

Selectmen's Meeting Minutes
August 17, 2017
Harpswell Town Office
Approved September 14, 2017

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; Terri Sawyer, Deputy Town Administrator; Paul Plummer, Harbormaster; Marguerite Kelly, Treasurer; and Bill Wells, Code Enforcement Officer

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Chipman, to adopt the agenda as amended by adding Federal Emergency Management Agency Floodplain map appeal under Other Business and also a discussion of a work group; motion passed 3-0.

2. Public Comment: Chris Coffin stated he set up a Facebook page called Friends of Giant's Stairs Trail and everyone is welcome to post comments or pictures. Additionally he is setting up a non-profit to accept funds to protect the public's right to the Trail. Mr. Coffin requested the Board place an item on the next agenda to discuss parking on Ocean Street. He stated two Selectmen at the time did not intend to make the four spaces at the beginning of the Street as "no parking". Chairman Daniel agreed to make an agenda item.

3. Selectmen's Announcements: None.

4. Town Administrator's Report: Administrator Eiane announced the 2017 tax bills have been mailed and the first payment is due September 15. She thanked Debbie Turner and Jean Rand in the Assessing Office for their work relating to the commitment. Administrator Eiane complimented the three local fire departments for their work responding to the structure fire on Tuesday night. She also appreciated that the Town's new Fire Administrator participated. Administrator Eiane asked the Board to schedule a workshop to review the Town's capital plan at 5:00pm prior to the next Selectmen's meeting.

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

5. Consent Agenda: Debbie Turner, Assessing Agent, explained the acreage removed from tree growth on the Municipal Valuation Return represented land the Harpswell Heritage Land Trust acquired and the Trust is exempt from the penalty. Selectmen Chipman moved, seconded by Chairman Daniel to approve the consent agenda [July 20 and August 9 minutes; 2017 Municipal Valuation Return; accepted Ellen Shillinglaw's resignation from the Town Lands Committee; authorization of warrant 35 in the amount of \$414,738.57 and payroll warrant 35 in the amount of \$16,852.19]; motion passed 3-0.

7. Hjordys Fedorowicz-Drews Wharf Application, Map 47, Lot 195, East Shore Drive: Joe Leblanc, owner's representative, reviewed the application proposing a 4'x8' access platform, 4'x12' stairs leading to a 6'x30' pier, 3'x40 aluminum ramp, 10'x16' and a float haul out. The applications to the other agencies have been submitted and the public is able to pass under the system. 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 relating to fishing, fowling and navigating; motion passed 3-0.

8. Recommendation to Place Harbormaster's Boat for Public Bid: Paul Plummer, Harbormaster, stated the Board has been provided with his memo and one from the Harbor & Waterfront Committee recommending the former Harbormaster vessel be sold. Mr. Plummer stated he has not operated the vessel but assumes that over the last six years since the survey of the boat was performed, there has been further degradation of the vessel. Selectman Chipman asked if the survey's fair market value of about \$6,000 included a working motor; Mr. Plummer responded yes and the outboard is no longer functioning. Chairman Daniel asked if the scheduling is working well between the Harbormaster and the Marine Wardens for the other boat. Mr. Plummer responded

affirmatively noting that there is potential for conflict. He recommends a more feasible boat for the Marine Wardens and that he continue using the marine boat for the Harbormaster role. Chairman Daniel moved, seconded by Selectman Chipman to bid the vessel, outboard and trailer with a minimum bid of \$6,000; motion passed 3-0.

9. Fire Administrator's Report: Consider Firefighter Job Description: Art Howe, III, Town's new Fire Administrator, stated it has been a pleasure getting to know Town staff, the three departments' volunteers and the geography. He has met with responders of the three departments, one association and will meet with the other two associations in September. Mr. Howe stated he has developed a firefighter job description, in consultation with the Town attorney, and it is before the Board for its review. There is one minor issue requiring research but it doesn't affect the job description. Selectman Johnson stated he understands the Town may hire firefighters from the three departments and not impact their volunteer status; Mr. Howe responded the evidence isn't 100 percent conclusive but the preponderance of the evidence indicates with some surety we may hire from within the volunteer departments and the members still retain their volunteer status outside of when they are working a municipal shift. Chairman Daniel asked how many people are looking to be hired; Mr. Howe responded two full time equivalents so about 8 – 10. The hours for the daytime coverage will likely be 6:00am – 6:00pm but with some flexibility to adjust those times. Selectman Johnson moved, seconded by Selectman Chipman to adopt the firefighter job description; motion passed 3-0.

10. Washington Avenue Parking Plan and "No Parking" Signs in One Area: Chairman Daniel stated at the last meeting, the Board delayed acting on the Road Commissioner's recommendation, to proceed with Goodall Landscaping's bid for parking on Washington Street, to hold a site visit and workshop. The Board saw the proposed parking area and listened to the public's thoughts. Chairman Daniel stated he understands the parking area the Town built last year is supposed to be parallel parking and not perpendicular and he sees the same for this new parking area. Chairman Daniel moved, seconded by Selectman Chipman to have Goodall Landscaping proceed with the new parking area for \$3,600; motion passed 3-0. Chairman Daniel stated that placing 'no parking' signs on the corner adjacent to the Church was also discussed at the site visit. The interested parties understand the signs would not be enforceable without an ordinance. Selectman Chipman suggested the signs not be placed until the new parking is completed. Selectman Chipman moved, seconded by Chairman Daniel to place 'no parking' signs on the corner after the new parking is completed. Selectman Johnson noted the signs would be from the corner and 70-feet back. Donna Coffin asked how many signs and where they would be placed and she also suggested doing other areas on Washington Avenue. Chairman Daniel responded that in general the signs will be placed on the corner and how many will be determined in the field. He noted the Board is comfortable proceeding with that area at this time and will evaluate the situation in the future. Eric Winter appreciated the Board's position and asked that the Board maintain the neighborhood feel even if it means some visitors have to go home. Chairman Daniel stated there are no real answers or one solution as the Board works diligently and cautiously in taking steps. Chris Coffin stated there is room for parking on the Giant's Stairs property and asked how many parking spaces will be lost with these signs. He noted this year that 4 spaces were lost on Ocean Street and 3 at the Church and that has caused congestion. Selectman Johnson responded maybe 5 spaces. Mr. Coffin noted there is prime parking on Ocean Street; Chairman Daniel noted that the topic is not closed. Peg Johnson asked the Board to promote the southern entrance to the Giant's Stairs, noting the Land Trust's sign is not big enough to inform visitors. Chairman Daniel stated the Town will reach out to the Trust. Alan Jarvis asked how long the new parking will take as the signs on the corner should be placed; Administrator Eiane responded hopefully in the next two weeks. Connie Desimone asked if more speed limit signs could be placed other than the beginning one on Washington Avenue as people do not know what the limit is; Chairman Daniel responded the speed limit is expected to be painted on the street soon. Chris Coffin stated the Sheriff's Department did not get the correct memo, they have only checked for parking on Ocean Street and were not informed to address the speeding; Administrator Eiane was asked to convey that to the Sheriff's Department. The motion passed 3-0 to approve the new signage.

11. Conservation Commission Mission Statement and Report: Chairman Daniel stated that the Board, in prior years, has held a Committee-wide meeting to communicate with the committees and members. In recent years, that meeting has not been well attended and so the Board decided to invite each committee to attend a Selectmen's meeting to update not only the Board but also the public on its activities. The Conservation Commission is the first in this new process. Mary Ann Nahf, Conservation Commission Chair, reviewed the Commission's goals and objectives (summary attached). Chairman Daniel noted Ms. Nahf represented the Town at State hearings regarding a possible bill that would have limited municipalities' control over local pesticides. She did a great job and the bill did not pass.

12. Addendum to Contract with Plan ME, LLC for Planning Services: Administrator Eiane recommended the Town continue with its contract with Mark Eyerman for planning services. The arrangement has been very effective. Selectman Chipman moved, seconded by Selectman Johnson to approve the addendum extending the contract for a year; motion passed 3-0.

13. Accept Donations: Chairman Daniel moved, seconded by Selectman Chipman to accept the following donations for the Bandstand Fund: donation box \$508.50 and Ged and Connie Bryon \$100; motion passed 3-0.

14. Public Comment: None.

15. Other Business: Federal Emergency Management Agency (FEMA) Floodplain map appeal: Administrator Eiane reported the Town was asked to join a regional appeal of FEMA's upcoming preliminary maps. There are four communities committed and Harpswell previously agreed to join at a level of \$30,000 and then agreed to \$35,000 and is now being asked to consider \$42,000. South Portland and Biddeford are considering but have not committed. The company proposing the appeal at a total cost of \$210,000 is asking Harpswell to be the fifth community to commit at \$42,000 and if others join, Harpswell's cost would be reduced or reimbursed. Selectman Chipman moved, seconded by Chairman Daniel to approve joining the appeal at a cost not to exceed \$42,000. The appeal includes creating more specific modeling to propose to FEMA versus the use of FEMA's more generalized modeling. Motion passed 3-0.

Work Group: Chairman Daniel reported he attended the recent Town Lands Committee meeting and was going to propose this idea when the Committee members suggested a similar concept. There seems to be a need for a work group to work on matters that may come up relating to specific Town properties. The group should be a staff group that could work with the neighborhood and pull in others as needed such as the Town Lands Committee, planner, road commissioner, etc. and make recommendations to the Board. There was a discussion regarding size and developing a purpose statement which staff will work on for the next meeting. Glen Eiseman stated he understands the intent but sees it as another layer and suggested people from the area in discussion should be included. There was a discussion regarding a staff work group or a committee. Beth Eiseman asked if the meetings would be open to the public. Administrator Eiane responded staff meetings are not required to be noticed as committee meetings are but they could be noticed if the Board so directs. Donna Coffin stated she doesn't see the value to the group.

16. Administrative Matters: None.

17. Adjournment: At 7:22p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer

Deputy Town Administrator

Attachments: Treasurer's Report
Conservation Commission Goals and Objectives