

**Selectmen's Meeting Minutes
September 15, 2022
Harpwell Town Office**

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 Transfer Station Manager Chuck Perow.

1. **Adoption of the Agenda:** The agenda was adopted with the amendment of moving Item 11 to 5.5.
2. **Public Comment: None**
3. **Selectmen's Announcements:** Selectman Chipman announced that eight people had contacted him regarding a citizen's group to look into bike paths in Harpswell. He encouraged anyone else that was interested to contact him. Selectman Covey asked that the Board consider a process for accepting applications for an individual to represent the Town on the Harpswell Community Broadcast Corp. (HCBC) board. She suggested posting it in the same manner as a committee application, the Board concurred. She also reported that a group of citizens was collection signatures in an attempt to convince Verizon to join the Mitchell Field tower. The Board concurred that they would do all they could to support this effort.
4. **Town Administrator's Report:** Administrator Eiane reminded the public the Verizon petition was an informal citizen effort and not being led by the Town. She also reported that today [September 15] was the deadline for the first tax payments and the collections had been good to date.
5. **Consent Agenda: 1) Approval of the Minutes 2) Local Road Assistance Program Certification; 3) Maine Municipal Association Legal Services; 4) Cumberland County 2022 Assessment; 5) Committee Appointments; 6) Midcoast Council of Government Appointments; 7) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 9-01-2022 as amended. 2) Certification of \$36,988; 3) Authorization for Town Administrator, Deputy Town Administrator/Treasurer, elected Town Clerk, elected Tax Collector and Code Enforcement Officer to contact MMA Legal Services; 4) Cumberland County Tax Assessment \$1,322,580; 5) Melinda Small, Alt. Affordable Housing Work Group. 6) Selectman Jane Covey and State Representative Jay McCreight to the General Assembly; 7) Warrant #37 in the amount of \$2,462,225.93, and payroll warrant #36 in the amount of \$23,438.80]. Motion passed 3-0.
6. **Closure Recommendation for Transfer Station Charge Accounts:** Chuck Perow, Manager of the Transfer Station, recommended that the Town close the Transfer Station charge accounts effective January 1, 2023. He reported that the Transfer Station would be accepting credit cards within the next couple weeks. The individuals with charge accounts would be given notice with the September bills, allowing three months to make the change. Selectman Chipman moved, seconded by Selectman Covey to close the charge accounts. Motion passed 3-0.
7. **State of Maine Office of Policy Innovation and the Future (GOPIF).**

- **Adoption of Resolution.** Mary Ann Nahf of the Resiliency and Sustainability Committee, reported that adopting the resolution would allow the Town to partner with the State and apply for funding to reduce the Town's carbon footprint.
 - **Community Action Grant Application.** John Monaghan from the Energy and Technology Committee described the LED lighting project and building envelope project at the Town Offices. Administrator Eiane and Selectman Covey thanked the various committees for the effort they had put forth to place Harpswell in an excellent position to move forward. Selectman Chipman moved, seconded by Selectman Covey to adopt the resolution dated September 15, 2022, and to apply for the GOPIF grant of \$32,203. Motion passed 3-0
8. **Request for Proposals for Broadband Consulting Services.** Ken Drake from the Energy and Technology Committee, recommended that the Town put out a request for proposals for consulting services for broadband. Selectman Chipman moved, seconded by Selectman Covey to put out the request for proposals. Motion passed 3-0
 9. **Website Upgrade Contract.** Deputy Administrator Gaudet, recommended the Board authorize the Town Administrator to sign the contract for the website upgrade which includes a communication module at a cost of \$14,380 for the first year. She reported the year two maintenance cost would be \$9,390. Selectman Chipman moved, seconded by Selectman Covey to contract with GovOffice for the website upgrade. Motion passed 3-0
 10. **Set Public Hearing for November 8, 2022 Referendum.** Deputy Administrator Gaudet recommended that the public hearing for the November 8, 2022 referendum be set for October 18, 2022 at 6:30. [October 13, 2022 was intended]. Selectman Chipman moved, seconded by Selectman Covey to set the Public Hearing for [October 13, 2022]. Motion passed 3-0.
 11. **(Moved to 5.5) Contractor Recommendation for Capital Road Project.** Administrator Eiane reported that the Town received three bids for the Basin Point Road project. All States Construction was the low bidder at \$817,657.59, which exceeds the Town's budget. The work scope was revised to focus on the two sections of the Road that will be reclaimed at a revised cost of \$552,907.59. The remaining work, primarily the final surface paving and driveway aprons, will be recommended in the 2023 budget. Charlie Emerson from All States Construction described the work that would be done in 2022. He reported the project was scheduled to begin October 12, 2022. Selectman Chipman requested that Mr. Emerson join the neighborhood meeting, he agreed to attend any meetings. Selectman Chipman moved, seconded by Selectman Covey to award the contract to All States Construction, \$552,907.59 and authorize the Chairman to sign it. Motion passed 3-0.
 12. **Old Town House Painting Request for Proposals Responses.** Administrator Eiane reported that the Town did not receive any bids for this project. Selectman Covey moved, seconded by Selectman Chipman to reissue the RFP with the work to be scheduled for Spring 2023. Motion passed 3-0.
 13. **Treasurer's Report.** Treasurer Gaudet reported on the Town's finances as of August 31, 2022 [see attached].
 14. **Public Comment:** None
 15. **Other Business:** Administrator Eiane asked the Board to set a public hearing for the General Assistance Ordinance Appendices for September 29, 2022 at 6:30. Selectman Chipman moved,

seconded by Selectman Covey to set the public hearing for September 29. Motion passed 3-0. Deputy Administrator Gaudet reported that the Selectmen had received a letter regarding a wharf lease at the Town property on Orr's Island. She stated she would send the letter to the committees that are reviewing the current and possible future uses of the property. The committee recommendations are expected by September 30 and would then be on a future Selectmen's agenda.

16. At 7:00 the Board entered into Executive Session Pursuant to M.R.S. § 841 RE: Poverty Abatement.

The Board returned to open session at approximately 7:10. Chairman Johnson moved, seconded by Selectman Chipman to approve the hardship abatement in the amount of \$1,272.63. Motion passed 3-0.

17. **Adjournment:** The meeting was adjourned at 7:10 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary