

Selectmen's Meeting Minutes

June 22, 2017

Harpswell Town Office

Approved July 6, 2017

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m.

Selectmen Present: Richard A. Daniel, Kevin E. Johnson and David I. Chipman

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Charles Perow, Jr., Recycling Center/Transfer Station Manager and Marguerite Kelly, Treasurer

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Chipman, to adopt the agenda as printed; motion passed 3-0.

2. Public Comment: Chuck Perow, Jr., Recycling Center/Transfer Station Manager, stated the Trap and Gear Take Back Program has been working well – the Town is able to provide four containers per year for disposal of traps, rope, buoys and so far 1.5 have been filled. Mr. Perow stated he is expanding the program days from Wednesday and Thursday to Tuesday through Friday from 8:00am to 2:30pm. Mr. Perow reported the centralized composting at the Recycling Center has been set up and while material can be accepted now, the official launch will be July 1. Mr. Perow announced the Transfer Station has reclaim available at \$17.50 per ton. Mr. Perow reported he worked with the Orr's Island Library on a shredding schedule. The Library's event will be in the spring and the Town's in the fall, beginning in 2018, as we already had an event this year. Mr. Perow stated the Recycling Center will have a tank of water with signs indicating that all disposals of fireworks are to be placed in the tank. After soaking, staff will properly dispose of the material. Chairman Daniel asked if any consideration should be given to offering loam and sand at the Facility. Mr. Perow responded that with so many vendors in the business, the Town would likely not be competitive.

3. Selectmen's Announcements: None.

4. Town Administrator's Report: Administrator Eiane stated the Town has an ordinance regulating the use of consumer fireworks that limits use to the weekends before and after July 4 and December 31 and on the day of, day before and day after. It is illegal to use them at any other times and Cumberland County Dispatch can be called if use is occurring when not allowed. Administrator Eiane announced the Town's annual non-resident taxpayer meeting will be June 29 at 6:30pm at the Harpswell Community School. Administrator Eiane noted that the Road Commissioner's number has changed to 837-7744. Administrator Eiane reported the Town's mobile radar speed sign has been up and running since the Deputy Town Administrator replaced its circuit board and it has been very effective. The plan is to move the sign to other parts of the Town over the summer.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectmen Chipman to approve the consent agenda [June 6 and 8 minutes; accepted Alison Hawkes' resignation from the Recycling Committee; authorization of warrant 25 in the amount of \$172,059.58 and payroll warrant 25 in the amount of \$18,608.99]; motion passed 3-0.

6. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed her monthly report for May (attached). Ms. Kelly stated Unibank Fiscal Advisory Services, Inc. has submitted a draft report regarding two options for financing the pier project – one to borrow from the Maine Municipal Bond Bank and the other for the Town to issue its own bonds. It is likely that the Town will receive a AAA or a AA+ rating. A representative of the advisory services firm will be attending the Board's next regular meeting.

7. Debt Management Policy: Ms. Kelly stated rating agencies will include a review of fiscal policies when establishing ratings and while the Town has many good long-standing practices, some are not written. Ms. Kelly reviewed the proposed debt management policy noting that the first page and half of the second have been long-

standing practice. She reviewed the remainder of the proposed policy. Chairman Daniel moved, seconded by Selectman Chipman to adopt the policy; motion passed 3-0.

8. Accept Donations: Chairman Daniel moved, seconded by Selectman Chipman to accept the following donations for the Bandstand with thanks: Brackett Funeral Home \$200, Elijah Kellogg Church \$50, Dana Cary \$100, donation box \$156; motion passed 3-0.

9. Public Comment: None.

10. Other Business: Administrator Eiane stated the Town has lease agreements with wharf owners at the Orr's Island Bridge property and the Town recently learned who the lessees are that do not carry commercial insurance and are unable to have the Town named as an additional insured. The Town's insurance carrier advised that as long as general liability is provided, the Town is covered. Administrator Eiane suggested the policy be revised so as not to require the additional insured piece from those unable to do so. Selectman Chipman so moved, seconded by Selectman Johnson; motion passed 3-0.

Chairman Daniel stated he met with a person from the Giant's Stairs neighborhood at her request and there were mainly two key points – one is that a yellow line should not be painted down the center of Washington Avenue and second is that the traffic should be eliminated instead of considering additional parking. Chairman Daniel stated he indicated perhaps the painting would not occur and to wait regarding parking to see what the survey shows. Deputy Administrator Sawyer reviewed the May 18 letter that went to the property owners in that area with the ideas being discussed to help address speeding and parking matters. Subsequently, additional signage has been installed and the survey has been received. The survey shows room for additional parking to help accommodate visitors and help alleviate the parking and safety issues. The area is next to the new parking created near the end of Washington Avenue last fall and is deeper and longer. There are other areas on the survey where the Town could do parking similar to what was done on Robinhood Road for access the Cedar Beach – basically marking where the outer tires go on the road and the other side of the vehicle is on the shoulder. Deputy Administrator Sawyer asked if the Board wanted to have the Road Commissioner obtain an estimate for the new parking area; whether the Board wanted to consider additional “2-tire” parking areas; and whether the Board wanted to consider establishing a parking ordinance. Or if instead, the Board would like to wait until after this summer to evaluate how effective the steps taken have been – such as the Town removing the Giant's Stairs from the Guide, the additional signage, the two new parking areas, the radar speed sign, the Sheriff's Department patrolling regularly and the possible painting on the sides of Washington Avenue. The Board agreed to proceed to work on the new parking area and to wait and evaluate the effectiveness while continuing to monitor the situation.

11. Administrative Matters: None.

12. Adjournment: At 6:44 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report
Debt Management Policy
Policy Regarding Lease of Town-Owned Property at the Orr's Island Bridge