

Selectmen's Meeting Minutes
August 31, 2017
Harpswell Town Office
Approved September 28, 2017

At 5:00pm, the Selectmen attended a workshop regarding capital planning.

At 5:55pm, the Board recessed.

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:02 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; Ronald Ponziani, Road Commissioner; and Fred Cantu, Code Enforcement Officer

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Chipman to adopt the agenda as printed; motion passed 3-0.

2. Public Comment: Allan Jarvis asked the status of the "no parking" signs for the corner adjacent to the Church on Washington Avenue. Chairman Daniel indicated there was a delay but the signs are on order.

3. Selectmen's Announcements: None.

4. Town Administrator's Report: Administrator Eiane reported she and Code Officer Fred Cantu attended a workshop regarding the Federal Emergency Management Agency's re-mapping plan. The Town is participating in a regional appeal referred to as phase one and there have been discussions with the Board about a phase 2. Phase 2 includes reviewing certain specific transects and the Board may need to consider appropriating additional funds for this phase. Staff will come back with a recommendation. Administrator Eiane recommended property owners view how their properties may be affected with the new maps on the Town's website under the Code Office. Administrator Eiane reported the Town received a formal expression of interest to have an Arts Center at Mitchell Field. She will meet with the interested party soon. Administrator Eiane stated there will be an open house on September 13 at 3pm regarding the Town's capital road plans for Oceanside Road. Post cards were sent to property owners inviting them to the meeting. Administrator Eiane stated the Town recently issued a request for proposals for solid waste and recyclable disposal and she indicated an addendum would be sent to change the response time for picking up the cans to the industry standard.

5. Open Bids for Long Island Parcels: Administrator Eiane reported someone came to submit a bid at 4:50pm. A requirement in the bid documents was that a bid deposit in the form of a cashier's check or money order accompany the bid covering a bid deposit. The bidder did not meet that requirement. Chairman Daniel suggested extending the bid period for another two weeks. The Board agreed to extend the time and return the unopened bid from tonight to the interested bidder.

6. Wharf Applications

- **Josiah and Kara Brown, 64 Basin Cove Road, Map 15, Lot 111:** Joe Leblanc, owner's representative, reviewed the proposal for a 6'x20' pier with batter pilings, 3'x40' aluminum ramp, 10'x16' pressure treated float, and a 10'x30' float haulout. There were a number of neighbors at the hearing with concerns about being able to walk under the pier. Mr. Leblanc stated the beginning of the pier is 10-feet high and he pointed that out at the site visit to show the neighbors they can walk under it. Selectman Chipman stated he doesn't like floats sitting on the mud but it's not against the rules. It was noted that the Harbormaster recommends the system's approval with the condition that the float and ramp system are to be removed from the flats December 1 through April 30 annually. Chairman Daniel moved, seconded by Selectman Chipman to approve the application with the stated condition 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.

- **Paul and Donna Macri, 144 Hildreth Road, Map 3, Lot 91:** Mr. Leblanc reviewed the proposal for a 4'x6' access platform, 4'x12' access stairs, 6'x55' (including a 6'x20' light transmitting deck section) pier with batter pilings, 3'x40' aluminum ramp, 10'x20' pressure treated float and an 8'x40' timber frame float haulout. 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. Mitchell Field Committee Report and Project Proposals: Jane Covey, Mitchell Field Committee Chair, reported on the Committee's goals and activities (see attached), including the plan for mowing the field and applying pesticides to some areas with invasive species.

9. Addendums to Harpswell Radio Project's Lease and Tower Collocation Agreements: John Halpin, President of Harpswell Radio Project, stated he understood there are no substantive changes to the two addendums from last time. Mr. Halpin announced that September 1 marks the start of HRP's capital campaign. If HRP can raise \$5,000 by September 29, there is a donor offering a \$5,000 match. The first recording carrel has been installed and it is at the Cundy's Harbor Library where the public can record live like a program or a public service announcement for broadcast on WHPW 97.3fm. Chairman Daniel moved, seconded by Selectman Chipman to approve the addendums; motion passed 3-0.

7. Public Hearing Norm's Junkyard, Pinkham Point Road: Chairman Daniel opened the hearing at 6:34pm. Fred Cantu, Code Officer, reported there was an on-site hearing today at 3:00pm to discuss the history of the lot and only he and Mr. Stevens attended. Chairman Daniel asked if there were any comments from people in the area at other times. Mr. Cantu responded Ms. Pullen sent a letter of support. Mr. Cantu recommended approval of the application. The hearing was closed at 6:35pm. Chairman Daniel moved, seconded by Selectman Johnson to approve the [automobile graveyard and/or junkyard] permit; motion passed 3-0.

10. Consider Establishing Staff Work Group: Chairman Daniel stated the Selectmen have been discussing forming a work group to review initial concerns about specific problem areas, to research the matter and make recommendations to the Board. Chairman Daniel suggested the Town Administrator could pull in different staff members depending on the issues such as the Road Commissioner, Fire Administrator, etc. The Board could still be available but wouldn't need to be immersed in where signs go or which bushes need trimming, etc. The Board discussed the concept. Ronald Ponziani, Road Commissioner, stated he had "no parking" painted on the road on the corner adjacent to the Church and wondered about doing other areas. Chairman Daniel stated at this time, the Board has only agreed to 'no parking' signs at the corner for a 70-foot area. Chairman Daniel reiterated that the 'no parking' area is not enforceable without an ordinance. Mr. Jarvis asked that the 'no parking' area include a bit before the corner. Chairman Daniel moved, seconded by Selectman Johnson to place 'no parking' signs in the 70-foot area with some flexibility on the starting and ending point in the corner area; motion passed 3-0. Mary King stated it would be a good thing to have staff look at these matters and noted the environment needs to be considered. Warren Burroughs asked some questions about the actions taken and about a plan for the area. Chairman Daniel responded there have been both short and long term steps taken which will be evaluated. Mr. Ponziani noted there are markings on Washington Avenue and Ocean Street on where trimming will occur. The recent survey shows the Town could remove a lot more but will only remove what is needed to make for safer passage. He has spoken with each property owner in the area where the Town will be trimming on Town property.

11. Peer Review Engineering Proposal for Mitchell Field Pier Removal Project: Administrator Eiane stated before the Board has the completed request for proposals for (RFP) the pier demolition project, staff recommends the Board have the Town engineer peer review the land side of the project's specifications at a cost not to exceed

\$3,500. The RFP is expected at the September 14 meeting and given the magnitude of the project, this review would be worthwhile. Selectman Chipman moved, seconded by Chairman Daniel to approve the peer review proposal; motion passed 3-0.

12. Proclamations: September is National Library Card Month and Constitution Week September 17 – 23: Chairman Daniel moved, seconded by Selectman Johnson to sign both proclamations; motion passed 3-0.

13. Open Bids for Mackerel Cove Boat Launch: Two bids were received and opened: Crooker Construction, LLC for \$55,960 and Ray Labbe & Sons for \$49,830. Deputy Administrator Sawyer stated both bids are well above the Town's budget for this project and she will investigate options on how to proceed.

14. Set a Public Hearing for September 14 at 6:30pm to Consider General Assistance Ordinance Maximums: Chairman Daniel moved, seconded by Selectman Chipman to set the public hearing as listed; motion passed 3-0.

15. Accept Donations: Chairman Daniel moved, seconded by Selectman Chipman to accept the following donations: donation box \$514 for the Bandstand Fund and \$500 from Ocean Wave Quilters for the heating assistance fund; motion passed 3-0.

16. Authorization of the Warrants: Chairman Daniel moved, seconded by Selectman Chipman to approve warrant #35 in the amount of \$414,738.57 and payroll warrant #35 in the amount of \$16,852.19; motion passed 3-0.

17. Public Comment: None.

18. Other Business: None.

19. Administrative Matters: Deputy Administrator Sawyer explained there will be a 2020 census and participation by municipalities is voluntary. Debbie Turner, Town's Assessing Agent, is willing to do the work which begins in March 2018. It will be very time consuming and there are several security requirements that the Town must comply with. Unless the Board objects to participating, there is a form for the Chair to sign acknowledging the Town's participation and compliance with the rules and regulations. The Board agreed.

20. Adjournment: At 7:15p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Mitchell Field Committee Report