

**Selectmen's Meeting Minutes**  
**October 13, 2022**  
**Harpswell Town Office**  
**Approved 10-27-22**

**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; Charles Perow, Solid Waste Manager; Art Howe, Fire Administrator and Tim Clark, Codes Officer.

1. **Adoption of the Agenda:** The agenda was adopted with the addition of request for proposals for a solid waste contract to Item 8.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Chipman reported that 19 people have contacted him regarding putting together a group to seek options for bike paths in Harpswell. Chairman Johnson reminded the public that Harpswell Heating Assistance is accepting donations. The Board concurred that the banner at the Town line would be changed to the heating assistance banner at the end of the month.
4. **Town Administrator's Report:** Administrator Eiane reported that the Basin Point Road project had started and that updates would be posted on the website. She also stated that in a couple months there would be a meeting with the public to go over plans for traffic calming. She also reported that the speed sign data would be downloaded and provided to the engineering firm.
5. **Consent Agenda: 1) Approval of the Minutes 2) Committee Appointment; 3) Tax Abatements and Supplement; 4) Policy for Treasurer's Disbursement Warrants for Employee Wages and Benefits and for State Fees; 5) Contract Extension for Repairs to the Old Town House; 6) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 9-29-2022. 2) Appointments: Jaye Kalil to the Mitchell Field Committee. 3) Tax Abatements, Paul and Paula Oteri, Map 38 Lot 40, \$192,000 value, tax amount \$1,132.80. Frank and Kathy D'Agostino, Map 47 Lot 39, \$50,000 value, tax amount \$295. Tax Supplement, MAS Pulsifer Trust, Map 59 Lot 25-1, remove 2.95 from tree growth, tax amount \$16,900. 4) Policy for Treasurer's Disbursement Warrants for Employee Wages and Benefits and for State Fees. 5) Extend Contract to May 15, 2023. 6) Warrant #41 in the amount of \$910,018.78 and the addition of a late invoice in the amount of \$70.00, and payroll warrant #40 in the amount of \$23,083.37]. Motion passed 3-0.
6. **Request for Proposals for Town Office Energy Audit:** John Monaghan from the Energy and Technology Committee, described the Energy Audit which would seek to properly size a proposed new HVAC system and look at insulation and other factors which might increase comfort and decrease cost, and provide information to seek grant funding. The Town would look for responses by November

7, 2022. Selectman Chipman moved, seconded by Selectman Covey to put the Request for Proposal out for bids. Motion passed 3-0.

7. **[6:15 PM] Public Hearing RE: Norm Stevens Junkyard, 81 Pinkham Point Road:** Chairman Johnson opened the public hearing. Codes Officer Tim Clark reported that no one appeared to oppose the recycling business and that the applicant had received his license from the State. He reported that the unregistered cars in the front would be moved in the next two weeks, once they were able to clear the blocked road. No members of the public appeared to speak, Chairman Johnson closed the hearing. Selectman Chipman moved, seconded by Selectman Covey to approve the permit. Motion passed 3-0.
  
8. **Municipal Firefighter Coverage:** David Mercier, Chief at Harpswell Neck Fire, reported that the Fire and Rescue Committee was recommending that the Town create a third regular part-time Firefighter position. He stated that this position would reduce the dependency on per diem Firefighters which was becoming competitive. Administrator Eiane reported that if the Board approved, the position would be first offered to the current per diem Firefighters. She also suggested the Board consider offering compensation if an employee opted out of insurance benefits, and suggested that staff would bring this back to the Board in two weeks.
 

**8.5 Request for Proposals for a Multi-Year Solid Waste Contract:** Chuck Perow, Solid Waste Manager, reported that every three to five years the Town sought bids for waste, recycling and demo removal. He reported that tonnages at the Transfer Station had leveled off. He reported that Town Meeting had authorized the Board to enter into a Multi-Year agreement. Selectman Chipman moved, seconded by Selectman Covey to put the Request for Proposal out for bids. Motion passed 3-0.
  
9. **[6:30] Public Hearing RE: November 8, 2022 Municipal Ballot:** Chairman Johnson opened the public hearing. Administrator Eiane reported that the Town had three referendum items on the upcoming November 8, 2022 ballot. 1) \$25,000 from unassigned funds for Heating Assistance. This fund has been depleted due to high oil prices and greater demand. 2) \$27,000 from unassigned fund balance to remove the communication tower at the Orr's/Bailey Island Fire Department. The tower is damaged and needs to be removed for safety reasons. The Town intends to rebuild the tower in 2023. 3) Running Tide donated juvenile quahog seed valued at \$7,599. The value exceeded the \$3,000 that the Board is allowed to accept, therefore the voters have to approve the donation. There were no public comments. Chairman Johnson closed the hearing.
  
10. **Request for Proposals for Winter Sand:** Administrator Eiane asked the Board to seek bids for the best pricing for winter sand. Selectman Chipman moved, seconded by Selectman Covey to put the Request for Proposals out for bids. Motion passed 3-0.
  
11. **Except Donations:** Chairman Johnson moved, seconded by Selectman Chipman to accept donations as follows: Heating Assistance; Harpswell Garden Club \$50, Walter Burlock Jr. \$1,000, Benjamin & Amber Skinner \$150 and \$150 food cards. Bandstand; Elizabeth & Miles Hamlin \$1,000. Total \$2,350.00. Motion passed 3-0.
  
12. **Treasurer's Report:** Treasurer Gaudet reported on the Town's finances as of September 30, 2022. [See Attached]

13. **Public Comment:** Fire Administrator Howe reported that Harpswell Neck Fire and Rescue was having an open house on October 19, 2022 from 3-6:00. He encourage the public to come to the event.
14. **Other Business:** Deputy Administrator Gaudet requested that the Board appoint Denise Perry, the Town's multi-office assistant, as an election clerk for the November 8, 2022 election so that she may assist the Town Clerk with absentee ballots. Selectman Chipman moved, seconded by Selectman Covey to make the appointment. Motion passed 3-0.
15. **Adjournment:** The meeting was adjourned at 6:35 pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary

Attachments: Treasurer's Report.