

**Special Selectmen's Meeting Minutes**  
**October 19, 2017**  
**Harpswell Town Office**  
**Approved November 9, 2017**

**Call to Order:** The meeting was called to order at 6:00 p.m.

**Selectmen Present:** Richard A. Daniel, Kevin E. Johnson and David I. Chipman

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

**1. Adoption of the Agenda:** Chairman Daniel moved to add election worker appointments as 1.1 and a fee waiver as 1.2; motion passed 3-0.

**1.1 Election Worker Appointments:** Selectman Chipman moved, seconded by Selectman Johnson to appoint the following for November 7: Amy Saxton, Janet Coombs and Megan Hubbard as Wardens; Melanie Rubbins, Jennifer Watson, Monique Coombs, and Sandy Swallow as Deputy Wardens; Melanie Rubbins, Elaine P. Karath Baur, Joan Ouellette, Marjorie McFarland, Abby Staberg, Marge Warren, Gordon Warren, David Duehring, Carol Duehring, Helen Regan and Thomas Rothwell as Elections Ballot Clerks; motion passed 3-0.

**1.2 Fee Waiver Request:** Deputy Administrator Sawyer stated the Orr's/Bailey's Islands Fire Department applied for its land use permit for the renovations at the Station and has requested the permit fee of \$125 be waived. Selectman Chipman moved, seconded by Selectman Johnson to waive the fee; motion passed 3-0.

**2. Public Comment:** None.

**3. Mitchell Field Pier Demolition: Possible Request for Proposals Addendum:** Mark Eyerman, Planner, stated that during the Planning Board's Site Plan Review for the pier demolition project, there was a lot of discussion regarding the safety of pedestrians in the summer and the Planning Board issued a finding that limited traffic and processing in the summer. Therefore, if the Town considers proceeding without the summer limitations, it should go back to the Planning Board for an amendment. The Board agreed the matter should be brought back before the Planning Board at the November meeting for consideration/authorization, which could be withdrawn if the Town does not consider accepting the bid alternative.

Barney Baker, of Baker Design Consultants, reported he has been receiving questions from contractors and has been responding and keeping the Board and staff informed. A significant change in tonight's proposed addendum is in how the contract is awarded. The current language contains several points on which the award will be based, including analysis of the contractor's qualifications, the impact of the contractor's proposal on the Town and Mitchell Field and the cost. At the pre-bid meeting, there were concerns expressed about how the award will not be based on the lowest cost. The proposal is to strike some of the current language and replace it with "...the Contractor will be selected based on the lowest responsive Base Bid or the lowest responsive Base Bid plus any combination of Alternate Bid Items." The largest alternate bid is the barging and if that alternative is economically feasible, it would have the least impact on Mitchell Field. There are a few other alternates including the one to remove the summer restrictions as discussed earlier. Alternate bids do not expire when a contract is signed, they could be added later. Chairman Daniel asked if the Town doesn't act on adding the proposed alternate bid to the addendum tonight whether it could be negotiated later with the selected contractor. Mr. Baker responded that once a contractor is selected that negotiations could take place but it could be awkward if there are two contractors very close in price. Mr. Baker stated the summer restriction only applies to the processing in the lay down area and how many loads can be removed from that area. But there still will be traffic and demolition occurring on the pier. Chairman Daniel asked if there is a limit on loads at any other time; Mr. Baker responded no but the contractors are required to submit a traffic plan. Jane Covey, Chair of the Mitchell Field Committee, stated that at the forums with the public, there were a lot of concerns about how the project would impact the users at the beach, walking, safety, etc. and the public appreciated the summer limitations.

Selectman Johnson stated he would like an idea on how the summer limitations affect the project price. Chairman Daniel stated he attended the public meetings and understands there is a tight balance between economics and the safety of all. He prefers not to add the summer restriction alternate and instead negotiate with the contractor. Marguerite Kelly, Treasurer, stated the Board doesn't have to accept the alternate but it is good information to have up front and will allow people to evaluate what the Board does. Selectman Johnson stated it has to be up front as it impacts the contractors pricing. Selectman Chipman moved, seconded by Selectman Johnson to accept addendum one as proposed. Mr. Baker asked the Board to vote on the two substantive changes [the award language and the summer alternate] and noted he would be adding some other minor clarifications. The Board agreed. Motion passed 3-0. Chairman Daniel thanked the Mitchell Field Committee, Planner, Administration and Mr. Baker for their work on this important project.

**4. Adjournment:** At 6:38p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator