

Selectmen's Meeting Minutes
October 21, 2021
Harpswell Town Office
Approved November 4, 2021

Call to Order and Pledge of Allegiance: Meeting was called to order at 6:00pm.

Selectmen Present: Chairman Kevin E. Johnson, Selectman David I. Chipman, Selectman Jane G. Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator & Treasurer; Mark Eyerman, Town Planner

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** None.
3. **Selectmen's Announcements:** Selectman Chipman announced that the Recycling Center will be closed on October 26, 2021 due to construction. Selectman Chipman also announced that Harpswell has a restrictive firearms ordinance, as we approach hunting season. Residents can watch for informational banners as they enter Town.
4. **Town Administrator's Report**
 - **Employment Recommendation for Administrative Support:** Administrator Eiane and Deputy Town Administrator Sawyer recommended Ronda Peek for the General Administrative Clerk/Deputy Treasurer position. Ronda has a strong background in finance. Selectman Chipman moved, seconded by Selectwoman Covey, to hire Ronda Peek as the General Administrative Clerk and Deputy Treasurer at the rate of \$23.50 per hour. Motion passed, 3-0.
 - **Interim Department Head for Code Enforcement Office:** Selectman Chipman moved, seconded by Selectwoman Covey, that Tim Clark be named Interim Department Head of the Code Enforcement Office with a pay increase of \$2.00/hour, retroactive to September 7, 2021.
 - Administrator Eiane announced that there would be medication collection on October 23rd, at the Town Office from 10:00am-2:00pm; Election Day is November 2, 2021, residents can vote in person at Harpswell Community School from 8:00am-8:00pm; absentee ballots are available in the Town Clerk's Office; the Recycling Center will be closed on October 26, 2021 due to construction; and there will be no flu shot clinic this year at the Town Office, alternate vaccination sites can be found on the Town's website.
5. **Consent Agenda: 1. Approval of the Minutes; 2. Election Worker Appointments; 3. Committee Appointment; 4. Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectwoman Covey, to approve the consent agenda [9/30 minutes, Election Worker Appointments: Amy Saxton as Warden; Janet Coombs and Jennifer Watson as Deputy Wardens; Tracy Gaudet, Thomas Burke, Rosalind Knight and Linda Kreamer as Election Ballot Clerks; and Tracy Gaudet as Deputy Registrar; Committee Appointment: Alexandra M. Hamm to Fire & Rescue Planning; and warrant #43 in the amount of \$471,294.16 and payroll warrant #42 in the amount of \$21,751.55]. Motion passed, 3-0.
6. **Comprehensive Plan Update:**
 - **Select Board Representative:** Chairman Johnson will serve as the Select Board Representative on the Comprehensive Plan Task Force.
 - **GIS Services from MidCoast Economic Development District:** Planner Eyerman and the Planning Board identified buildout analysis as being a key task to the background information for the update of the Comprehensive Plan. The 'buildout analysis' identifies the potential development that can occur in the Town in the future. The Town has asked MCEDD to provide the Town with a proposal for doing the

buildout analysis with Eyerman. When the proposal is received, the Planning Board will bring the proposal to the Board for review and potential approval.

- **Contract with North Star Planning:** Planner Eyerman sought the services of an additional planning firm to assist work on the Town's Comprehensive Plan. Selectman Chipman moved, seconded by Selectwoman Covey, to sole source a contract with North Star Planning, not to exceed \$6,000, and authorize Town Administrator Eiane to sign. Motion passed, 3-0.

7. Grants:

- **Governor's Office of Policy Innovation and the Future RE: Resilience Project:** The Town of Harpswell has partnered with Phippsburg and West Bath in a coastal resilience project to account for sea level rise and climate change. Each Town has chosen a local landing or wharf vulnerable to coastal flooding and slated it for improvement. The Town of Harpswell, working as the fiscal agent of the three-town cohort, will apply for a grant to pay for hiring Baker Design Consultants (BDC) to design and create budget estimates for improvement for each community's respective marine facility chosen within the project. Selectman Chipman moved, seconded by Selectwoman Covey, to apply for the grant, not to exceed \$28,000. Motion passed, 3-0.
- **Small Harbor Improvement Program RE: Mitchell Field Waterfront:** Planner Eyerman summarized the latest updates for the Small Harbor Improvement Program. Selectwoman Covey moved, seconded by Selectman Chipman, to move forward with the contract and authorize Administrator Eiane to sign. Motion passed, 3-0.
- **Small Community RE: Septic Replacement:** Deputy Town Administrator Sawyer stated that the Town had applied to the State of Maine Department of Environmental Protection Small Community Grant Program for emergency funding to replace a resident's failing septic system. The Town was notified that \$20,000 has been approved. Selectman Chipman moved, seconded by Selectwoman Covey, to accept the funds and authorize Administrator Eiane to sign the documents. Motion passed, 3-0.

- 8. LED Street Light Conversion Contract:** Mark Carter with RealTerm Energy summarized the different lighting options available for installation. Carter also summarized the contract and scope of work for the LED Street Light Conversion. Selectman Chipman moved, seconded by Selectwoman Covey, to contract with RealTerm Energy for the streetlight conversion and authorize Administrator Eiane to sign the documents. Motion passed, 3-0.

9. Public Comment: None.

10. Other Business: Planner Eyerman announced that Aaron Fuchs wishes to resign from the Planning Board.

11. Adjournment: Meeting adjourned at 7:10pm without objection.

Respectfully Submitted,

Kayla Matthews
Recording Secretary