

**Select Board Meeting Minutes
October 19, 2023
Harpswell Town Office
Approved 11/17/23**

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, and Selectman Jane G. Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator/Treasurer; Tim Clark, Code Enforcement Officer.

1. **Adoption of the Agenda:** The agenda was adopted with the addition of Cumberland County Block Grant to item 8.5, and Recycling Committee recommendation to 10.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report:** Administrator Eiane reported that the food pantry opened in the Town Office and thanked staff and Midcoast Hunger. She reported the pantry was open to anyone in the community. Administrator Eiane reported that the Town had received 17 applications for the Town's Property Tax Assistance Program. There were 15 applicants that qualified and will receive a total of \$8,424 in property tax assistance, an average of \$562. She also reported that absentee ballots are available at the Town Clerk's office. October 28, 2023 is medication take back day at the Town Office. Administrator Eiane also shared a request from Pam Douglas to sell Christmas trees to benefit the Harpswell Santa Fund at Pam's Ice Cream on Route 123, on November 25 and December 2, 2023. Selectman Chipman moved, seconded by Selectman Covey to allow the sale of the Christmas Trees. Motion passed 3-0.
5. **Committee Appointments:** Chairman Johnson moved, seconded by Selectman Chipman, to appoint Matt Gilley and George Prince to the Comprehensive Plan Task Force. Motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey to appoint Meghan Wakefield to the Bandstand Committee. Motion passed 3-0.
6. **Wharf Application, 379 Lisbon Road, LLC., Map 16 Lot 390:** The applicant seeks to construct a Residential Wharf: 4x4 Landing, 4x16 Stairs, 6x72 Pier, 3x50 Seasonal Ramp, 12x20 Seasonal Float. Code Officer Tim Clark reported that no abutters came to the site visit, and there were no issues with the application. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0.
7. **Harpswell Heritage Land Trust (HHLT) Request for use of Mitchell Field:** Deputy Administrator Gaudet reported that HHLT was requesting three waivers for an event at Mitchell Field, on December 21, 2023 from 4:00 to 7:30 pm. First, a waiver for the additional portable toilet, the nature of the event is that people will come and go and not remain for long periods of time. Second, a waiver for after

hours. Third, a waiver for the fee. Selectman Chipman moved, seconded by Selectman Covey to approve the request. Motion passed 3-0.

8. **Accept Governor’s Office of Policy, Innovation and the Future Grant (GOPIF):** Administrator Eiane reported that a notification had been received that the Town had been awarded a GOPIF Grant to study the effects of sea level rise on two Town Roads, Abner Point Road and Bethel Point Road Bridge. Mary Ann Nahf from the Resiliency and Sustainability Committee reported that the grant was in the amount of \$50,000, and \$10,000 would be used from the reserve account to cover the \$60,000 project. Selectman Chipman moved, seconded by Chairman Johnson to accept the grant and authorize the use of \$10,000 from the reserve account. Motion passed 3-0.

- 8.5. **Cumberland County Community Development Block Grant:** Deputy Administrator Gaudet reported that Cumberland County had completed an environmental review, for the application from the Holbrook Foundation for two new floats at its Cundy’s Harbor Wharf. She reported that due to safety issues, the Foundation had already replaced one float. The grant has been awarded in the amount of \$12,800, to replace one float. Selectman Chipman moved, seconded by Selectman Covey to accept the grant. Motion passed 3-0.

9. **2024 Budget Parameters:** Administrator Eiane reported on the following objectives of the upcoming Budget.

Operations

- Keep salary and wages competitive to retain and attract staff
- Address future staffing needs of the Planning Office
- Improve communications and implement hybrid meetings
- Step up monitoring program for Town lands and waterfront
- Consider consulting services in the following areas: Short-term Rental (STR); FEMA Floodplain; Emergency Communications; Economic Development

Capital Planning

- Mitchell Field Boat Launch—potentially constructed in 2024
- HVAC & Electrical Upgrade at the Town Office—begin in 2023 and complete in 2024
- Recycling Center Building Project—plan for 2025 project
- Central Emergency Services Building—have something for voters to consider in 2024
- Continue Capital Road—Consider portion of Peabody Road

Special Projects

- GIS Mapping—on-going
- Adoption of FEMA Floodplain Mapping—Expected in 2024
- Town-wide revaluation—To get underway in 2025, be implemented in 2026
- Administration Building at MF—possible March 2024 vote
- Building Envelope Efficiency priorities—to be determined
- Playground on Harpswell Neck—Begin discussion about location in 2024
- Re-construct back walkway to meeting room—Develop plan and budget

For the Board’s consideration

- Establish across-the-board 3.2% wage & salary increase (consider same as Soc. Sec. COLA)

- Expect LD 1 Compliant Budget from BAC
 - Propose uses of remaining \$200,000 ARPA funds—Have to obligate the funds by December 2024 and expend by December 2026
 - Possibly used to further Affordable Housing Goals
10. **Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to authorize Warrant #42 in the amount of \$228,246.70 and payroll warrant #41 in the amount of \$25,862.62]. Motion passed 3-0.
- 10.5. **Recycling Committee Recommendation:** Selectman Chipman moved seconded by Selectman Covey to support the Recycling Committee’s recommendation to send a letter to the Maine Department of Environmental Protection, to state the town’s position that the reimbursement for the Extended Producer Responsibility Program should be based on tonnage and not population. Motion passed 3-0.
11. **Public Comment: None**
12. **Other Business:** Administrator Eiane reminded the public that on October 26, 2023 at 6:00pm at the Orr’s Island School House, a community dialog is being held with Bowdoin College and Maine Coast Fishermen’s Association.
13. **Adjournment:** The meeting was adjourned at 6:51 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary