

**Select Board Meeting Minutes
January 11, 2024
Harpswell Town Office
Approved 1.25.24**

5:00PM Executive Session Pursuant to 1 MRS § 405 6 (C) RE: Economic Development at Mitchell Field. Selectman Chipman moved, seconded by Selectman Covey to enter Executive Session at 5:00 pm. Motion passed 3-0. Executive Session ended at approximately 5:30 pm and the Board recessed until the 6:00 pm meeting.

Call to Order and Pledge of Allegiance: Meeting was called to order at 6:04 pm.

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

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator/Treasurer; Mike Drake, Fire Administrator

1. **Adoption of the Agenda:** The agenda was adopted with the addition of Recommendation from Short Term Rental Task Force to item 11.5, and removal of Accept Donation from item 2.
2. ~~**Accept Cook's Lobster & Alehouse Heating Assistance Donation**~~
3. **Public Comment:** None
4. **Select Board's Announcements:** Chairman Johnson reminded the public to contact the Code Enforcement Office for damaged Wharves.
5. **Town Administrator's Report:** Administrator Eiane reported that there were links on the Town website to report private damages from the January 10, 2024 storm to working waterfront infrastructure and primary residences. She reported that staff was assessing damages to public infrastructure. Fire Administrator Drake thanked the three departments and reviewed the currently known damages from the storm. He asked the public to report their damages to aid in possibly attaining funding. Administrator Eiane reported that a committee made up of the Fire Administrator, Town Administrator, and Deputy Town Administrator were recommending the hiring of Nik Manousos to the position of Per Diem Firefighter. Nik Manousos thanked staff for their recommendation. Selectman Chipman moved, seconded by Selectman Covey to hire Nik Manousos as a Per Diem Firefighter [at \$21.85/hour]. Motion Passed 3-0. Administrator Eiane went over options for voting on the Comprehensive Plan which will not be ready in time for the March Town Meeting. She asked the Board to consider the options for a decision at the next meeting. She also reported that the Code Enforcement Office and Planning Office were working on the Flood Plain Maps which need to be voted on by June 20, 2024, and that could be another item for a May/June Town Meeting. She also reported that the Town Clerk wanted to remind the public to license their dogs by January 31, 2024 to avoid the state imposed \$25 late fee.
6. **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 December 28, 2023. 2) Warrant #2 in the amount of \$903,706.66, and payroll warrant #1 in the amount of \$25,358.22]. Motion passed 3-0.

7. **Cumberland County Development Block Grant (CDBG) Application for Cundy’s Harbor Volunteer Fire Department and Letter of Support from Select Board.** Deputy Administrator Gaudet reported that the application for the CDBG grant is due on January 18, 2024. She reported that the Town was working with Cundy’s Harbor Volunteer Fire Department on an application for radio equipment (digital and analog capable) in the amount of \$26,275. Selectman Chipman moved, seconded by Selectman Covey to approve the application and authorize the Chairman to sign a Letter of Support. Motion passed 3-0.

8. **Lease Extension with Running Tide:** Administrator Eiane reported that Running Tide’s lease expired on December 31, 2023. She reported that Running Tide is in need of additional time to vacate the property at Mitchell Field. Staff is recommending a lease extension through January 31, 2024. Selectman Chipman moved, seconded by Selectman Covey to extend the lease through January 31, 2024. Motion passed 3-0.

9. **Use of Capital Road Reserve for Survey of Peabody Road:** Administrator Eiane reported that staff was recommending the use of the capital road reserve to complete a survey of Peabody Rd. She reported that the Road Commissioner supported the project, which may occur over two years. Selectman Chipman moved, seconded by Selectman Covey to hire Midcoast Survey in the amount of \$4,200, to complete a survey of Peabody Rd. Motion passed 3-0.

10. **2023 Carryover List:** Deputy Administrator Gaudet reported that there was a change to the printed carry-over list [see attached]. She reported that the Mitchell Field Administration Building Study has been reduced to \$6,090. The total Carry-over recommended is \$2,161,996. Chairman Johnson reported that he was still negotiating for the purchase of map 42, lot 6, of which the Town currently owns one half. Selectman Chipman moved, seconded by Selectman Covey to carry forward \$2,161,996. Motion passed 3-0.

11. **Letters of Support for LD 602 and LD 1967:** Administrator Eiane reported that Maine Municipal Association was not supporting LD 602 but was supporting a similar bill LD 1934. Staff recommended taking no action on LD 602 at this time. Administrator Eiane reported that LD 1967 is a bill which supports municipal franchise agreements with cable television. She reported that the House had already taken action so the letter of support should be sent to Senator Daughtry. Selectman Chipman moved, seconded by Selectman Covey to approve the letter of support for LD 1967. Motion passed 3-0.

- 11.5. Change in Mission Statement for Short Term Rental (STR) Task Force:** Selectman Covey reported that at the STR Task Force was recommending a change in the Mission Statement. The recommendation is to delete “develop a” and replace with “consider both an education and/or regulatory policy”. Selectman Covey moved, seconded by Selectman Chipman to make the change. Motion passed 3-0

12. **Public Comment:** None

13. **Other Business:** Administrator Eiane asked the Select Board to beginning meeting weekly to review the proposed 2024 budget. Deputy Administrator Gaudet also asked the Board to schedule a workshop on Jan. 17, 2024 at 3:00pm, to review potential wage and salary adjustments. The Board concurred. Administrator Eiane also reported that a second public hearing regarding the Administration Building at Mitchell Field would be held on Monday February 12, 2024. Selectman Covey suggested that after

the storm on January 10, 2024 and the pending storm on January 14, 2024, that a town-wide review be completed and provided to the committees to determine action items.

14. **Adjournment:** The meeting was adjourned at 6:38 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary