

**Selectmen's Meeting Minutes**  
**June 24, 2021**  
**Harpswell Town Office**  
**Approved July 8, 2021**

**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, Selectman Jane G. Covey

**Staff Present:** Kristi Eiane, Town Administrator; Art Howe, Fire Administrator and Emergency Management Agent; William Wells, Code Enforcement Officer; Paul Plummer, Harbormaster and Marine Resource Administrator

1. **Adoption of the Agenda:** The agenda was amended to include topic 7.5 from the Harbormaster and to add an additional warrant to the consent agenda for \$294 to Hub International LLC.
2. **Doc Phillips Award Presentation to Harpswell's Mary Ann Nahf by Brunswick Rotary:** Brunswick Rotary Club (BRC) President-Elect Fred Horch introduced BRC member Dave Taft who spoke about the history of the Doc Phillips Award. Reed Cole spoke about this year's recipient Mary Ann Nahf and her selfless dedication to conservation and conservation education.
3. **Public Comment:** None.
4. **Selectmen's Announcements:** Selectman Chipman announced that CMP would be turning off power on Route 24 beginning Friday at 12:01AM until 4:00AM to do some work on the power lines. Chairman Johnson thanked George Koucoules and Greg Douglas for power washing the Bandstand.
5. **Town Administrator's Report**
  - **Recommendation for Hire:** Administrator Eiane read a memo from Recreation Director Gina Perow that recommended Karen Twombly for hire as a Cedar Beach Monitor. Selectman Chipman moved, seconded by Selectwoman Covey, to approve hiring Karen Twombly as a Cedar Beach Monitor. Motion passed, 3-0.
  - **American Rescue Plan Process:** Administrator Eiane summarized possible uses for the \$500,000 in funding Harpswell will likely receive as part of the American Rescue Plan. Eiane recommended forming a task force consisting of various staff and committee members, as well as members of the community. Chairman Johnson suggested waiting on the formation of a task force until more information is gathered about how the funds can be used, this was supported by both Covey and Chipman.
  - Administrator Eiane stated that she appreciated the outreach from CMP to let the community know about the upcoming power outage. Fire Administrator Art Howe announced that there would be filming occurring at the Cribstone Bridge, Friday June 25<sup>th</sup> from 10am-3pm. Eiane congratulated Mary Ann Nahf for her award and thanked her for her service. Eiane announced that there is a new art exhibit up in the Town

Office consisting of student artwork illustrating “What do you love about Harpswell?” Students will be invited to the next Select Board meeting for recognition.

**6. Consent Agenda: 1. Approval of the Minutes; 2. Appoint Peter Lieberworth to Midcoast Economics Development District; 3. Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectwoman Covey, to accept the consent agenda [minutes 5/17, 5/19, 5/20, 6/1 & 6/10; Appointment of Lieberworth, approve warrant #26 in the amount of \$226,158.56, payroll warrant #25 in the amount of \$24,135.97 and an additional warrant for insurance for \$294.] Motion passed, 3-0.

**7. Wharf Applications:**

- **Scott & Melanie Cook, 34 Claytons Point Road, Tax Map 45, Lot 27:** Code Enforcement Officer William Wells introduced the project as construction of a dock consisting of a pier, ramp, and float. The dock will consist of a pile supported pier that measures 6’X36’ and connect to a 3’X50’ ramp and a 12’X24’ float. The float will be held in place with cross chains. The ramps and float will be removed in the off-season and stored in an upland location off-site. 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. Motion passed, 3-0.
- **Lynne and Caroll Smith, 32 Windsor Lane, Tax Map 16, Lot 370:** Code Enforcement Officer William Wells introduced the project as construction of a 4’X16’ access ramp, a 6’X80’ pier with batter pilings and a 10’X10’ rock-filled crib, a 3’X50’ aluminum ramp, and a 10’X20’ PT wood float. There was discussion from the Board and Joe LeBlanc, applicant’s representative, and Harbormaster Plummer, to reduce the length of the ramp by 10 feet (in order to protect an eel grass bed,) with a final length of 40 feet. 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 length be reduced to 40 feet. Motion passed, 3-0.

**7.5 Harbormaster:**

- **Boat Removal:** Harbormaster Paul Plummer reviewed the sequence of events that led to the removal of a sunken vessel near the beach at Mackerel Cove. The vessel is currently on the beach and Plummer requested to use the Marine Hazard Fund to pay to remove the vessel from the beach in time for July 4<sup>th</sup> use. The Town reserved the right to attempt to get at least partial restitution in the future. Selectwoman Covey moved, seconded by Selectman Chipman, to approve the use of the Marine Hazard Fund to remove the boat from Mackerel Cove Beach, and request that the Town Administrator attempt to recover as much of the fund as possible from the owner of the boat. Motion passed, 3-0.
- **Letter of Intent:** Plummer discussed applying for a grant that would fund the installation and maintenance for a bungee-like material that anchors moorings in lieu of chains. The new materials would never touch the ground, therefore wouldn’t harm any eel grass. Selectman Chipman moved, seconded by Selectwoman Covey, to submit a letter of intent. Motion passed, 3-0.

**8. Capital Road Project:**

- **Selection of Financial Institution for the \$650,000 Long-term Borrowing:** Administrator Eiane reviewed the results of bids for financing of the Capital Roads Project. Four bids were received, Bath Savings Institution was the lowest at 2.31%. Town Treasurer Terri Sawyer recommended that the Board accept the bid from Bath Savings Institution. Selectman Chipman moved, seconded by Selectwoman Covey, to accept the Bath Savings Institution bid and that the Resolution entitled, "Resolution Authorizing Issuance of \$650,000 General Obligation Bonds for Road Improvements," be approved in the form presented to this meeting and that an attested copy of said Resolution be filed with the minutes of this meeting. Motion passed, 3-0.
- **Contract with Crooker Construction:** Owen Chaplin, engineer with Gorrill Palmer, reviewed the Capital Roads Project and the contract with Crooker. Selectman Chipman moved, seconded by Selectwoman Covey, to contract with Crooker and authorize Chairman Johnson to sign the contract. Motion passed, 3-0.
- **Construction Oversight Contract with Gorrill Palmer:** Chaplin briefly reviewed the oversight contract with Gorrill Palmer, which states that Gorrill Palmer will provide part-time observation services for the Capital Roads Project. Selectman Chipman moved, seconded by Selectwoman Covey, to contract with Gorrill Palmer and authorize Chairman Johnson to sign the contract. Motion passed, 3-0.

**9. Application for use of Town Property:** Administrator Eiane reviewed an application from Recreational Equipment Incorporated (REI) to use Town properties on Sunday, June 27, 2021. Eiane referred to the Mitchell Field Use Fees as a guide. Selectman Chipman moved, seconded by Selectwoman Covey, to approve the application from Recreational Equipment Incorporated to use Town Properties at a fee of \$300 per property, for a total of \$900. Motion passed, 3-0.

**10. 2021 Wage and Salary Adjustments:** Selectman Chipman moved, seconded by Selectwoman Covey, to approve the 2021 Wage and Salary adjustments, exclusive of the Town Administrator, once the individual employee's performance evaluation has been received. Motion passed, 3-0.

**11. Goals and Objectives:** Selectwoman Covey moved, seconded by Selectman Chipman, to adopt the 2021-2022 Select Board's Goals and Objectives with the inclusion of developing the plan of use for the America Rescue Plan funds. Motion passed, 3-0.

**12. Communication with Comcast:** Administrator Eiane and the Select Board discussed how extension of service and viewership data would assist the Town in its efforts to negotiate a new cable franchise agreement with Comcast. Selectman Chipman moved, seconded by Selectwoman Covey, to authorize Chairman Johnson to sign the letter to Comcast after edits are made. Motion passed, 3-0.

**13. Personnel Policy Amendment to Consider Juneteenth as an Observed Holiday in 2022:** Selectman Chipman moved, seconded by Selectwoman Covey, to add Juneteenth as an Observed Holiday in 2022. Motion passed, 3-0.

**14. Terminate Civil State of Emergency in Harpswell:** Selectman Chipman moved, seconded by Selectwoman Covey, to terminate the Civil State of Emergency in Harpswell as of June 24, 2021. Motion passed, 3-0.

**15. Public Comment:** None.

**16. Other Business:** The Board scheduled a performance evaluation for Town Administrator Eiane for 5:30pm prior to the next Select Board meeting.

**17. Adjournment:** The meeting was adjourned at 7:10pm without objection.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary

Attachment: Resolution Authorizing Issuance of \$650,000 General Obligation Bonds