin Blake and Connie Tassinari \$100, Linda Clement \$50, Carol and Gil Schneidewind \$25, David and Anne Taft \$75, Kenney Landscaping \$200, Andri and Lydia Cocquyt \$100; a \$800 donation for summer swim from Ned Perry in honor of Don Miskell; donations for recreation programs in memory of Kert Brown: Barbara and John Decoste \$25, Virginia Eastman \$50, Mt. Ararat Middle School Students \$30, Alex Diamon \$50, Margaret Raymond \$100, Margery and Tom Gruber \$50, Beth and John Snowe \$100, Michael Dunn \$100; and an anonymous donation of \$355 for recreation; new road name of Wild Rose Lane; warrant 19 \$103,876.64 and payroll warrant 18 \$14,397.30]; motion passed 3-0.

6. Consider Selection of Banking Institution for Tax Anticipation Note Financing: Marguerite Kelly, Treasurer, stated requests for proposals relating to tax anticipation note (TAN) financing were mailed on March 24. Four written responses were received: Androscoggin Bank at an interest rate of .75% for the lump sum or on as needed basis; Bath Savings Institution at .72% as needed; The First at .79% lump sum or as needed; and TD Bank at .59% lump sum. Ms. Kelly recommended the Board accept the low bid from TD Bank and adopt the motion provided on Exhibit A (attached). Ms. Kelly stated she is meeting with the Town's depository bank, Androscoggin Bank, tomorrow to discuss a new product that she will consider placing the TAN funds in. Selectman Multer stated that the language in the last paragraph of the motion is not clearly written and she asked

that the Town's bond counsel confirm the wording. Selectman Multer moved, seconded by Chairman Daniel to accept TD Bank's bid and the attached motion pending counsel confirmation or modification of the wording; motion passed 3-0.

7. Consider Holding Tank Application for Ramsay, Map 25, Lot 53: Bill Wells, Code Enforcement Officer, reviewed a holding tank application that will replace a pit privy. The water source will continue to be a hand pumped cistern. Mr. Wells stated that during the installation inspection, he will verify that the tank location complies with the reduced setbacks as noted on the application. Chairman Daniel moved, seconded by Selectman Multer to approve the application; motion passed 3-0.

8. Recycling Center Matters

- **Award for Concrete Project:** Fred Cantu, Recycling Center/Transfer Station Manager, stated that two bids were received in response to the requests for bids for a concrete pad. JARR Management bid \$10,950 and proposed using 4,000 psi concrete and rebar 24 os. Mitchell Construction bid \$13,000 plus \$4,500 if the base was not acceptable and proposed using 3,000 psi concrete and rebar 16 os. Mr. Cantu recommended approving the JARR bid. Selectman Multer moved, seconded by Chairman Daniel to accept the Jarr bid; motion passed 3-0.
- **Bid Responses for Skid Steer, Balers and Scale:** Mr. Cantu reported no bids were received in response to the requests for proposals for the skid steer, balers or floor scale. He recommended that the minimum bid of \$10,000 for the skid steer not be reduced and instead try again later. He requested the floor scale be scrapped for about 300 pounds of metal at Grimmels. Mr. Cantu stated if the balers were scrapped it would result in about \$475 and the Town has to deliver the balers to the site. Yesterday, Mr. Cantu was contacted by Bruce Jacobs offering \$500 for all the balers plus he would remove them. Selectman Multer moved, seconded by Chairman Daniel to accept Mr. Jacobs' offer; motion passed 3-0. Chairman Daniel moved, seconded by Selectman Multer to scrap the floor scale; motion passed 3-0.
- **Request for Services to Repair Plumbing:** Mr. Cantu reported that parts of the original cast iron piping for the bathroom in the Recycling Center have collapsed. He has worked with R.A. Webber and Ron Elwell the Town's Code Office to troubleshoot the issues, including running a camera into the pipes, and develop the best plan for repair. The building appears to have settled perhaps causing the pipes to collapse and a wall to be repaired in 2010. Mr. Cantu requested the Board approve use of capital funds to replace the cast iron piping at a cost of \$4,000 with R.A. Webber and \$2,500 with \$1,850. Chairman Multer moved, seconded by Selectman Johnson to approve the project; motion passed 3-0.

