

Selectmen's Meeting Minutes
July 9, 2015
Harpswell Town Office
Approved on July 23, 2015

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

Selectmen Present: Richard A. Daniel, Elinor Multer and Kevin E. Johnson

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer; and Ronald Ponziani, Road Commissioner

The meeting was recorded and broadcast live on Harpswell Community Television and streamed.

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as amended by adding catering permits under other business; motion passed 3-0.

2. Public Comment: None.

3. Town Administrator's Report: Administrator Eiane announced the Town has been invited to a ceremony on Eagle Island on July 25 from 1:00pm – 3:00pm to commemorate the Island being designated a national historic landmark. Transportation will be provided for invited guests departing from the Dolphin Marina. The ceremony is also open to the public. Administrator Eiane reported she received notice that Harpswell is one of 81 New England communities identified by the EPA as deserving recognition for its climate adaptation and resiliency planning efforts. The notice asks the Town to review the data collected on Harpswell for accuracy and she will provide a staff contact name. Selectman Multer expressed interest in what the selection factors were. Administrator Eiane reported the Board held its annual non-resident taxpayer meeting on Tuesday and there was a good turnout. One follow up question was regarding the County's emergency notification system, CodeRed, and she indicated a link has been placed on the Town's website that people can click on and sign up for the program. The information collected is kept confidential. Also mentioned at that meeting was the brown tail moth problem and the associated health issues that can be caused. A link to the State's conservation site has been added to the Town's website (under the Conservation Commission) and it contains information and recommendations on how to avoid health issues. Another topic of discussion was the placement of speed bumps on Basin Point Road and she noted one was placed in the wrong location and has since been relocated. Administrator Eiane reported the Town has been receiving complaints regarding a permit issued by the Code Enforcement Officer and the primary issue relates to whether 50% of the assessed value of the structure was removed. The Planning Board has also been concerned and held a special meeting last night and voted to file an administrative appeal to the Board of Appeals. Administrator Eiane asked if the Board wanted to seek legal advice regarding what the Board of Selectmen's role and authority are relating to this matter. The Board agreed to seek legal input.

4. Selectmen's Announcements: None.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Johnson to approve the consent agenda [June 25 minutes; donations for the bandstand: \$50 from Linda Clement, \$20 from Robert Porter, \$54 from the Bandstand donation box, \$150 from Wendell & Mary Davidson, \$50 from John & Davida Andrew, \$50 from Lindsay and Mary Alden Laird, \$1,200 from Helen Norton, \$25 from Jeanie Rubio, \$300 from Beth and Bill Muldoon, \$25 from Barry & Margaret Shanler, and \$28 from the bandstand donation box; authorize signing of two Orr's Island Bridge Leases; authorization of warrant #29 in the amount of \$1,132,304.24 and payroll warrant #28 in the amount of \$24,173.64]; motion passed 3-0.

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

Chairman Daniel reported with great sadness that Ed Sparks, a long standing resident and dedicated rescue volunteer and squad captain, passed away. A moment of silence was observed.

7. Consider Lease Agreement with Harpswell Neck Fire Department: Administrator Eiane reported the ambulance the Town will lease to the Harpswell Neck Fire and Rescue Department (HNFR) is being delivered tomorrow morning. The Town's new law firm reviewed the standard lease agreement the Town has been using with the departments and suggested some modifications for the Board's consideration. HNFR representatives will inspect the ambulance with the vendor and then all will come to the Town Office to process the paperwork, including payment, the lease, and a form accepting delivery. The Town will pay 90% of the contract price and withhold 10% for 60 days. HNFR does not plan to put the ambulance in service immediately to allow time to train the volunteers. Chairman Daniel moved, seconded by Selectman Multer to approve the lease with HNFR; motion passed 3-0.

