

Selectmen's Meeting Minutes
May 9, 2019
Harpswell Town Office
Approved May 23, 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 and David I. Chipman. Selectperson Jane G. Covey was absent.

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Charles Perow, Recycling Center/Transfer Station Manager; Paul Plummer, Harbormaster; and Arthur Howe, III, Fire Administrator

1. Adoption of the Agenda: Consideration of an abatement and supplement was added to the agenda as 14.1.

2. Public Comment: Charles Perow, Recycling Center/Transfer Station Manager, asked if the Board would consider sole sourcing for chipping the wood at the Transfer Station. There are limited companies that offer this service and Cross Excavation has performed well and within schedule and costs. Selectman Chipman moved, seconded by Selectman Johnson to sole source with Cross Excavation; motion passed 2-0.

Mary Ann Nahf, Conservation Commission Chair, stated browntail moths are out and she stated there are control measures on the Town's website along with a link to the video of the meeting with Dr. Groden.

3. Selectmen's Announcements: None.

4. Town Administrator's Report: Administrator Eiane stated Matthew Richard is currently a per diem firefighter for the Town and the Fire Administrator is recommending he be hired as a part-time firefighter. Selectman Chipman so moved, seconded by Chairman Johnson; motion passed 2-0. Administrator Eiane stated the Recreation Director is recommending the Board hire Kayla Matthews as the Town's part-time Recreation Programs Assistant as she has a physical education background and experience. Selectman Chipman moved, seconded by Chairman Johnson to hire Kayla Matthews; motion passed 2-0. Administrator Eiane recommended that the Board hire Greg Coyne as the seasonal part-time Harbormaster. Selectman Chipman so moved, seconded by Chairman Johnson; motion passed 2-0. Administrator Eiane reported the Town participates in the Maine Healthy Beaches program and while the Harbormaster signed the agreement to continue the Program, staff wants the Board to be aware of what the Town's responsibilities are. Paul Plummer, Harbormaster, stated the Town samples three beaches – Mackerel Cove, Mitchell Field and Stover's Point for the Land Trust. Selectman Chipman asked what equipment is used as the agreement states the Town is responsible for it. Mr. Plummer responded some basic non-expensive items. Selectman Chipman moved, seconded by Chairman Johnson to accept the agreement; motion passed 2-0. Administrator Eiane reported the Fire Administrator set up a meeting with other agencies regarding responses to marine related incidents. Arthur Howe, III, Fire Administrator, stated he and Paul Plummer organized a meeting with Cumberland County Emergency Management Agent, Maine Wardens, United States Coast Guard, and the Cumberland County Marine Wardens to gain a better understanding of response to marine related incidents. Mr. Howe will be following up with minutes from the meeting. Chairman Johnson stated years ago, a group of fishermen started a rescue group and he suggested Mr. Howe reach out to the fishermen. Mr. Howe responded each department has at least one commercial fisherman in addition to contacts.

5. Consent Agenda: 1) Approval of the Minutes; 2) Official Appointment; 3) Authorization of the Warrants: Selectman Chipman moved, seconded by Chairman Johnson to approve the consent agenda [approved the April 25 minutes; appointed Frank Hilton as a Deputy Fire Warden; authorized warrant #19 in the amount of \$751,572.48, warrant #19a in the amount of \$21,460.57, payroll warrant #18 in the amount of \$19,736.63 and payroll warrant 18a in the amount of \$185.40]; motion passed 2-0.

6. Harpswell Invasive Plant Partnership (HIPP) Request for Brush Fee Waiver: Don Westfall, HIPP representative, stated HIPP is an organization of organizations including the Town Lands Committee, Town Conservation Commission, Town Mitchell Field Committee, Harpswell Community Garden Committee, and the Harpswell Heritage Land Trust. HIPP volunteers remove invasive plants from public lands and last year 40 volunteers invested 630 hours to remove one ton of invasive plants. Mr. Westfall requested that HIPP be permitted to continue its work this year and properly dispose of the material at the Transfer Station at no cost. Selectman Chipman moved, seconded by Chairman Johnson to waive the fees; motion passed 2-0.

8. Public Hearing Re: Estes Lobster House Amusement Application: The hearing was opened at 6:15pm. Deputy Administrator Sawyer stated the Town has a ordinance that requires any alcohol licensed entity that wants to provide live entertainment to seek a permit from the municipal officers. Estes would like to have a single person play an instrument(s) and/or sing. The hearing was closed at 6:17pm. Selectman Chipman moved, seconded by Chairman Johnson to approve the amusement permit; motion passed 2-0.

7. Katheryn Hirst Wharf Application, 66 Lombos Hole Road, Map 41, Lot 31: Joe Leblanc, owner's representative, stated the Army Corps of Engineers and the Department of Environmental Protection have both issued its permits for this proposed system. Deputy Administrator Sawyer stated the Board previously tabled this application until those two entities had issued permits. Chairman Johnson moved, seconded by Selectman Chipman to approve the application [6'x10' fixed pier, 3'x34' aluminum ramp and 8'x16' float] as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others relating to fishing, fowling and navigation; motion passed 2-0.

9. Harpswell Community Garden Well Water Proposed Plan: Susan Stemper, Harpswell Community Garden representative, stated the community garden well tested high for PFAs, although low enough to not cause harm but given that the Garden donates to others such as Mid Coast Hunger Prevention, the preference is to use another water source. Multiple options were reviewed in detail by the Garden Committee and Ms. Stemper asked for permission to use the drilled well at the corner of the Road. Prior to use, a flow rate test is needed and Ms. Stemper pointed out the pipes will have to cross over the top of the road with a threshold. Long term, the Committee prefers to have the pipes under the road by cutting the road and re-paving the small area. On a short-term basis, the well pump will be powered by a generator on loan with long-term plans to have Revision Energy re-do the solar panels as a power source for the pump. The Committee will reach out to neighbors in the area to inform them of the day time use of a generator. Chairman Johnson suggested the generator be stored in the garden shed and a long power cord be run so the generator doesn't have to be transported. Administrator Eiane stated the proposal was provided to Naji Akladiss at the Department of Environmental Protection and he's on board with using the existing well and suggests it would be best for long-term as drilling a new well would require a number of tests. Ms. Stemper stated the Committee is not requesting to drill a new well and if all other options fail, a backup could be to have a 1,000 gallon storage tank and pay for water delivery. Selectman Chipman moved, seconded by Chairman Johnson to approve use of the well located 300 feet up the road; motion passed 2-0.

10. Request For Proposals (RFP):

- **Level II Energy Audit of Town Office Building:** Administrator Eiane stated there have been a lot of issues with the Town Office's heating, ventilation, and air conditioning system. Having a Level II Energy Audit conducted has been discussed with the Energy & Technology Committee as a first step. There may be a few minor changes but the RFP will be essentially as presented. Selectman Chipman moved, seconded by Chairman Johnson to approve the RFP; motion passed 2-0.
- **Sale of Ford Escape:** With the purchase of a new vehicle primarily used by the Codes Office, it is recommended the Board place the prior vehicle, a 2006 Ford Escape, up for public bid with a minimum bid of \$1,000. There are a number of issues, with the vehicle, which will be made available to interested

persons. The vehicle will be sold in 'as is' condition. Selectman Chipman moved, seconded by Chairman Johnson to place the vehicle for bid with a minimum bid of \$1,000; motion passed 2-0.

11. Mid Coast Hunger Prevention (MCHP) Mobile Pantry Agreement: Monica Helms, Mid Coast Hunger Prevention Program Coordinator, stated this agreement is to formalize the monthly Mobile Food Pantry here at the Town Office. The main point is that the Town has to notify MCHP if the location is no longer available so that other plans can be made without a disruption in service. This food pantry is barrier free and has been terrific. Ms. Helms thanked everyone, particularly Linda Strickland for her assistance. Chairman Johnson thanked Ms. Helms. Selectman Chipman moved, seconded by Chairman Johnson to approve the agreement. Ms. Helms stated she is looking to expand the Pantry to Pantry program that is a grocery delivery service for homebound seniors and there is information in the lobby. Volunteers and those in need are all welcome. The food mobile at the Town Office is every fourth Thursday from 10:00am – 11:30am. The motion passed 2-0.

12. Fireworks Request for Mackerel Cove and Cook's Lobster & Ale House Displays: Administrator Eiane stated Tristram Coffin has submitted his annual request for approval to use the waters in Harpswell for two fireworks displays – one at Mackerel Cove on June 29 and one near Cook's Lobster & Ale House on July 6. These displays are not consumer fireworks and therefore not regulated by the Town's Ordinance. Ms. Coffin must obtain a permit from the State Fire Marshall's Office. Selectman Chipman moved, seconded by Chairman Johnson to approve Mr. Coffin's request; motion passed 2-0.

13. Committee Appointments: Deputy Administrator Sawyer stated the Board, at its last meeting, made numerous committee appointments. Since then, two applications have come in. Walter Scott Moody Jr. for the Marine Resources Committee and Debora Levensailor for the Planning Board. There are full member openings on the Marine Resources Committee and an Associate opening on the Planning Board. Selectman Chipman moved, seconded by Chairman Johnson to appoint Walter Scott Moody Jr. to the Marine Resources Committee and Debora Levensailor as an Associate to the Planning Board; motion passed 2-0.

14. Pott's Point Boat Launch Contract Extension for Paving: Deputy Administrator Sawyer stated the weather finally allowed the paving at the entrance to be completed and the project was finished yesterday. However, we need to formalize an extension particularly since the project was funded 50% by the Maine Department of Transportation. This document extended the contract from May 1 to May 15 and reduced the contract amount by \$712.50 due to not placing the rip rap along the shore until the best options are further investigated. Selectman Chipman moved, seconded by Chairman Johnson to approve the contract extension; motion passed 2-0.

14.1 Abatement and Supplement: Selectman Chipman moved, seconded by Chairman Johnson to approve a tax abatement to Anthony Cornish in the amount of \$40.18 for personal property as the business is no longer in Harpswell and a supplement to Sabasteanski Trust, map 18, Lot 12-1 in the amount of \$600 as a tree growth penalty; motion passed 2-0.

15. Public Comment: Mary Ann Nahf, Conservation Commission Chair, stated the legislature is considering LD-550 to establish a climate change council to assist the State. The proposal is vague and there will be a public hearing next Friday. Without a lot of details, there is an opportunity to make comments and she suggested Harpswell may have comments about local control and if the Board wants to weigh in, she can work with staff to submit testimony. The Board agreed with seeing a draft.

16. Other Business: Administrator Eiane noted the Board may want to change its next scheduled meeting to allow the board to attend the MSAD 75 School Budget Hearing scheduled for 6:30 on May 23. The Board agreed to meet at 4:00pm on May 23 to allow time to attend the hearing.

17. Administrative Matters: Deputy Administrator Sawyer stated annually the Board signs leases with those who have wharves off the Town property at the Orr's Island Bridge. The lease fee and required insurance have been provided for five of the six regular lease holders. Chairman Johnson mentioned looking into the use policy and lease for this property noting that many lease holders have generations that fish. Selectman Chipman agreed to have it looked into. Deputy Administrator Sawyer suggested the Board seek input from its Harbor & Waterfront Committee, Harbormaster, Town Lands Committee, Marine Resource Committee and staff. The Board agreed it should be reviewed in the fall.

18. Adjournment: At 6:45 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator