

Selectmen's Meeting Minutes
July 22, 2021
Harpswell Town Office
Approved August 5, 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; Terri Sawyer, Deputy Town Administrator and Treasurer; and Rosalind Knight, Town Clerk.

1. **Adoption of the Agenda:** The agenda was amended to remove 'Community Solar Subscription Agreement' and 'Community Solar Update/Options' from Topic 8: Energy Initiatives, and an additional warrant was added in Topic 6: Consent Agenda. The agenda was accepted as amended.
2. **Accept Town Clerk, Rosalind Knight, Resignation:** The Chairman read aloud a letter of resignation from Town Clerk Rosalind Knight. Knight spoke fondly about her time in Harpswell and thanked those who have helped her during her time as Town Clerk. [Later in the meeting], Chairman Johnson moved, seconded by Selectman Chipman to accept Rosalind Knight's resignation as Town Clerk. Motion passed, 3-0.
3. **Public Comment:** None.
4. **Selectmen's Announcements:** Selectman Chipman announced that there is an available spot on the Bandstand Committee, if anyone would like to join.
5. **Town Administrator's Report**
 - **Job Description for Part-time Administrative Clerk/Deputy Treasurer:** Administrator Eiane described the position for general administrative needs, which would total approximately 20 hours per week. The Board expressed its support to move forward with the hiring process.
 - **Harpswell Community Broadcast Corporation Service Agreement:** Town administrative staff will work with a member of the Select Board, Selectman Covey, on a new agreement with HCBC.

Administrator Eiane stated that the construction of the Blue Sky Tower at Mitchell Field has begun. The Town has received its first semiannual payment of \$11,100 from the agreement with Blue Sky. Each time a wireless carrier begins using the tower, the Town will receive an additional payment of \$35,000. The Town is still vying for a grant to construct the communications tower on Orr's Island.

6. **Consent Agenda: 1. Approval of the Minutes; 2. Accept Committee Resignations; 3. Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectwoman Covey, to approve the consent agenda [1. 7/9 minutes, 2. Committee Resignations from William Fisher and Peg Newberg, 3. Authorizations of warrant #30 in the amount of \$121,292.47, warrant 30A in the amount of \$649.60, and payroll warrant #29 in the amount of \$22,635.94.] Motion passed, 3-0.
7. **Recommendation to Sole Source for Emergency Equipment on Mitchell Field Tower:** John Facella, the Town's consultant for emergency communications from Panther Pines, stated the Town has negotiated rights to put emergency antennas on the lower portion of the Blue Sky Tower to improve emergency communications coverage. Facella summarized the plan with the Board that involves purchasing equipment in the near future so it is ready to be installed when the tower goes up. Selectman Chipman moved, seconded by Selectwoman Covey, to purchase the referenced equipment and services, and sole source with Cielo, East Coast and TESCO. Motion passed, 3-0.

8. **Energy Initiatives:**

- **LED Streetlight Conversion Request for Proposals:** Administrator Eiane requested approval to send out an RFP for the LED streetlight conversion. Selectman Chipman moved, seconded by Selectwoman Covey, to send out the Request for Proposals. Motion passed, 3-0.
- ~~Community Solar Subscription Agreement~~
- ~~Community Solar Update/Options~~

- 9. Set Public Hearing for Board of Selectmen Remote Participation Policy:** Administrator Eiane summarized the new Maine statute that allows remote participation in public proceedings once a public hearing is held and a policy adopted. Eiane stated that at this time, the Town does not have the necessary equipment or staffing to support remote participation for each board or committee, and suggested at this time, the Town only consider a policy for the Board of Selectmen. There will be a public hearing to discuss the new policy on August 5, 2021 at 6:30pm in the Select Board meeting room.
- 10. Plan ME Contract Extension:** Town Administration recommended extending the contract with Mark Eyerman, Town Planner. Selectman Chipman moved, seconded by Selectwoman Covey, to extend the contract with Plan ME, retroactive to June 30, 2021 through June 30, 2022. Motion passed, 3-0.
- 11. Discussion of Fireworks Ordinance:** The Board discussed the current fireworks ordinance and its compliance by residents and visitors. The Board has publicized the restrictive nature of our local ordinance with banners, and will meet with the Sheriff's Department regarding enforcement.
- 12. Committee Appointments Including Consider Increasing Emergency Vehicle Committee Membership:** Selectwoman Covey moved, seconded by Selectman Chipman, to increase the membership of the Emergency Vehicle Committee to seven members, also to appoint Nelson Barter to the Emergency Vehicle Committee. Motion passed, 3-0.
Selectman Chipman moved, seconded by Selectwoman Covey, to appoint Paul Ciesielski to Conservation Commission and Michael Mozzoni to Town Lands. Motion passed, 3-0.
- 13. Accept Donations:** Chairman Johnson moved, seconded by Selectman Chipman, to accept the following donations; Cliff Trail: Marianne Walsh \$25; Susan Brownie \$500; Donation Box \$21.16; John Towers \$350; and Peter Griffin \$100. Donations for Bandstand: Donation box \$174 and Donation Box \$246. Donations amounted to a grand total of \$1416.16. Motion passed, 3-0.
- 14. Public Comment:** Gary Vincent stated that the loss of zoom to watch committee meetings is unfortunate. He believed it's important for the committees to be transparent and for the public's ability to stay up to date with the workings of the committees. Vincent also asked about the agreement with HCBC. Mary Ann Nahf asked for clarification of the remote meeting statute. Nahf also requested improved street lighting at the intersection of Route 24 and Mountain Road.
- 15. Other Business:** Selectwoman Covey asked to schedule the workshop to continue work on the Town goals and objectives. The workshop was scheduled for August 5, 2021 at 5:00pm.
- 16. Adjournment:** The meeting was adjourned without objection at 6:48pm.

Respectfully Submitted,

Kayla Matthews
Recording Secretary