

**Selectmen's Meeting Minutes**  
**August 3, 2017**  
**Harpswell Town Office**  
**Approved September 14, 2017**

At 4:30pm, the Board of Selectmen held a workshop regarding water quality in relation to shellfish matters.

The Board recessed shortly before 6 p.m.

**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; Debbie Turner, Assessing Agent; Gina Perow, Recreation Director; Charles Perow, Jr., Recycling Center/Transfer Station; and Ronald Ponziani, Road Commissioner

**1. Adoption of the Agenda:** Chairman Daniel moved, seconded by Selectman Chipman, as amended by moving item 6 to after 4, moving item 11 to after 5 and item 18 after that; motion passed 3-0.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** Selectman Chipman announced that Channel 14 is back on the air and with some additional features as well.

**4. Town Administrator's Report:** None.

**6. Set 2017 Mil Rate:** Debbie Turner, Assessing Agent, reviewed four possible mil rates: \$6.42, \$6.44, \$6.46 and \$6.48. Ms. Turner stated the odd number rates have been eliminated due to rounding issues in the process and she recommends \$6.44 or \$6.46. Selectman Johnson stated he spoke with staff earlier and \$6.46 seems reasonable, reflecting an increase over last year of less than 1%. Selectman Johnson so moved, seconded by Selectman Chipman; motion passed 3-0.

Administrator Eiane stated the tax bills will be mailed within two weeks with the first installment due on September 15 and a Bulletin (municipal newsletter) will be enclosed.

**5. Consent Agenda:** Selectmen Chipman moved, seconded by Chairman Daniel to approve the consent agenda [appointed Warner Price as a full member to the Mitchell Field Committee; appointed Aaron Fuchs to the Planning Board; authorization of warrant 29 in the amount of \$166,736.01, warrant 29a in the amount of \$34,191.62, warrant 2 relating to the pier demolition project in the amount of \$27,228.60 and payroll warrant 29 in the amount of \$16,971.80]; motion passed 3-0.

## **11. Oceanside Road Capital Project**

- **Consider Sole Sourcing with Crooker Construction:** Ian Pinette, of Crooker Construction, reviewed the details of construction proposal for Oceanside Road. Administrator Eiane stated there is some funding in the Town's capital road reserve and the Road Commissioner recommended proceeding with Oceanside Road. In order to accelerate the process, the Board could consider sole sourcing with Crooker Construction. The company has been selected in the past through a public bid process and has performed quality work for the Town. If approved, it should be conditioned on the Town's engineer reviewing the design plans. Administrator Eiane asked Mr. Pinette if a neighborhood meeting is included and he responded affirmatively. If the Board approves sole sourcing and Gorrill Palmer approves the plans, Administrator Eiane asked the Board to authorize her to sign a contract assuming that it is substantively the same as the proposal. Selectman Chipman moved, seconded by Selectman Johnson to sole source with Crooker Construction for \$64,940 with Gorrill Palmer's peer review [in the amount of \$5,750];

motion passed 3-0. Mr. Ponziani noted Eric Smith is allowing the Town to tie into his drain and the Town will tar an apron into his driveway.

- **Peer Review Work Order with Gorrill Palmer:** [Covered above].

**18. Administrative Matters: Washington Avenue Parking Project:** Administrator Eiane stated the Town has held multiple meetings with property owners in the Giant's Stairs area regarding parking and speeding concerns. The Town had a survey completed on Washington Avenue (from Ocean Street to the end) to see if there are locations that could accommodate formal parking within the Town's right-of-way. The survey shows there is an area where parking could be created that is close to the parking area built last fall. Ronald Ponziani, Road Commissioner, noted the area is 160-feet long and 15-feet deep in the middle. The project was sent out to bid and the lowest bid was received from Goodall Landscaping. The Road Commissioner recommends proceeding. There was a discussion regarding placing 'No Parking' signs on the corner across from the Church without adopting an ordinance, understanding that the signs would not be enforceable. Additional signage was discussed, including making the sign larger that directs people to the parking areas further down the road. Chairman Daniel noted the proposed new parking area is to help alleviate existing parking issues. There was a discussion regarding the traffic in the area and cutting of vegetation. Mr. Ponziani reported there is a survey underway for the beginning portion of Washington Avenue and once completed, he intends to have the vegetation cut back out of the right-of-way in order to make passage safer. At this point, the Town has not conducted any cutting. There was discussion regarding the radar speed trailer and its effectiveness. Mr. Ponziani encouraged the public to contact the County regarding speeding. There were discussions about directing traffic to the new parking, the need to cut back the vegetation on the road, markings on the road and the need for the Land Trust's sign at the southern entrance to be more visible. Chairman Daniel discussed setting up an end-of-the season meeting to review the effectiveness of the actions taken. A site visit was scheduled for Wednesday, August 9 at 3:30pm, followed by a workshop.

**7. Steve and Lori Leveen Wharf Application, 126 Lookout Point Road, Map 8, Lot 26:** William Wells, Code Enforcement Officer, reviewed the proposal to construct and maintain a 48' x 5' pile and timber pier with 56' x 3.5' ramp leading to two 10' x 20' floats in an "L" configuration and a 12' x 5' ramp, which system is replacing another system. Mr. Wells reported the Army Corps and the Department of Environmental Protection have approved the project. Chairman Daniel 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; motion passed 3-0.

**8. Tobacco-Free Resolution Update:** Gina Perow, Recreation Director, stated the Town previously adopted a Tobacco-Free Resolution making many Town properties smoke-free and prohibiting smoking within a certain distance of the Town Office and Recycling Center. Midcoast Hospital received a grant to reach out to surrounding municipalities to update their policies to make them more consistent with the State's, which includes prohibiting additional tobacco-related devices. Ms. Perow stated she would prefer the Resolution make all Town properties smoke-free. Charles Perow, Recycling Center/Transfer Station Manager, stated for safety reasons, the Recycling Center and Transfer Station should be tobacco-free. There was a discussion regarding whether to make all properties tobacco-free. Chairman Daniel moved, seconded by Selectman Chipman to adopt the amended Resolution with the change to making the Recycling Center/Transfer Station tobacco-free; motion passed 3-0.

**9. Trufant-Summerton Athletic Field Group Use Policy:** Ms. Perow reported that with the construction of the new MSAD 75 High School, the participating municipalities have been informed that their athletic fields may be needed as satellite fields. Therefore, it seemed like a good time to develop a use policy for the Field and Ms. Perow used the current Mitchell Field Group Use Policy as a guide. Chairman Daniel moved, seconded by Selectman Chipman to adopt the Trufant-Summerton Athletic Field Group Use Policy; motion passed 3-0.

## 10. Recycling Center Matters

- **Request for Proposals for Solid Waste Disposal:** Charles Perow, Recycling Center/Transfer Station Manager, stated the Town's last contract expired in 2016 and the Board approved a one-year extension. In March, Town Meeting authorized the Board to enter into up to a five-year contract for future waste disposal and Mr. Perow stated a three-year contract with the option for two one-year extensions may be most ideal. Mr. Perow reviewed the request for proposals, highlighting the changes from the previous one. Administrator Eiane suggested giving a one-year contract as an option as well. Selectman Chipman moved, seconded by Chairman Daniel to approve the request for proposals as amended to include the one-year option; motion passed 3-0.
- **Disposition of Waste Oil Furnace:** Mr. Perow reported the Town purchased a waste oil furnace in 2000 and it has been expensive to maintain. Mr. Perow disconnected the furnace in the fall of 2016 and no longer uses it. It was used primarily to burn off the oil and not as a heat source given the size of the building and no insulation. Even when the furnace was functioning properly, the fumes were very unhealthy, likely due to the mixed matter the Town receives, despite efforts to keep it clean. Mr. Perow believes it could be of value to a large shop that can control what it puts in it. The Board discussed giving Mr. Perow the discretion to determine if a minimum bid is appropriate. Selectman Chipman moved, seconded by Selectman Johnson to authorize Mr. Perow to dispose of the furnace through a sealed bid process; motion passed 3-0.

Mr. Perow reported the Town's wood grinding has been completed at the Transfer Station, a bit later than the contract date but it was necessary. Mr. Perow thanked Cross Excavation for its work. Mr. Perow stated there have been issues with temporary renters following the disposal guidelines at the Facility. He encouraged anyone who lists a place for rent to obtain information from him to make available to renters. There was a brief mention of the upcoming workshop on Airbnb rentals.

## 12. Basin Point Road Study – Removed.

- **Coastal Communities Grant Agreement**
- **Contracts with Gorrill Palmer and University of Southern Maine**

**14. Central Maine Power Application for Pole Location on Upland Lane:** Administrator Eiane stated Upland Lane is a Town road. Someone is interested in purchasing a lot beyond where the existing power supply ends. Central Maine Power has requested to place a pole in the Town's right-of-way for this lot. The Road Commissioner has looked at it and staff recommends approving the application. Chairman Daniel asked if the approval remains valid if the purchase of the property falls through. Karen Kilbride, the interested buyer, stated the Town's application is attached to her specific work order. Administrator Eiane noted the Town is not conducting any road work, only giving permission for a pole location. Chairman Daniel moved, seconded by Selectman Chipman to approve the pole location application; motion passed 3-0.

**13. Request for Use of Mitchell Field and the Bandstand:** Chairman Daniel asked what the fee is; Administrator Eiane responded \$100 for use of Mitchell Field and \$50 for the Bandstand for a half day. If the event is planned for a whole day, the fee will be increased. Chairman Daniel moved, seconded by Selectman Chipman to approve the William Haskell application [for a celebration of life]; motion passed 3-0.

**15. Accept Donations:** Chairman Daniel moved, seconded by Selectman Chipman to approve the following donations for the Bandstand fund: John Boomer \$100, Donation box \$441, Wendy Power Spielman \$25, David Baribeau \$50, and Ruth Green \$25; motion passed 3-0.

**16. Public Comment:** Chris Coffin showed the Board a sign he made directing Giant's Stairs visitors to the parking by the south entrance. He mentioned how well the chalk lines he made on Washington Avenue worked to indicate parking areas. Mr. Coffin asked the Board to enforce the removal of obstructions in Town road right-

of-ways such as boulders and fences. Mr. Coffin indicated he is planning to start a petition to get parking for the Giant's Stairs on the Giant's Stairs property itself.

**17. Other Business:** Administrator Eiane stated the President of the Harpswell Business Association suggested a workshop regarding Airbnb rental be held on September 19.

**19. Adjournment:** At 7:35p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments: Tobacco-Free Resolution  
Trufant-Summerton Athletic Field Group Use Policy