

Selectmen's Meeting Minutes
October 27, 2022
Harpswell Town Office
Approved 11-10-22

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

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television, live streamed on Vimeo and the Town's Facebook page. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

1. **Adoption of the Agenda:** The agenda was adopted with the removal of Item 10.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Chairman Johnson reminded the Public that on November 5, 2022 from 9:30 – 11:30, there will be a public visioning session for the Comprehensive Plan at the Harpswell Community School. Selectman Chipman reminded the public that if they put up campaign signs, they need to remove them after the election.
4. **Town Administrator's Report:** Administrator Eiane reminded the public that Election Day was coming up on November 8, and that the public could vote by absentee up to November 4 by contacting the Town Clerk's Office. She reported that the Town was updating the Town's website and invited the public to send pictures related to Harpswell to the Town's email to possibly be included on the new website. She also reported the public could dispose of unwanted medications at the Town Office on Saturday from 10:00 to 2:00. Next she reported that Bowdoin College was inviting the public to an open house at the Coastal Study's Center on Orr's Island on November 13 from 1:00 – 4:00. She reported that the Town's Property Tax Assistance Program had 16 applicants and 14 qualified for an average benefit of \$602. She reported that Administration was prepared to bring a contract to the Board should the voters approve the removal of the Emergency Communications Tower on Orr's Island. She also reported on the next steps to get the Tower rebuilt as quickly as possible as it is necessary for Emergency Communications. She then recommended that the Board approve the hire of a per diem Firefighter. She recommended Shaun Riley, a member of the Bath Fire Department, be hired. Selectman Chipman moved, Seconded by Selectman Covey to hire Shaun Riley. Motion passed 3-0.
5. **Consent Agenda:** 1) **Approval of the Minutes** 2) **Committee Resignation** 3) **Election Worker Appointments** 4) **Engagement Letter for 2022 Audit.** 5) **Municipal Valuation Return** 6) **Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 10-13-2022. 2) Resignation of Al Legrow from the Budget Advisory Committee. 3) Appointment of Janet Andrews, Marolyn Bibber, Thomas Burke, Patty Carrier, Janet Coombs, Michael Dana, Christine Donovan-Hall, Donnette Goodenow, Catherine Gibson, Megan Hubbard, Rosalind Knight, Daniel Lafond, Sara Lafond, Susan Lowery, Lydia Mears,

Amy Saxton, Patricia Tillotson, Gordon Warren, Marge Warren, Tyler Washburn, Jennifer Watson as Election Workers. 4) Engagement letter with RHR Smith for 2022 Audit. 5) Municipal Valuation Return for April 1, 2022. 6) Warrant #43 in the amount of \$310,643.08, and payroll warrant #42 in the amount of \$25,675.95]. Motion passed 3-0.

6. **Holding Tank Application for Commercial Boat Building, Map 6, Lot 28:** Deputy Administrator Gaudet reported the application met the Commercial use standard for gallons per day and a holding tank could be approved for first time use. Selectman Chipman moved, seconded by Selectman Covey to approve the application once the updated cover page was received from the site evaluator. Motion passed 3-0.
7. **Central Maine Power 3 Phase Power Update:** Greg Thompson from Central Maine Power described CMP's schedule and placement of new poles for the Three Phase Power being brought down Mountain Road. He reported the project should be complete by December or January of 2023.
8. **Legislative Update:** Representative Jay McCreight reported on her work on The Veterans and Legal Affairs Committee, as Chair of the Marine Resource Committee, and the Judiciary Committee. She discussed bills she had worked on. The Board thanked Representative McCreight for her service and she thanked the Board and Administration for working with her.
9. **Revised Cafeteria Plan:** Administrator Eiane reported that the Town needed to update the Cafeteria Plan, she asked the Board to weigh in on an opt-out provision for employees who did not need Health Insurance to receive a stipend in lieu of Health Insurance. The Town was working with Legal to determine proper guidelines. The Board concurred that administration should move forward with the opt-out plan.
- ~~10. **Recommendation for Hire of Regular Part Time Firefighter.**~~
11. **Orr's Island Bridge Property:** Deputy Administrator Gaudet reported that several Town Committees had submitted recommendations, including Conservation Commission, Town Lands, Comprehensive Plan and Harbor and Waterfront Committee, regarding the Wharves on the Town Property at the Orr's Island Bridge. The Board concurred that the wharves should remain for Commercial Marine related uses. The Board agreed to send the issue back to the Harbormaster and Harbor and Waterfront Committee to come up with a policy, which would include confirmation of the commercial use and possibly increase the fees.
12. **Recommendation for Broadband Consulting Services Contractor:** Administrator Eiane reported that Casco Bay Advisors was the sole bid from the request for proposals for broadband consulting. Brian Lippold of Casco Bay Advisors reported that the contract would be to put together a Broadband plan. It would start with mapping current service and determining who does not have available service, and provide estimates of costs of different solutions. It would also include identifying grant funding. In addition, staff recommended \$10,000 from ARPA funding be considered by the voters in March for more broadband consulting services. Selectman Chipman moved, seconded by Selectman Covey to sign the contract with Casco Bay Advisors. Motion passed 3-0.
13. **Letter of Support of Verizon Petitioners.** Paul Kittle reported that a citizen group had collected over 800 signatures on the petition requesting that Verizon join the new tower at Mitchell Field. He

asked that the Board sign the letter of support. Selectman Chipman moved, seconded by Selectman Covey to sign the letter. Motion passed 3-0.

14. **2023 Budget Parameters:** Administrator Eiane described the process for developing the budget for the 2023 Town Meeting. The Board concurred that it would support a five member Budget Advisory Committee. The Board also concurred with wage and salary increases of 4% as a starting point. Administrator Eiane also reported that there were still American Rescue Plan Act funds available for pandemic related items.
15. **Contract Amendments to 1) Maine Office of Policy and Innovation, and the Future Grant, and 2) GEI Consultants:** Administrator Eiane reported the Climate Resiliency Study, with Harpswell, West Bath and Phippsburg, would need to be extended through February 2023. Selectman Covey moved, seconded by Selectman Chipman to extend the contracts. Motion passed 3-0.
16. **Public Comment: None**
17. **Other Business:** Administrator Eiane recommended that the Board add questions regarding assets to the Heating Assistance Application, to assure that the households in need are being served by the program. The Board concurred with the recommendations. She also reported to the Board that the Multi-Office Assistant would be spending more time assisting the Codes Offices for the rest of the year. She reported that staff was working on a more long-term solution for the Codes Office.
18. **Adjournment:** The meeting was adjourned at 7:43 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary