

**Selectmen's Meeting Minutes**  
**August 5, 2021**  
**Harpswell Town Office**  
**Approved August 19, 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; Debbie Turner, Assessing Agent; William Wells, Code Enforcement Officer; Mark Eyerman, Town Planner

1. **Adoption of the Agenda:** The agenda was accepted as written.
2. **Public Comment:** None.
3. **Selectmen's Announcements:** None.
4. **Town Administrator's Report:** Administrator Eiane stated that with COVID 19 variant cases on the rise, the CDC has released updated recommendations based on the transmission rate by county. Eiane and the Select Board discussed how the Town will respond to the recommendations. There will be a sign posted on the entrance to the Town office with the daily face covering recommendation.
5. **Consent Agenda: 1. Approval of the Minutes; 2. Committee Appointments; 3. Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectwoman Covey, to approve the consent agenda [approval of 7/22 minutes, appointed Courtenay Snellings to the Planning Board and authorization warrant #32 in the amount of \$217,632.28 and payroll warrant #31 in the amount of \$22,798.85.] Motion passed, 3-0.
6. **Set Mil Rate:** Debbie Turner, Assessor's Agent, recommended that the Board adopt a new mil rate of \$6.76, a small increase over last year's mil rate of \$6.74. Chairman Johnson moved, seconded by Selectman Chipman, to accept the recommendation to increase the mil rate to \$6.76. Motion passed, 3-0.
7. **Michael and LeAnn Nash Wharf Application, 110 Hildreth Road, Map 3, Lot 105:** William Wells, Code Enforcement Officer, described the project as 4'x16' stairs, 6'x16' fixed dock, 3'x32' seasonal ramp, 12'x20' seasonal float with 18" keels and moorings. Chairman Johnson moved, seconded by Selectman Chipman, to approve the application as the Harbormaster indicates there is no hazard to navigation, or injury to the rights of others in relation to fishing, fowling or navigation. Motion passed, 3-0.

- 8. Cliff Trail Rehabilitation Project Update:** Tony Barrett, Recreation Committee member and liaison to the Cliff Trail Project, updated the Board on the progress of the project.

[At this time, the Public Hearing began, Topic 9: Small Harbor Improvement Grant was moved until after the Public Hearing.]

- 10. 6:30pm Public Hearing RE: Board of Selectmen Remote Participation Policy:** There were no members of the public present for discussion. Administrator Eiane summarized the Remote Participation Policy. Selectwoman Covey moved, seconded by Selectman Chipman, to adopt the Remote Participation Policy (attached). Motion passed, 3-0.

- 9. Small Harbor Improvement Grant RE: Mitchell Field Waterfront:** Planner Mark Eyerman summarized the Revised SHIP Grant Application. Eyerman stated that the MaineDOT is now proposing that the Town complete a supplemental application detailing how the Town will use the available state funding combined with the 50% local match. The proposed scope of work included in the supplemental grant application lays out a tiered approach that will allow the Town to do as much of the two projects as state and local funding allows.

- 11. Town Clerk and Registrar of Voters Appointment:** Administrator Eiane recommended that Catherine J. Doughty [current Deputy Town Clerk] to be appointed as the interim Town Clerk and Registrar of Voters until an election can take place in 2022. Selectwoman Covey moved, seconded by Selectman Chipman, to appoint Catherine J. Doughty to interim Town Clerk and Registrar of Voters effective August 2 at a salary of \$46,500 and \$2,700, respectively. Motion passed, 3-0.

- 12. Energy Initiatives:** Howard Marshall, Chair of the Energy and Technology Committee, summarized the steps taken thus far regarding solar energy initiatives.

- **Community Solar Subscription Agreement:** Selectman Chipman moved, seconded by Selectwoman Covey, to authorize the Chair of the Select Board to execute and deliver a net energy billing credits agreement with a qualified solar developer selected by the Chair in the name and on behalf of the Town to purchase net energy billing credits in the quantity equivalent to, but not more than the Town's historical annual electricity expenditures for a term of up to 20 years and on such other terms as the chair may approve and to authorize the Town Administrator to execute and deliver such other contracts, documents and certificates as may in the Town Administrator's judgment be necessary or convenient to affect the transaction authorized by this vote and to qualify the Town to participate in net energy billing. Motion passed, 3-0.
- **Community Solar Update/Options:** Marshall discussed how the Town could use aspects of Brunswick's solar plan as a reference. Marshall stated that a solar array at Mitchell Field was not supported by the Mitchell Field Committee, nor is

there adequate infrastructure in place to disperse any solar energy generated by an array.

- 13. Request Waiver of Bandstand Use Fee:** Selectman Chipman moved, seconded by Selectwoman Covey, to waive the fee for use of the Bandstand for the Allan Graffam memorial service. Motion passed, 3-0.
- 14. Treasurer's Report:** Administrator Eiane referenced the Treasurer's Report for July 2021 in Terri Sawyer's, Treasurer, absence. (See Attached Report)
- 15. Maine Municipal Annual Election Voting Ballot:** Administrator Eiane presented the Board with the MMA's Annual Election Voting Ballot. Selectman Chipman moved, seconded by Selectwoman Covey, to vote for the slate of candidates. Motion passed, 3-0.
- 16. Public Comment:** Gary Vincent suggested that the Board consider putting out a request for information from various contractors for putting a solar array in another location (other than Mitchell Field) in Town. Residents of Reach Road (located off a hill on Mountain Road) have requested signage to inform drivers of incoming traffic. The Board referred the matter to the Road Commissioner and MaineDOT.
- 17. Other Business:** Administrator Eiane and the Board scheduled a Fireworks Workshop on August 19, 2021 with Sheriff's Department and an ARP workshop on September 2, 2021.
- 18. Adjournment:** The meeting was adjourned at 7:40pm without objection.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary

Attachments: Treasurer's Report