

Selectmen's Meeting Minutes
October 16, 2014
Harpswell Town Office
Approved on October 30, 2014

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m.

Selectmen Present: Richard A. Daniel, Elinor Multer and Kevin E. Johnson

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Carol Eyerman, Planner; and Marguerite Kelly, Treasurer

The meeting was recorded and broadcast live on Harpswell Community Television and streamed.

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as amended by adding 8.5 Appointment of Election Workers; motion passed 3-0.

2. Public Comment: None.

3. Town Administrator's Report: Administrator Eiane reported the Town received six responses to its request for proposals for audit services ranging from \$9,500 to \$13,800. She asked a Board member to participate in the review and interview process; Selectman Multer agreed. Administrator Eiane stated a warrant has been approved for \$71,500 to Dain Allen and the check is expected to be released on Monday when the Town receives the Voluntary Response Action Program (VRAP) letter that provides the Town with protection through the Department of Environmental Protection (DEP). Administrator Eiane reported the wage/salary consultant plans to meet with staff next week to review the preliminary report and then will present the final report to the Board the week after. Administrator Eiane stated, as requested, she contacted Schnitzer Steel to see if its 2013 proposal to remove the water tower at no cost to the Town is still valid; the company will review and get back to her. Administrator Eiane stated she is working on setting up a meeting with Coastal Transportation to explore public transportation possibilities in Harpswell. Additionally, the Midcoast Council of Governments (MCOG) is seeking funds from the Department of Transportation to review public transportation issues, including for Harpswell. Administrator Eiane stated the budget review process has begun with the Budget Advisory Committee holding its first meeting yesterday. The Committee was receptive to a streamlined approach which should result in completing the review in early December. Anyone interested in joining the Committee should do so quickly in order to participate in the budget review.

4. Selectmen's Announcements: Selectman Multer complimented the staff for proposing the budget process change and preparing the books with all the information available at this time.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda; motion passed 3-0 [10/2 minutes; Dan Boland resignation from the Mitchell Field Committee; and warrant #45 in the amount of \$1,031,977.73, warrant #46 in the amount of \$71,500 and payroll warrant #42 in the amount of \$15,041.07].

6. Consider Tax Abatement Requests: Selectman Multer moved, seconded by Selectman Johnson that the Selectmen, acting as Assessors, approve two abatement requests: Karen and Rodney Moody in the valuation amount of \$41,600; and Leon and Arlene Proctor in the valuation amount of \$11,600; motion passed 3-0.

7. Planner's Update: Carol Eyerman, Planner, highlighted certain items from her fall report. The Planning Board approved the replacement and enlargement of two culverts for fisheries on Wallace Shore Road, located in the resource protection district. The Road is private and the grant funds and project are being administered by the Casco Bay Estuary Project. The Town's Conservation Commission, particularly the Chair, has been instrumental in the project's progress. Ms. Eyerman invited the Board to attend a Planning Board workshop on November 5 at 6:30pm to begin the ordinance amendment process for the 2015 Town Meeting. Ms. Eyerman stated the Board

has been provided with the proposed budget request for a consultant to update the Comprehensive Plan and she encouraged the Board to let her know if there are any questions before she proceeds to the Budget Advisory Committee. Ms. Eyerman stated she contacted Barney Baker, marine engineer, to update the estimated costs for a boat launch at Mitchell Field. Mr. Baker was also asked if the launch could be constructed with the pier in its current condition; Mr. Baker suggested in his opinion the pier should be stabilized first and then the launch constructed. Ms. Eyerman suggested proceeding with the funds requested in the 2015 preliminary budget to use as a grant match for State and Federal grants relating to the boat launch and/or pier. Up to 1.5 million dollars is available through a federal grant and perhaps Harpswell could apply for a "waterfront plan". Ms. Eyerman stated October is community planning month and she asked the Board to declare that by signing proclamation. She invited the Board to an open house in the Planning Office on October 22 from 9am to 11am. Chairman Daniel asked if anyone has created a subdivision using the conservation subdivision provisions; Ms. Eyerman responded she has spoken to five people but no one has yet. Chairman Daniel moved, seconded by Selectman Johnson to adopt the proclamation. Selectman Multer stated she was opposed as there are so many proposals for proclamations, many that are not meaningful, and the Board currently only proclaims constitution week. Chairman Daniel stated this is the second request for a proclamation he has seen and he would do it for other departments too. Motion passed 2-1 (Selectman Multer opposed).

8. Treasurer's Report: Marguerite Kelly, Treasurer, reviewed her monthly report for September (attached).

8.5 Appointment of Election Workers: Selectman Multer moved, seconded by Selectman Daniel to make the following appointments for November 4: Susan Daignault, Megan Hubbard and Janet Coombs as Wardens; Hope Hilton, Patricia Leary, Thomas Rothwell and Margaret Bonarrigo as Deputy Wardens; Jean Rich and Diane Davis as election ballot clerks; Sarah Lafond and Carolyn Perow as Registrars; motion passed 3-0.

9. Consider Agreement with Maine Power Options: Deputy Administrator Sawyer stated the Board previously approved entering two contracts for a fixed kilowatt rate for power supply – one for two years for the main street light account at .0534/kwh and one for 29 months for all of the Town's other electricity accounts at .063/kwh. Both contracts expire December 1, 2014. Due to the volatility of the market right now, Maine Power Options is offering a fixed rate contract for the Town's medium accounts, only the Town Office and the Recycling Center (at about 100,000 kwh per year) and recommending staying with the standard offer for the remaining accounts. The contract rate as updated today – is at .0923 for eleven months and was .09616. Mr. Youde, of Maine Power Options, is recommending proceeding with a three-year contract. Pursuant to Selectman Multer's request, a resident with expertise in the energy field was consulted and he does not recommend entering a contract stating that over time, the standard offer averages out with higher prices in the winter and lower in the summer. Staff did review the past standard offer rates in comparison to our existing contracts and it showed the Town saved money. Chairman Daniel asked if this item could be sent out to bid; Deputy Administrator Sawyer responded it is possible for the medium accounts. Marguerite Kelly, Treasurer, stated the standard offer for medium accounts is expected to be .144 in February, which is a significant increase from .08891 (proposed 2-year contract rate) and the rate would have to decrease substantially in the summer to offset the potential savings. Maine Power Options will come back in the spring and offer contracts for the small and street light accounts where the rate is averaged over a three-year period versus the medium rate which is set monthly. Chairman Daniel suggested tabling this item for the next meeting. Ms. Kelly stated the rate is changing daily but if the Board prefers, a rate can be requested for the next meeting. She noted, at a .05 difference from .09 to .14 on 100,000 kwh usage, there is potential to save \$5,000. Chairman Daniel moved, seconded by Selectman Multer to table this item to the next meeting; motion passed 3-0.

10. Consider Framework Re: Economic Development: Administrator Eiane stated the Board asked staff to develop a framework on how to proceed with economic development. She noted there is great information in the Economic Development Report and she reviewed the suggested action steps including, updating the Town's website, having the Planner take on a more active role in areas such as visiting existing businesses and asking

what the Town can do for them including applying for potential grants. Administrator Eiane noted many towns, including Bowdoinham, combine the Planner and Economic Development position. Chairman Daniel asked Carol Eyerman if the Comprehensive Plan Implementation Committee's work will include economic development; Ms. Eyerman responded the Committee is working on a new plan and the current plan is not very robust on economic development, just touches on marine business. Chairman Daniel stated he wants the Planner, Selectmen, and Administration to meet with the Harpswell Business Association (HBA) to discuss what the Town can do to promote and help businesses. Selectman Multer agreed stipulating that other businesses, not belonging to the HBA, be represented. Selectman Johnson agreed a meeting was necessary as he is not sure if HBA wants the Town's help outside of publicity. Selectman Multer stated one recommendation from Administrator Eiane's memo that should not wait is the workshop with businesses regarding how to use social media. Administrator Eiane stated she met with the President of the HBA and Southern Maine Midcoast Chamber of Commerce (SMMCC) to setup a December meeting with Harpswell businesses. There was talk of a larger endeavor such as a business expo at Mitchell Field but the Town's role needs to be defined. The Board agreed to meet with HBA sometime in early January.

11. Consider Winter Road Maintenance Contract Extension: Administrator Eiane stated the Town has a current contract with Goodall Landscaping to maintain the roads during the winter until April 2015. The Board was approved by Town Meeting to enter a multi-year contract with Goodall. Mr. Goodall has expressed an interest during a workshop with the Board to extend the contract and there is language in the contract about extending. However, Town Meeting authorized the Board to enter a 3-year contract and the Town Attorney has advised that the Board has the authority to enter into a one-year contract or to ask Town Meeting in March 2015 to authorize a multi year contract. The Board could enter a one-year contract but it would be subject to approval of the funds at Town Meeting. Mr. Goodall stated he has committed to the Town and after making multiple investments for the Town he hopes the Board will approve a contract extension. Administrator Eiane noted an extension is not available, that it would be a new one-year contract. Mr. Goodall noted he made concessions during the workshop and he understands the limitations to a one-year contract but he hopes the Board will ask Town Meeting for additional years. Chairman Daniel stated the Board is willing to do a one-year contract pending Town Meeting funding approval and proposes to bring a warrant article for additional years. Chairman Daniel stated there was a discussion of Mr. Goodall holding the price for 2015 and proposing a 2% increase for the second year and 3% for the third. He asked Mr. Goodall to consider 1.5% for the second year. Mr. Goodall agreed. Chairman Daniel moved, seconded by Selectman Multer to sign a one-year contract for the 2015-2016 season at the current price subject to Town Meeting approving the funds; motion passed 3-0.

12. Consider Next Steps Re: Emergency Services Planning: Chairman Daniel stated the Board held a workshop with the three fire departments' fire and rescue chiefs about a week ago, which he found very helpful. It was discussed to continue such meetings on a quarterly basis to better understand the operations, volunteer status and have an open flow of communication. Selectman Multer moved to proceed with the quarterly meetings and that the Town seek access to the additional call/volunteer data discussed. Selectman Johnson stated that data collection is a lot of work and suggested the Board would become aware of any scheduling/volunteer issues during a quarterly meeting if not before. Selectman Multer stated a review of the call data will give signals of where the Town is going and if there is trouble with sustaining volunteers. Chairman Daniel stated he sees the quarterly meetings as being invaluable and as a way to vet possible issues and noted Rob McAleer, Emergency Management Agent, wants to provide an update at those meetings as well. Selectman Johnson stated perhaps a data update can be provided at the quarterly meetings. Chairman Daniel seconded the motion and added a "discussion with Hudson on how to proceed with data"; motion passed 3-0.

13. Recommendation for Winter Sand Contractor: Deputy Administrator Sawyer stated the following responses to the Town's request for proposals for winter sand were received: Country Fare, Inc. \$14.50, RA Webber & Sons, Inc. \$12.76, Ray Labbe & Sons, Inc. \$12.50, Goodall Landscaping \$11.56 and Stephen Bisson & Sons, Inc. \$11 per yard. The bids were reviewed by the Road Commissioner and he would like to visit the

lowest bidder's pit prior to making a recommendation. Chairman Daniel moved, seconded by Selectman Multer to table the item. Ben Goodall stated he was glad that the Road Commissioner will check out the availability and specifications of the sand as quality is very important for proper road treatment. Motion passed 3-0.

14. Consider Request for Proposals for Town Office Generator: Administrator Eiane stated the Town's current generator is not sufficient to provide power to cover all of the Town Office's capacity. The Town's caretaker/Code Enforcement Officer developed a request for proposals (RFP) for a new generator and the Town has a capital reserve for this purpose. Chairman Daniel moved, seconded by Selectman Johnson to approve the RFP. Selectman Multer suggested a change under #9 regarding the staff review process and had a few other minor changes. Chairman Daniel amended his motion to approve the RFP as modified and the motion carried 3-0.

15. Consider Listing Price Reduction of Hildreth Road Property: Administrator Eiane stated the Board discussed and set the list price of the tax-acquired property located on Hildreth Road at \$89,000. The realtor indicates there has been limited interest and recommends reducing the price to \$75,000. Selectman Multer moved, seconded by Chairman Daniel to reduce the price to \$75,000; motion passed 3-0.

16. Set a Public Hearing General Assistance Ordinance Maximums for October 30: Administrator Eiane stated every municipality has a general assistance program and the Board considers what the maximum benefits in the Town ordinance will be each year. Selectman Multer moved, seconded by Chairman Daniel to set October 30 at 7:00pm as the hearing; motion passed 3-0.

17. Consider Mackerel Cove Use Application: Administrator Eiane stated this item comes through Selectman Multer as she received a complaint about noise during weddings held at Mackerel Cove. Selectman Multer stated the Town's Mackerel Cove property is very close to many homes and noise should be limited. Deputy Administrator Sawyer read the noise regulation in the Town's Mitchell Field/Bandstand Policy. The Board indicated the language could be added to Mackerel Cove provided exceptions could be made on a case by case basis scenario. Administrator Eiane noted the Harpswell Heritage Land Trust has abutting property to the Town's and she is not sure what its regulations are. Selectman Multer moved, seconded by Chairman Daniel to apply the Mitchell Field clause to Mackerel Cove and other Town properties available for use; motion passed 3-0.

18. Other Business: None.

19. Public Comment: None.

20. Administrative Matters: None.

21. Adjournment: At 7:50 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report

[Attachments are available at the Town Clerk's Office or by email at harpswell@town.harpswell.me.us]