

**Selectmen's Meeting Minutes**  
**Thursday October 29, 2020**  
**Harpswell Town Office**  
**Via Zoom**  
**Approved November 12, 2020**

**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 and Selectperson Jane G. Covey

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator;

**Others Present:** Mary Ann Nahf, Climate Resiliency Task Force; David Mercier, Harpswell Neck Fire Department Chief.

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television and live streamed. 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 Board added 10.5 Election Workers and Boat Motor to the agenda. Selectman Chipman moved, seconded by Selectwoman Covey, to accept the amended agenda. Motion passed, 3-0.
2. **Public Comment:** None.
3. **Selectmen's Announcements:** None.
4. **Town Administrator's Report:** Administrator Eiane stated that COVID-19 cases are on the rise in Maine and residents should take actions to mitigate the spread of the virus by maintaining social distancing, washing hands, wearing masks, and avoiding large groups of people. Eiane also reported that the Town Clerk's Office and volunteers have done a great job with the steady stream of absentee voting. Absentee voting will end Friday, October 30, 2020 and in-person voting will be Tuesday, November 3, 2020 from 8AM-8PM at Harpswell Community School, 308 Harpswell Islands Road, on Route 24.
  - **Property Tax Assistance Program:** This is the sixth year of the Town's modified Property Tax Assistance Program, which works in conjunction with the Maine Property Tax Fairness Credit (as part of Maine Income Tax filing). The Town received 15 applications, of which 13 qualified for a total of \$6,924 in property tax relief. The average benefit was \$532. Eiane encourages residents to apply for this program. Administrator Eiane thanked Deputy Town Administrator Terri Sawyer for her work with applicants during the process.
5. **Consent Agenda:** Selectman Chipman moved, seconded by Selectwoman Covey, to accept the consent agenda [approved the October 15 minutes and appointed Nancy West to the Conservation Commission]. Motion passed, 3-0.

- 6. Climate Resilience Vulnerability Assessment:** Mary Ann Nahf, Conservation Commission Chair, went over the highlights from the Climate Resilience Vulnerability Assessment. The assessment addresses the infrastructure in Harpswell that is vulnerable to sea level rise and storm surge from high windstorms and recommends the Town form an Implementation Group. Nahf suggested a workshop between members of the Task Force and the Select Board, date to be determined.
- 7. Harpswell Neck Fire and Rescue Request for Waiver of Permit Fees:** Administrator Eiane reported that the Harpswell Neck Fire Department is planning renovations and recently submitted a building permit to the Code's Office, totaling \$318.80. Selectman Chipman moved, seconded by Selectwoman Covey, to waive all fees associated with the renovation of the Harpswell Neck Fire Department. Motion passed, 3-0.
- 8. 2021 Budget Guidelines:** Administrator Eiane submitted a memo to the Select Board asking for guidance on what, if any, percentage increase the staff should include in the preliminary budget that will be presented to the Budget Advisory Committee (BAC) in mid-November. The Board reached a consensus to be consistent with the Social Security Cost of Living Allowance of 1.3%. The Board will meet to further discuss salary adjustments to move certain positions closer to their mid-points. Operationally, there may be changes to service levels that need consideration; for example, an area to explore is technology and communications. In regard to capital, the budget proposes borrowing for a road project and the second phase of the Recycling Center, and appropriating to the Emergency Vehicle Fund to bring that reserve to around \$500,000. Selectwoman Covey suggested gathering the capital needs and creating a document where the capital needs data is all in one place. Covey also asked how a town meeting by secret ballot (specifically delaying the vote from March to June) would affect the operations and capital budgets. The BAC will also review fees suggested for the building permits and Transfer Center.
- 9. Recommendation for Winter Sand Contractor:** Selectman Chipman moved, seconded by Selectwoman Covey, to accept the Road Commissioner's recommendation to hire Country Fare as our winter sand provider (\$13.75/yard). Motion passed, 3-0.
- 10. Responses for Server Replacement Project:** Deputy Administrator Sawyer received three responses to replace the server, two of which were very competitive and impressive. Sawyer recommended Burgess Technology Services to the Select Board. Selectman Chipman moved, seconded by Selectwoman Covey, to accept the recommendation for Burgess Technology Services as the server replacement company. Motion passed, 3-0.
- 10.5 Election Workers:** Chairman Johnson moved, seconded by Selectman Chipman to appoint the following people as election workers for November 3, 2020: Michael Dana, Election Ballot Clerk; Thomas Burke, Election Ballot Clerk; Jennifer Watson, Deputy Warden; Janet Coombs, Deputy Warden; Sharon Oehmig, Registrar; and Amy Saxton, Warden. Motion passed, 3-0.

**Boat Motor:** The motor to the Harbormaster's boat is in need of repair, but the repairs may not guarantee reliability on the water. The Harbormaster submitted a request to send

out a Request for Proposal (RFP) to replace the boat motor. Selectman Chipman moved, seconded by Selectwoman Covey, to approve the RFP. Motion passed, 3-0.

**11. