

Selectmen's Meeting Minutes
September 01, 2022
Harpswell Town Office
Approved 9-15-22

Call to Order and Pledge of Allegiance: Meeting was called to order at 6:00 pm.

Selectmen Present: Chairman Kevin E. Johnson, Selectman David I. Chipman, Selectman Jane G. Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator & Treasurer; and Tim Clark, Code Enforcement Officer.

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** Paul Kittle reported that he is organizing a petition to encourage Verizon to join the Mitchell Field tower. The Board concurred that they would support the petition.
3. **Selectmen's Announcements:** Selectman Chipman encouraged members of the public interested in bike paths to contact him, he would like to form an informal group to explore the possibilities. Selectman Johnson reported the Board of Appeals was looking for a new member. He also asked for the public to support the Heating Assistance program through donations. Selectman Chipman reported that there was currently a problem with returning donated bottles, but the Town is aware.
4. **Town Administrator's Report:** Administrator Eiane reported that the tax bills have been mailed, and that if you have not received the bill, you may contact the Town or check the Town website. She reported there had been a town wide revaluation due to updates in the tables. She reminded the public if they had any questions that they could contact the Assessor's Office. She also reported that Crooker had completed the project on Route 24 and that the Town had received compliments, including on the paved shoulders.
5. **Consent Agenda:** 1) **Approval of the Minutes** 2) **Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 8-16-22, 8-18-22, & 8-23-22. 2) Warrant #35 in the amount of \$92,330.13, and payroll warrant #34 in the amount of \$23,280.80]. Motion passed 3-0.
6. **Wharf Applications:** Codes Officer Clark reported that all applications were complete and there were no objections from abutters. 1) **Thomas Kinnealey & Michelle Boulogne 32 Hackmatack Road, Map 45 Lot 73-1.** 4x72' set of stairs with 3 landings connected to a 6x10' fixed dock, and a seasonal 3x40' ramp & 12x16' float. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0. This approval is after-the-fact since the system has been constructed.; 2) **GB Holdings, LLC, 20 Hackmatack Rd. Map 45 Lot 73,** 4x6' stairs connected to a 6x9' fixed dock, with a seasonal 3x40' ramp and 12x20' float. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0. This approval is after-the-fact since the system has been constructed. 3) **Ryan and Travis Tripp, 64 Wissman Point Rd. Map 55 Lot 88.** PT wood 4' x 8' access platform connected to a 4x12' set of

access stairs, a 6x80' pier with batter pilings and 4x12' access stairs to the intertidal zone, a seasonal 3x40' aluminum ramp and 12x20' float, and a 10x40' timber frame float haulout. Chairman Johnson moved seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0;

7. **Website Upgrade Recommendation.** Peter Lieberwirth reported that the Technology and Communications Task Force had recommended, and Town Meeting had approved an upgrade to the Town's website. He reported that two companies had submitted acceptable proposals, and that the recommendation was to move forward with GovOffice to upgrade the website, as they had the most experience with municipalities. Payment for the upgrades will be made using up to \$25,000 of ARPA funds. Selectman Chipman moved, seconded by Selectman Covey to authorize staff to negotiate a contract with GovOffice. Motion passed 3-0.
8. **Selection of Contractor for Basin Point Road Capital Project and Contract.** Administrator Eiane reported that the Town had received three bids for the Basin Point Road project and that all three were over the \$600,000 which the Town had budgeted. The low bidder was All State Construction at \$817,000. She reported that Gorrill Palmer was checking the company's references and reviewing which aspects of the project could be postponed for a future budget. She noted that staff may have a recommendation by the next meeting. The board concurred that after the contractor was chosen there would be a meeting with the contractor, the engineer, the road commissioner and concerned members from the neighborhood regarding potential traffic calming measures.
9. **November 8, 2022 Draft Warrant.** Administrator Eiane reported that staff was recommending three articles for the November 8, 2022 election. These warrants would be by secret ballot and there would be public hearings. 1) An additional \$25,000 for the Heating Assistance Program from unassigned fund balance. The budget has been depleted due to high heating oil prices. 2) To use \$27,000 of unassigned fund balance to remove the damaged communication tower at Orr's/Baileys fire department. 3) To accept a donation of quahog seed from Running Tide Technologies to be used for propagation as part of the Town's conservation program. Selectman Chipman moved, seconded by Selectman Covey to place these items on the ballot and to include the Board's recommendation. Motion passed 3-0.
10. **Letter of Intent to Reconstruct Communications Tower at Orr's Island Fire Station.** Administrator Eiane reported that the tower at Orr's Island Fire Station was struck by lightning in June and would need to be replaced. She reported that the Town's attorney recommend a letter of intent to replace the tower be submitted to Codes Enforcement. This would be done prior to dismantling of the old tower so that the tower would not be presumed abandoned and could be reconstructed. Selectman Chipman moved, seconded by Selectman Covey to issue the letter. Motion passed 3-0.
11. **Request for Proposals for Painting at the Old Town House.** Administrator Eiane reported that staff had prepared a request for proposal detailing painting and preservation of the shingle roof at the Old Town House. Selectman Chipman moved, seconded by Selectman Covey to put the work out for bid. Motion passed 3-0.
12. **Mitchell Field and Bandstand Group Use Policy Amendments.** Deputy Administrator Gaudet asked the Board to consider changing the Bandstand group use policy to mirror the Mitchell Field group use policy. This would apply to groups over 50 people. She also recommended that the security

deposit be raised to "equal to the fee" rather than \$50. Selectman Chipman moved, seconded by Selectman Covey to adopt the changes. Motion passed 3-0.

13. **Proclamation of Constitution Week September 17-23.** Administrator Eiane reported that staff recommends the annual proclamation of Constitution Week. Selectman Chipman moved, seconded by Selectman Covey to proclaim September 17-23, 2022 as Constitution Week. Motion passed 3-0.
14. **Proposed Amendments to Purchasing Policies.** Treasurer Gaudet reported that the proposed changes to the purchasing policy were more in line with everyday practices. Department heads can approve purchases of budgeted items up to \$1,000, and if the Board approves, the Town Administrator could approve purchase of up to \$5,000. Selectman Chipman moved, seconded by Selectman Covey to adopt the changes. Motion passed 3-0. Administrator Eiane also asked the Board to consider that the request for bids limit also be increased to \$5,000. Selectman Covey moved, seconded by Selectman Chipman to also increase the level to \$5,000 for requiring competitive bids. Motion passed 3-0.
15. **Accept Donations.** For the Bandstand; ER Breitner-\$100, Elizabeth Dyer-\$25, Carmen Thomas \$30, Delsa Wilson \$100, Donation Box \$7,096.85. Total for Bandstand \$7,351.85. For Heating Assistance; Kennebec Savings Bank-\$500, William Muldoon-\$500, Joanne Caulfield \$1,000, Orr's-Bailey Island Yacht Club-\$100, Ned Simmons-\$200. Ocean Wave Quilters-\$1,000 and Paul & Anne Standridge-\$850. Total for Heating Assistance \$4,150.00. Selectman Chipman moved, seconded by Selectman Covey to accept the donations. Motion passed 3-0.
16. **Public Comment:** None
17. **Other Business:** None
18. **Adjournment:** The meeting was adjourned at 6:53 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary