

**Selectmen's Meeting Minutes**  
**May 21, 2020**  
**Harpswell Town Office**  
**Approved June 11, 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; Charles Perow Jr, Recycling Center/Transfer Station Manager; Art Howe, Emergency Management Agent; Rosalind Knight, Town Clerk.

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:** Selectmen removed item 6 on the agenda. Agenda was accepted.
2. **Selectmen's Announcements:** Selectman Chipman announced a parking lot service at the Kellogg Church, Sunday morning at 10:00a.m.
3. **Town Administrator's Report:** Administrator Eiane invited Town Clerk Rosalind Knight to update the public on voting on the upcoming July 14, 2020 ballot. Clerk Knight stated that the three regular polling locations have been consolidated into one location, Harpswell Community School. This change of location allows for fewer workers and has more space for better social distancing. Absentee ballots will be available approximately 30 days before the vote. Included on the ballot are the State Primary, Special Referendum, the annual Town Meeting Warrant and the School Budget Referendum. All absentee ballots must be returned to the Town Clerk's office before polls close at 8:00p.m. on July 14, 2020. Absentee ballots can be requested in writing, by phone, online and in-person, up to, and including, the day of the election. If residents would like an absentee ballot by mail, please allow time to receive it and mail it back before the July 14, 8:00p.m. deadline. Please see the Town website for links to the Secretary of State website for more information regarding absentee voting. Notices will be posted in the Post Offices, local stores and The Harpswell Anchor. Clerk Knight encouraged residents to vote absentee to reduce the risks of transmitting COVID-19. Selectwoman Covey asked about the safety precautions that will be in place for those who would prefer to vote in person. Clerk Knight responded that the booths will be sanitized between uses. Residents can call the Town Clerk's Office with any questions, 207.833.5822. The discussion was opened up to questions; caller Nils Tcheyan asked how absentee ballots will be dropped off and requested that absentee ballot information be broadly distributed to residents to ensure that ballots are received and returned in time. Administrator Eiane stated that more emails from residents have come in regarding the leash rule for dogs. Administrator Eiane researched the most recent past process regarding dogs and leash rules. In 2009, there was an animal control task force devoted to forming regulations about dogs at Mitchell Field; the public was involved via hearings and surveys. Selectman Chipman suggested that any new task force formed should have members from Town Lands, Mitchell Field, the Recreation Committee, the Animal Control Officer and citizens at large. Selectwoman Covey voiced the community's concerns about a lack of public process in the recent vote to require dogs to be on leash on Town properties. Selectwoman Covey suggested that the public have multiple

opportunities to voice their opinions to the task force. The Board came to a consensus that the Town begin to structure a task force and mission statement.

4. **COVID-19 Update:** Administrator Eiane stated that the Town is moving forward with reopening the Town Office June 1, 2020, however, she urged residents to continue to conduct as much business remotely and online as possible. Residents are encouraged to call the Town Office with any questions.
  - **Updated Draft Town Office Reopening Guidelines:** Emergency Management Agent Art Howe discussed the guidelines of the Town Office reopening. Guidelines include: all people entering the Town Office wear a face covering, a maximum of 5 members of the public in the inner lobby at once, minimum of 6 foot distancing, one-way traffic with multiple exits, closure of all public bathrooms, parking patterns will be adjusted, and plexiglass dividers have been put in place. The Town continues to follow and implement state CDC guidelines. In accordance with National Emergency Medical Services week, Agent Howe expressed his great appreciation for our first responders, ambulance drivers, EMTs, MidCoast Paramedics, and per diem firefighters stationed at the Orr's Island Fire Station.
  
5. **Draft Policy for Public Use of the Recycling Center Facility:** Recycling Center/Transfer Station Manager Chuck Perow recommended to the Board that all public use of the Recycling Center and Transfer Station (including petitioning, campaigning, bake sales, education, etc.) be moved to the rear of the building where the road can be divided into two lanes, giving drivers the choice whether or not they'd like to stop. Discussion among the Board members about keeping people safe in a quasi-industrial area, the need for permission for public use, proper signage, and of course, following any current protocols surrounding the COVID-19 pandemic. A revised draft of the policy will be brought to the Selectmen for an official vote at a future meeting. Selectwoman Covey moved, seconded by Selectman Chipman, to endorse the concept as drafted by Manager Chuck Perow, with the change that all parties who wish to use Recycling Center do so behind [the facility] in the designated area. Motion passed 3-0. Manager Perow requested permission from the Board to negotiate a contract [sole source] with Cross to chip the wood at the Transfer Station. Selectman Chipman moved, seconded by Selectwoman Covey to allow Chuck Perow to contact Cross to chip the wood at the Transfer Station. Motion passed 3-0.
  
- ~~6. Recognizing Harpswell Acts of Kindness~~
  
7. **Wharf Applications**
  - **Mark Peterman, 5 Slippery Hill Drive, Tax Map 50, Lot 8.** Chairman Johnson moved, seconded by Selectman Chipman, to approve the application as the Harbormaster indicates, there is no hazard to navigation, no injury to the rights of others in relation to fishing, fowling or navigation, with the condition that the ramp and float only be installed between June 1 and October 31. Motion passed 3-0.
  - **Mary Susan Leahy, 89 Oakhurst Island Road, Tax Map 64, Lot 16.** Chairman Johnson moved, seconded by Selectman Chipman, to approve the application as the Harbormaster indicates, there is no hazard to navigation, no injury to the rights of others in relation to fishing, fowling or navigation, with the condition that the ramp and float only be installed between June 1 and October 31. Motion passed 3-0.

- **David Znamierowski/Kimberly Haynes, 39 Headland Road, Tax Map 7, Lot 135.**  
Chairman Johnson moved, seconded by Selectman Chipman, to approve the application as the Harbormaster indicates, there is no hazard to navigation, no injury to the rights of others in relation to fishing, fowling or navigation, with the condition that the ramp be constructed with light penetrating material. Motion passed 3-0.
  
- 8. Accept Donations:** The following donations have been received: Anonymous, \$150, Cliff Trail; Don Miskill Jr, \$150, Cliff Trail; Chris Tupper, \$150, Cliff Trail; Ken Oehmig \$150 Cliff Trail; Doug Warren, \$150, Cliff Trail; David Chipman, \$150, Cliff Trail; Stann Family Trust, \$150, Cliff Trail; Kevin Johnson, \$100, Cliff Trail; Greg Barmore, \$150, Cliff Trail; Baker & Reinhart families, in memory of Chris Huber, \$100, Bandstand; William Stamey, \$400 for heating assistance; Roger Smith, \$50, bridge; West Harpswell Baptist Church \$500 for heating; Robin Brooks \$50 for the bridge; Anonymous \$100 Cliff Trail; James St. Pierre \$25 bridge; Diane St. Pierre \$25 bridge; Thomas Tamburrino \$50 bridge; Anonymous \$25 Cliff Trail; for a total of \$2625. Chairman Johnson moved, seconded by Selectman Chipman, to accept the donations. Motion passed 3-0.
  
- 9. Consent Agenda: 1. Approval of the Minutes; 2. Accept Donation from Maine Coast Heritage Trust; 3. Authorization of the Warrants.** Selectman Chipman moved, seconded by Chairman Johnson, to accept the consent agenda [approved the May 7 and 14 minutes; accepted a \$1,600 donation; approved warrant #21 in the amount of \$57,722.24 and payroll warrant #19 in the amount of \$19,319.08. Motion passed, 3-0.
  
- 10. Public Comment:** Caller Mary Ann Nahf thanked the Board for revisiting the dog leash process.
  
- 11. Other Business:** Administrator Eiane acknowledged that Monday is Memorial Day. Despite not having a parade, organized by Shirley Thompson, Administrator Eiane hopes that the public will thank a veteran and remember those we've lost.
  
- 12. Adjournment:** Meeting was adjourned at 7:05p.m. without objection.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary