

Selectmen's Meeting Minutes
Thursday May 7, 2020
Harpswell Town Office
Approved May 21, 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; Emergency Management Agent, Art Howe; Recreation Director, Gina Perow.

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:** Agenda was accepted as written.
2. **MidCoast Hospital Presentation:** MidCoast Hospital President and CEO Lois Skillings and Dr. Christopher Bowe, Chief Medical Officer, reviewed how MidCoast Hospital is handling the pandemic (see attached PowerPoint presentation).
3. **Selectmen's Announcements:** Selectman Chipman thanked Scott Lemieux for his help with John Gilliam Clean Up day.
4. **Town Administrator's Report:** Administrator Eiane shared a communication from Maine Department of Transportation, stating that Crooker Construction has been awarded the maintenance paving contract, which will happen in Harpswell this summer, dates to be determined. Updates will be posted on the Town website.
5. **COVID-19 Update:** Administrator Eiane urged residents to continue to stay home. Staff continues to provide services to the public from both the office and home. Administrator Eiane thanked the staff for working hard to continue providing service. Residents can leave voicemails for staff from all departments and can also request absentee ballots. Recreation Director Gina Perow stated that parking monitors at the Town Office reported that limiting parking at Cliff Trail to only the back lot, was very successful. Hikers were happy the trail wasn't overrun. The monitor at the Giant's Stairs reported that overall, the hikers used the trail appropriately; social distancing and leashing dogs. Director Perow planned to continue monitoring these areas for the foreseeable future. New signage for incoming visitors and residents will be hung under the existing 'Welcome to Harpswell' signs, urging travelers and seasonal residents coming to Maine to 'Keep Harpswell healthy' by self-quarantining upon arrival. Emergency Management Agent Art Howe stated that he continues to meet with chief emergency personnel and the supervising paramedic. Personal protective equipment continues to be monitored closely. Emergency calls continue to be slightly lower than normal. An apartment has been offered for any first responder or medical professional needing a place to quarantine. Agent Howe has started keeping track of calls with questions and/or complaints, which will help keep Town officials apprised of various needs in the community. The Town office is preparing for re-opening to the public June 1, 2020. Many

new protocols are being discussed, which could greatly change the flow and operation of the first floor.

- 6. Clarification on the Mitchell Field Dog Leash Policy:** Administrator Eiane voiced questions from the Mitchell Field steward, Don Miskill. Clarifications were requested regarding leashing dogs while they swim, the use of ‘shock-collars’ instead of a leash and the duration of the on-leash requirement. There was consensus from the Board that dogs can be off-leash while swimming and shock-collars are acceptable forms of control. The duration of the on-leash law is in effect moving forward. There was discussion about keeping both humans and dogs safe on the trails. Selectman Chipman moved, seconded by Selectwoman Covey, that the on-leash law apply to all Town-owned properties. Motion passed 3-0.
- 7. 2020 Budget Update:** The Budget Advisory Committee met virtually on May 4, 2020. Administrator Eiane reported that the Committee discussed the changes approved by the Board on April 2, 2020. Town department heads were asked to go through their respective budgets to see where additional reductions could be proposed. Some reductions include: the regional ‘Spring Hazmat’ day was cancelled, \$3,500 reduction; Summer Swim and Camp Harpswell were cancelled, \$3,400 reduction; a wage/salary increase was initially proposed at 2.5%, but after much discussion, was reduced to 1.5%, a reduction of \$10,000; other firefighter vacancies, health insurance coverage changes, reduced the operational budget by a total of \$56,400. An additional reduction in Capital of \$25,000, bringing the overall reduction to \$81,400. The Budget Advisory Committee also weighed in on the use of Fund Balance, the Fund Balance policy states that the Town has to maintain 16.66% of the previous year’s operational expenses in a Fund Balance. The Town’s fund balance at the end of 2019 was \$3.6 million, the target balance being \$2.3 million, makes a balance of \$1.2 million available. The recommendation is to use \$670,000 of the \$1.2 million available balance to keep the tax burden to a minimum, hopefully under 1%. The Budget Committee endorsed this action. The Board will vote or amend at its next meeting.
- 8. Consent Agenda: 1.) Approval of the Minutes; 2.) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectwoman Covey to accept the consent agenda [approved March 23, April 9, April 16 and April 30 minutes; approved warrant #19 in the amount of \$33,113.13 and payroll warrant #18 in the amount of \$19,400.30]. Motion passed, 3-0.
- 9. Public Comment:** None.
- 10. Other Business:** None.
- 11. Adjournment.** The meeting was adjourned without objection at 7:05p.m.

Respectfully Submitted,

Kayla Matthews, Recording Secretary