

Selectmen's Meeting Minutes
August 6, 2015
Harpswell Town Office
Approved on September 3, 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 Debbie Turner, Assessing Agent

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 printed; motion passed 3-0.
- 2. Public Comment:** Charles Perow, Recycling Center Manager, announced the Transfer Station will be closed on September 1 due to the scale installation while the Recycling Center will remain open.
- 3. Town Administrator's Report:** Administrator Eiane stated the Town had a nomination period for the Boston Post Cane. She believes a 99-year old resident has been identified as a possible candidate but since he is out of State on a trip, she asked the Board to extend the nomination period for 30 days. Chairman Daniel so moved and seconded by Selectman Multer; motion passed 3-0. Administrator Eiane stated the Clerk has asked if the Board is considering placing any items on the November ballot. If so, the deadline is September 18 and an item such as an ordinance amendment would require public hearings.
- 4. Selectmen's Announcements:** Chairman Daniel stated the Board met in executive session with the Town Attorney to discuss the former Etnier property matter. The Attorney advised the Planning Board had a right to appeal but it would be an uphill battle and if successful, the Town would be exposed to a law suit from the new owners. Chairman Daniel stated it is the intent of the board to tighten up the ordinance language going forward. Chairman Daniel expressed sadness over the tragedy that occurred in Harpswell and extended his thoughts to both families.
- 5. Consent Agenda:** Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [July 29 and 31 minutes; authorization of warrant #33 in the amount of \$825,530.85 and payroll warrant #32 in the amount of \$15,424.38]; motion passed 3-0.
- 6. Old Business: Consider Lease & Tower Collocation Agreements with Harpswell Radio Project, Inc.:** John Halpin, representing the Harpswell Radio Project, stated the Radio Project's Board voted unanimously to approve the lease and details as discussed at the last Board of Selectmen meeting. Mr. Halpin stated he checked with the Code Office to see if anything was required with the building prior to occupying it and he has not heard back yet. Chairman Daniel asked if his Board agreed to the legal costs; Mr. Halpin responded yes. Chairman Daniel stated he's hearing positive comments about the coming radio station. Mr. Halpin noted the Project's website: harpswellradio.org. Fred Cantu, Code Enforcement Officer, reported he looked at the shed next to the Television Studio and prior to signing an 1190 form [which authorizes Central Maine Power to connect power] there are a few issues to resolve: a panel cover, an outlet without a cover, ventilation fan without a safety cage. Mr. Cantu suggested the lease should require fire suppression such as an extinguisher. Mr. Halpin stated he intends to bring in an electrician to do the work once the lease is signed and will work with the Code Office. There was a discussion regarding the timing of signing the lease and the anticipated work to the building. Selectman Johnson moved to the sign the leases and to be kept informed of the building's status. Administrator Eiane suggested each lease contain the legal reimbursement costs of \$600 each at \$50 per month. Selectman Johnson amended his motion to include the legal costs to be paid on the 15th of each month. The motion was seconded by Chairman Daniel. Selectman Multer added to the motion that use of the building is pending

completion of the necessary electrical and other work and approval of the Code Office. Chairman Daniel seconded the amendment and the motion passed 3-0. Mr. Halpin stated he would sign the lease next week when he gets the insurance certificate. Mr. Halpin presented the Board with a donation of coffee and the Board accepted it.

7. Consider Adopting Budgetary Policies, Including New Fund Balance Policy: Marguerite Kelly, Treasurer, reviewed the proposed four new policies: 1. Policy regarding non-property tax revenue budgeting; 2. Policy regarding use of Unassigned General Fund Balance; 3. Policy regarding carryover funds; and 4. Policy regarding Capital Assets and Capital Reserves. Selectman Multer moved, seconded by Chairman Daniel to approve the policies; motion passed 3-0. [policies attached]

8. Set the 2015 Mil Rate: Debbie Turner, Assessing Agent, reviewed three different possible tax rates using \$506,000 of fund balance ranging from \$6.22 to \$6.26 and three using \$306,000 of fund balance ranging from \$6.32 to \$6.36. Selectman Multer asked for input from Ms. Kelly. Ms. Kelly asked the Board to consider using \$506,000 of fund balance noting the newly adopted policy provides flexibility in favor of the taxpayer. Fortunately the school budget came in less than expected but using the \$506,000 keeps the tax rate lower and it is likely that the funds can be replenished in a year. Selectman Multer moved, seconded by Selectman Johnson to set the mil rate at \$6.24 [per thousand dollars of value], representing a 2.3% increase; motion passed 3-0.

9. Treasurer's Report: Ms. Kelly reviewed her monthly report for July (attached). Ms. Kelly reported the net earnings to the Town from the sale of the tax-acquired Hildreth Road property was approximately \$60,500.

10. Sign Release Deed: Ms. Kelly reported the owner of the property the Town acquired in Cundy's Harbor did what he said he would and paid off the four years of outstanding taxes. Therefore, the Selectmen can sign a release deed returning ownership to him [Tim Ward]. Chairman Daniel moved, seconded by Selectman Johnson to sign the release deed; motion passed 3-0.

11. Consider Partnering with Harpswell At Home Group: Jessica Maurer, Executive Director of the Maine Association of Area Agencies on Aging, introduced herself, State Representative Jay McCreight and Dave Brown as members of Harpswell at Home. Ms. Maurer stated they were present to request the Town to become a partner with Harpswell at Home, which is working to assess, and then address, the needs of the older population in Harpswell. She cited several statistics relating to members of the older population who are having trouble remaining in their homes for a number of reasons, such as the layout, lack of transportation, or affordability. The group has been meeting and plans to conduct a survey to collect data to use for focus groups that will develop a report with the findings and recommendations on how to proceed. Ms. Maurer asked the Town to help engage the community through this process and the survey will list the Town as a partner. Chairman Daniel stated it was a great cause and asked if the focus will include all ages. Ms. Maurer responded the main focus is on aging and there are funds available to assist groups with this issue, which is part of a national and international effort to act now to understand the needs of the aging. Selectman Multer stated she believes the needs of the younger population are quite different from those of the older population. Chairman Daniel stated he understands the focus to be on the aging and noted there was a program where he grew up that involved school groups spending a day per month with an assisted living group, which helped bridge the age. Jay McCreight stated this is also an important topic at the State level and it is looking at certain topics. She stated many people in the Group have many great ideas on how neighbors can help neighbors and she knows the group will do amazing things. Selectman Multer moved, seconded by Chairman Daniel to indicate willingness to partner with Harpswell at Home to the extent feasible; motion passed 3-0.

12. Consider Pay Increase for Alternate Code Enforcement Officer: Administrator Eiane stated Fred Cantu, former Recycling Center Manager, was hired as the Alternate Code Enforcement Officer at a rate with an opportunity for additional compensation upon receiving certain certifications. The employment offer said a

minimum increase of \$1.00 per hour upon Code Enforcement Officer Certification and Mr. Cantu has requested a \$2.00 per hour increase. Administrator Eiane noted he received the certification within three months and is performing at a high level. She stated the Board was provided with the applicable salary survey. Selectman Johnson stated Mr. Cantu was doing well and he could approve \$2.00. Chairman Daniel stated he could support the \$2.00 if there were no additional increase in the future except for the normal increases. Administrator Eiane noted the employment letter offers another increase upon plumbing inspector certification. Mr. Cantu's current rate is \$20.50 per hours. Chairman Daniel moved, seconded by Selectman Multer to increase Mr. Cantu's hourly rate by \$2.00 per hours effective from the date of certification; motion passed 3-0.

Ms. Turner provided the tax commitment forms and the Board signed them.

13. Consider Fee/Waiver for Administrative Appeals by Town Entities: Administrator Eiane stated the Town currently has a policy that reimburses the fee to a successful administrative appeal applicant. Recently both the Code Enforcement Officer and Planning Board filed administrative appeals and the appropriate fees were not paid or discussed. She asked if the Board wanted to consider waiving the fees. Selectman Multer stated she wanted to broaden it to waive the fees for anyone acting in an official capacity for the Town. A proposed policy will be brought back for Board review.

14. Accept Donations: Chairman Daniel stated donations were previously part of the consent agenda and have been removed in order to recognize the donors. He read the names of the current donors. Chairman Daniel moved, seconded by Selectman Johnson to accept the following donations for the bandstand: concert donation box \$70, Janet Alexander \$50, Sarah & John Moulton \$100, Betsy & Richard Eiseman \$50, Harpswell Inn \$25, concert donation box \$108, Paola Biola \$25, Jan & Jack Newlands \$50, Kay & Bill Greenwood \$25, Sunray Animal Clinic, Anne Del Borgo \$100, Theresa Burke \$100 in memory of James Burke; motion passed 3-0.

15. Consider Renewal Liquor License for Log Cabin, 5 Log Cabin Lane, Bailey Island: Deputy Administrator Sawyer stated there are no alcohol related calls to Cumberland County and the Code Office reports the establishment is compliant with codes. Selectman Multer moved, seconded by Selectman Johnson to approve the renewal license for Log Cabin; motion passed 3-0.

Chairman Daniel reported he signed a State fireworks display permit earlier this week that was in need of getting to the State.

16. Other Business: None.

17. Public Comment: None.

18. Administrative Matters: The Board scheduled: a workshop regarding speed limits/bumps for August 20 at 5:00pm; a workshop regarding potential possible ordinance amendments on August 18 at 4:00pm; a site visit to the Sachs property regarding a float expansion on August 27 at 3:30pm; Administrator Eiane will check with the Mitchell Field Committee about the Board joining its September meeting; the Board signed a catering permit for Cook's Lobster and Ale House; and the Board authorized a purchase order with Brian Johnson for \$3,650 to survey Lookout Point Road and other sections of the next proposed capital road project.

19. Adjournment: At 8:38 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report
Budgetary Policies

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