10. Municipal Predator Control Pilot Program: Administrator Eiane stated Kyle Neugebauer, Marine Warden, completed an application to participate in the Department of Marine Resources (DMR) Pilot Program and focus on trapping green crabs. In addition to trapping crabs, Strawberry Creek is proposed to be fenced off to stop crabs from entering the cove. The deadline to submit an application is tomorrow. Administrator Eiane noted that installing fencing may need a Natural Resources Protection Act permit, which may take some time to obtain. David Wilson, Marine Resources Committee Chair, stated he may walk Strawberry Cove to check the size of the clams. Mr. Wilson suggested that the part of Strawberry Creek north of the bridge is currently closed to clamming and may be a better location to fence. Administrator Eiane suggested incorporating the north section. Mr. Wilson asked about the status of the multi-town grant from last year; Administrator Eiane responded it was not awarded but that other grants could be pursued. Chairman Daniel asked if there were any signs that the cold winter helped reduce the green crab population. Mr. Wilson stated he believed it did. Mike Bernier, Marine Resources Committee member, stated he has not seen any crabs but there is a large worm problem. Chairman Daniel moved, seconded by Selectman Multer to submit the pilot program proposal; motion passed 3-0.

9. Consider the Bandstand Committee's Recommendation for Bandstand Improvements: Bob Modr, Bandstand Committee Chair, reviewed the proposed improvements to the Bandstand, including the sound and security systems. Mr. Modr requested the Board approve purchasing the supplies (approximately \$2,600) and

authorizing Bandstand and Energy Committee volunteers to perform the work. Selectman Multer asked Administrator Eiane to confirm that volunteers would be covered under the Town's insurance. There was a discussion regarding the disposition of the inverter that will be replaced. Mr. Modr stated he will investigate selling the inverter and come back to the Board. Chairman Daniel moved, seconded by Selectman Multer to authorize the work by volunteers and the purchases through Town staff; motion passed 3-0.

10. Consider Marine Resources Matters

- **Selection Process for Contracted Services:** Administrator Eiane stated the Town issued a request for proposals for marine shellfish services and two responses were received. One from Monique Coombs and one from Darcie Couture of Resource Access International, LLC. Administrator Eiane asked how the Board wanted to proceed – with one Selectman on the interview team or the full Board along with the Town Administrator and a member of the Marine Resources Committee. The Board agreed that the full Board should be included. David Wilson, Marine Resources committee chair, stated he wanted to be involved and expressed concerns about this contract accomplishing all the tasks outlined in the scope of services. Selectman Johnson moved, seconded by Chairman Daniel that the interview team be comprised of the full Board, Marine Resources Committee chair and the Town Administrator; motion passed 3-0.
- **Green Crab Traps:** Administrator Eiane reported that the Town of Freeport has offered traps for use. The Town of Harpswell currently has 24 traps and she asked how many traps Harpswell needs in total. Selectman Johnson stated shrimp traps may be converted into green crab traps as well. Selectman Johnson suggested checking with Freeport to confirm how many traps are available for use and for key players to get together to determine how many Harpswell needs. Selectman Multer suggested the contractor selected for marine services should review the plan.

11. Consider Request for Proposals for Building Demolition at Mitchell Field: Deputy Administrator Sawyer stated the Mitchell Field Committee recommended the center building along the waterfront be removed. Town Meeting approved funds for the project. The request for proposals is to remove the building down to the pad after which the Town may be able to install a power kiosk in that location. Selectman Multer noted the building is brick veneer. Chairman Daniel asked why the pad is proposed to remain; Deputy Administrator Sawyer responded due to the soil restrictions on the site. Chairman Daniel moved, seconded by Selectman Johnson to approve the request for proposals; motion passed 3-0.

12. Appointments: Officials and Committees and Selectmen Liaisons: Chairman Daniel moved, seconded by Selectman Multer to appoint: William Wells as Code Enforcement Officer, Local Plumbing Inspector and Maine Uniform Building and Energy Code Inspector from April 1, 2014 to March 31, 2015; Jason Marshall as Alternate Code Enforcement Officer and Local Plumbing Inspector from April 1, 2014 to March 31, 2015; Jason Marshall as Addressing Officer from May 1, 2014 to April 30, 2015; Frank Hilton as Fire Warden from May 1, 2014 to April 30, 2015; Linda Strickland, Diane Plourde, Richard Wyer, Edward Blain, Walter Johnson and Fred Cantu as Deputy Fire Wardens from May 1, 2014 to April 30, 2015; George Johnson as Animal Control Officer and Judith Arndt as Deputy Animal Control Officer from May 1, 2014 to April 30, 2015; Timothy Vail as Tree Warden, Louis Levesque as Sealer of Weights & Measures, James Hays as Harbormaster, George Bradbury and Kyle Neugebauer as Shellfish Conservation Wardens, Frank Hilton as Fire Chief of Harpswell Neck, Edward Blain as Fire Chief of Orr's/Bailey Island, Benjamin Wallace, Jr. as Fire Chief of Cundy's Harbor, Kristi Eiane and Linda Strickland as General Assistance Administrators all from May 1, 2014 to April 30, 2015; motion passed 3-0.

The Selectmen reviewed each committee's applicants and agreed to the following appointments: Robert Modr, Bryan Foster, Candis Hine, Chris Huber, Chris Hall, Rick Meisenbach and William Muldoon to the Bandstand Committee from May 1, 2014 to April 30, 2015; Jim Knight 2017, Ellen Shillinglaw and Patricia Lawson to 2015 to the Board of Appeals; Linda Hall and Ellen Shillinglaw to 2017 to the Budget Advisory Committee; David Chipmanto 2017 to the Comprehensive Plan Implementation Committee; Sue Vachon and Maryann Nahf

to 2017 to the Conservation Commission, Burr Taylor as an Associate to the Conservation Commission to 2015; Benjamin Wallace Jr., Walter Johnson, Jonathon Burbank, Eric Chipman, Frank Hilton and Ed Blain to the Emergency Vehicles Committee to 2015; David Chipman to the Energy Committee to 2015; Frank Hilton, Edward Blain, Benjamin Wallace Jr., Gail Hart to the Fire and Rescue Committee to 2015; William Saxton to the Harbor and Waterfront Committee to 2015; Michael McCabe to the Mitchell Field Committee to 2017; Aaron Fuchs to the Planning Board to 2017, John Papacosma and Frank Wright IV as Associates to the Planning Board to 2015; John Holland 2016, E. Jeffrey Stann 2017 and George Barker 2015 to the Recycling Committee; Hope Hilton 2016, David Hackett, Ken Oehmig and Edward Ned Perry 2017, Jean Richter 2015 Associate and John Loyd Jr. 2015 Associate to the Town Lands Committee; John Loyd, Jane Smith, Robert Waddle, Tony Barrett, Don Miskell, Ken Oehmig, Edward Ned Perry, Ellen Shillinglaw, Gina Perow, Chris Coffin, Jean Richter, Hope Hilton and David Hackett as Town Lands Stewards to 2015. Selectman Multer moved, seconded by Chairman Daniel to make the appointments as discussed excluding the Recreation and Marine Resources Committee pending attendance and length of service information; motion passed 3-0. The Board discussed liaison roles and Selectman Johnson agreed to take Fire and Rescue. The Board discussed dropping "Implementation" from the Comprehensive Plan Implementation Committee and agreed to keep it on that committee and drop the word on the Mitchell Field Implementation Committee.

13. Consider Renewal Liquor License for Morse's Cribstone Bridge Restaurant: Deputy Administrator Sawyer reported the Code Office states the establishment is compliant with local rules and regulations and there have not been any reported alcohol-related incidents from Cumberland County. Selectman Multer moved, seconded by Chairman Daniel to approve the renewal license; motion passed 3-0.

14. Consider Land Acquisition Policy: Administrator Eiane stated the changes suggested by the Shoreland Zoning Task Force at a previous meeting have been incorporated into the policy. Selectman Multer asked that the order be re-arranged, the word "centrally" be removed from the Mountain Road reference, and the language regarding locations throughout Town be amended. Administrator Eiane noted the list of focus areas will be attached. Chairman Daniel moved, seconded by Selectman Multer to approve the policy; motion passed 3-0.

15. Other Business: Selectman Multer moved, seconded by Chairman Daniel to set May 29 at 7:00 pm as the public hearing for the municipal article being voted on June 10; motion passed 3-0. Administrator Eiane stated the Emergency Management Services (EMS) Workgroup is making progress. She asked the Board to approve some consulting assistance for the Group such as with writing the report and meeting with the departments. She suggested Frank O'Hara, of Planning Decision as he assisted the EMS Strategic Committee a couple of years ago. Selectman Multer moved, seconded by Selectman Johnson to authorize the Town Administrator to employ Frank O'Hara on as needed basis; motion passed 3-0. Chairman Daniel stated he viewed the brown colored guard rail in Brunswick to help determine which color should be installed at the causeway on Pott's Point. He also asked Linda Hall of the area neighborhood what the neighborhood's preference was; Ms. Hall stated that the majority preferred the brown over the silver. Chairman Daniel moved, seconded by Selectman Johnson to proceed with the brown color; motion passed 3-0.

16. Public Comment: None.

17. Administrative Matters: The Board agreed to allow staff to work on website improvements and to implement a non-interactive Facebook page. The Board agreed Selectman Multer can work with the Town Administrator and with Liz Doucett, Curtis Memorial Library Director, on a new memorandum of understanding. The Board set June 26 at 6:30pm as the committee-wide meeting.

18. Adjournment: At 9:00 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Vote of Board of Selectmen Authorizing Tax Anticipation Borrowing
[Attachments are available at the Town Clerk's Office or by email at harpwell@town.harpwell.me.us]