8. Consider Issuing Request for Proposals for Road Maintenance: Administrator Eiane stated she worked with the Road Commissioner to develop a request for proposals (RFP) to seek bids for road maintenance work. The RFP lays out the roads and what is expected on each one and requires a lump sum bid. The RFP listed the date of completion to be September 1 but the Road Commissioner would like to push it out to September 15. Selectman Multer asked the amount of the maintenance budget; Town Meeting approved \$70,000 and \$3,800 has been expended year to date. Ronald Ponziani, Road Commissioner, discussed other potential maintenance projects such as painting white lines on Basin Point Road. Mr. Ponziani noted he received a recent complaint that bicyclers cannot get by the speed bumps on Basin Point Road and he believes after checking into it that they can. Chairman Daniel moved, seconded by Selectman Multer to approve the RFP with the September 15 date; motion passed 3-0. Mr. Ponziani stated the capital road project has been completed and the roads looked good.

9. Consider Request for Mobile Food Handler's Permit at Mitchell Field: Deputy Administrator Sawyer reported this is the first application under the Mobile Food Handler's Ordinance since its inception in 2012. Juanita Greenleaf has applied to sell food during the Bandstand concerts for the rest of the season. Pursuant to the fee schedule, there is a \$50 application fee and a \$500 fee to use Town property. Approval by the Board will satisfy the ordinance section requiring an agreement between the applicant and the property owner to use the property. Since the Town is without a Planner, Fred Cantu, Code Enforcement Office reviewed the application and suggested some conditions regarding the food truck's location and the disposal of waste water. Selectman Multer stated this Ordinance was a difficult ordinance to work on and it took several workshops. Deputy Administrator Sawyer noted the Board has a policy governing the sale of food by non-profits at Mitchell Field but since the applicant is a for profit entity, this ordinance applies. She added she took a call from a non-profit earlier this week that may also be interested in selling food during the concerts. The Board discussed the season timeframe and agreed to not limit the applicant to a certain time on the requested dates. Chairman Daniel moved, seconded by Selectman Multer to approve the application to sell food on Thursdays and then Sundays in September; motion passed 3-0

10. Consider Contract with Planning Decisions for Planning Services: Administrator Eiane stated this contract is in follow up to the Board's discussion at the last meeting when the Board agreed to replace Midcoast Council of Governments with Planning Decision for contracted planning services. Administrator Eiane reported Mark Eyerman will work primarily with the Planning Board and will provide other limited services at a cost of \$100 per hour. When other Planning Decisions staff members work with the Town the rate will be \$80 per hour. The Board discussed the contract term and agreed on four months. Chairman Daniel moved, seconded by Selectman Multer to sign the contract with Planning Decisions; motion passed 3-0.

11. Consider Amendment to Committee Guidelines: Selectman Multer stated that the parliamentary rules were not very helpful with this issue relating to committee recommendations. She reviewed her suggested

language to replace the existing #8 on the Committee Guidelines. Selectman Multer moved, seconded by Chairman Daniel to approve the new language; motion passed 3-0.

12. Open Responses to Paving Request for Proposals: In response to the Town's request for proposals for paving the Emergency Services building drive, a section of the Town Office drive and a section of walkway, the following bids were opened:

	Lump sum	parking alternate addition
Crooker Construction, LLC	\$33,600	\$8,400
*Ray Labbe & Sons, Inc.	\$22,200	\$3,900

*noted ledge removal, although not anticipated, would be at an hourly rate of \$200

The Board asked staff along with Selectman Johnson to review the bids and make a recommendation.

13. Set Public Hearing for July 23 to Consider Lifting Conservation Closures: Chairman Daniel moved, seconded by Selectman Multer to set July 23 at 7:00pm as the public hearing; motion passed 3-0.

14. Other Business: Catering Permits: Chairman Daniel moved, seconded by Selectman Multer to approve three catering permits for Cook's Lobster & Ale House; motion passed 3-0.

Administrator Eiane stated Laverne Vayo, former Town Clerk, passed away. Administrator Eiane stated Ms. Vayo served the Town well and will be missed.

Chairman Daniel stated he was approached by a parent of a Harpswell Coastal Academy student who was experiencing difficulty getting into sports at Mt. Ararat. Selectman Multer stated MSAD #75 adopted a policy that students of MSAD 75 are given the opportunity first and if additional slots are available then the Charter School and home schooled students can join.

15. Public Comment: None.

16. Administrative Matters: A workshop was scheduled for July 21 at 4:00pm regarding the planner position.

17. Adjournment: At 7:02 p.m., the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report

[Attachments are available at the Town Clerk's Office or by email at harpswell@town.harpswell.me.us]