

Selectmen's Meeting Minutes
June 6, 2019
Harpswell Town Office
Approved June 20, 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; Mark Eyerman, Planner; Marguerite Kelly, Treasurer; Bill Wells, Code Enforcement Officer

1. Adoption of the Agenda: An additional wharf application (Daniel & Jayne Bannish) was added to the agenda as 6.5.

3. Selectmen's Announcements: Selectman Covey stated she has worked with Donna Frisoli, Harpswell Community Television Manager, regarding a workshop date and the afternoon of June 25 will work. Selectman Covey asked staff to confirm the time. Selectman Covey asked Selectman Chipman if the Energy & Technology Committee could work on the article approved at the 2019 Town Meeting appropriating \$15,000 for consulting services relating to communications. Selectman Covey noted the Town's Franchise Agreement with Comcast comes up for renewal in 2020.

2. Public Comment: Dorothy Carrier encouraged the public to vote on Tuesday, June 11 and to vote NO on the MSAD 75 Budget and she explained her reasons. Eric Lusk reviewed his calculations on how the MSAD 75 budget would affect Harpswell taxpayers and he suggested it was time to consider other options. Chairman Johnson indicated withdrawal had been attempted before. Selectman Chipman stated not only does Harpswell have to vote to leave the District but the other three towns have to as well.

4. Town Administrator's Report: Administrator Eiane stated the vote regarding the MSAD 75 School Budget will be June 11 and there are three polling sites in Harpswell open from 8am-8pm. Administrator Eiane reported the Non-Resident Taxpayer meeting will be on July 10 at 6:00pm at the Old Orr's Island Schoolhouse.

5. Consent Agenda: 1) Approval of the Minutes; 2) Election Worker Appointments; 3) Road Name; 4) Authorization of the Warrants: Selectman Chipman stated he was fine with the consent agenda but would not vote as there is a payment to Harpswell Community Television. Chairman Johnson moved, seconded by Selectman Covey to approve the consent agenda [approved the May 23 minutes; appointed election wardens – Amy Saxton, Janet Coombs, Megan Hubbard; appointed election deputy wardens – Jennifer Watson, Melody Moore, Marge Warren; appointed election ballot clerks – Kristen Montana, Linda Kreamer; approved a new road name – Woodlot Lane; authorized warrant #23 in the amount of \$776,814.11, warrant #23a in the amount of \$1,936.50 and payroll warrant #22 in the amount of \$20,132.47]; motion passed 2-0 (Selectman Chipman abstained).

6. Wharf Applications

- **William and Jacqueline McGee, 26 Elden Point Road, Map 20, Lot 22:** Bill Wells, Code Enforcement Officer, stated this application was previously tabled due to a concern from the Harbormaster relating to eel grass. The owner's representative, Ben Wallace, and the Army Corp of Engineers (ACOE) representative, LeeAnn Neal, worked together and resolved those concerns. Both the ACOE and the Department of Environmental Protection (DEP) have issued permits. The proposal is for a 4'x5' set of stairs, 6'x40' fixed dock, 3'x50' seasonal ramp and a 20'x12' seasonal float. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others relating to fishing and fowling; motion passed 3-0.

- **Daniel & Jayne Bannish, 12 Aucocisco Road, Map 51, Lot 149:** Tim Forrester, owner's representative, reviewed the application for a complete seasonal system comprised of a 3'x15' aluminum wharf, 3'x38' ramp and 10'x20' float. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others relating to fishing and fowling; motion passed 3-0.

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

8. Marine Engineering Services Re: Ramp and Float System at Mitchell Field: Chairman Johnson asked if the Town already has a study on this proposed system. Mark Eyerman, Planner, explained the Town had a preliminary feasibility study that explored four system options, and the Mitchell Field Committee recommended, and the Board agreed to proceed with the seasonal ramp and float system. The State approved a Department of Transportation (DOT) Small Harbor Improvement Program Grant to the Town that will cover 50% of the project costs with maximum total project costs of \$320,000. In order to proceed with the project with State funding, drawings, bid specifications and permits have to be obtained. The DOT rules regarding consultants allows a simplified process if the consultant's costs will be less than \$25,000 and requires a more complicated process, including a competitive bid process, if the costs will be greater than \$25,000. If the competitive bid process is used, selection is made solely on qualifications without consideration of costs. Baker Design Consultants estimate for this project is about \$35,000. The question is does the Board want to sole source with Baker Design or send the project out to bid. If the Town sole sources at a cost greater than \$25,000, DOT will only pay 50% of the \$25,000 and the Town is responsible for the balance. The Board discussed the two options. Chairman Johnson moved, seconded by Selectman Covey to place the project for engineering services out to public bid; motion passed 3-0.

9. Capital Road Project Contract with Ray Labbe & Sons: Owen Chaplin, Gorrill Palmer (Town engineering firm), stated the capital road project (Laurel Cove Road, portion of Oakledge Rd) was publicly bid and two bids were received – one from Crooker Construction and one from Ray Labbe & Sons Inc. The project was bid with the option to do the public portion of Oakhurst Islands Road if there was adequate funding. The bid from Ray Labbe & Sons was the lowest at \$440,150, including the bid options. Between the construction costs and the engineering costs, the project should come within budget. Project is expected to be completed by November 1. Administrator Eiane noted the permits for the culverts on Laurel Cove Road require certain work times; Mr. Chaplin added the culverts cannot be done before July 15. Selectman Chipman moved, seconded by Selectman Covey to award the project to Ray Labbe & Sons, Inc.; motion passed 3-0.

10. Recommendation(s) from the Emergency Vehicles Committee Re: Orr's Island Ambulance: Jonathon Burbank, Emergency Vehicles Committee member, reviewed the proposal to replace the Orr's/Baileys Island Fire and Rescue Department's ambulance. The proposal is to transfer the ambulance box from the current chassis to a new chassis working with the same vendor, Sugarloaf Ambulance, as the original ambulance. Selectman Chipman asked to confirm the costs of \$138,000. Mr. Burbank responded the quote is still being finalized with respect to the new power load and power cot that are being proposed. Both Cundy's Harbor and Harpswell Neck have the power cots (which the departments paid for) in their ambulances and it is proposed to add one to this ambulance at the Town's cost. Historically equipment is not part of the vehicle cost but is part of this proposal. Mr. Burbank asked for approval to continue to work with the provider and Town to develop a contract. The Board agreed to proceed.

11. Accept Shore Up Grant for \$9,245 from the Island Institute: Mary Ann Nahf, Conservation Commission Chair, reported the Town has been awarded a \$9,245 grant from the Island Institute to support Harpswell's long term planning relating to sea level rise. The project will identify affected infrastructure and prioritize the work that must be done to mitigate or adapt to changing conditions. The process includes forming a task force with about 7-10 members, working with a marine and transportation engineer, and Casco Bay Estuary to review

infrastructure and develop a strategic plan. Selectman Chipman moved, seconded by Selectman Covey to accept the grant; motion passed 3-0.

12. Place Town Vehicle for Sale by Public Bid with a Revised Minimum Bid: Administrator Eiane stated the Town did receive a bid for more than the minimum bid amount (\$1,000) for the 2006 Ford Escape but the bidder purchased another vehicle prior being able to finalize with the Town. Selectman Chipman moved, seconded by Selectman Covey to accept bids for the vehicle again without a minimum bid and with a due date of June 20 at 6:00pm; motion passed 3-0.

13. Public Comment: None.

14. Other Business: None.

15. Administrative Matters: The Board scheduled its goals and objectives workshop for June 20 at 5:00pm. The Board agreed to meet briefly on July 3 and continue its regular bi-weekly meetings beginning on July 18.

16. Adjournment: At 7:15 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report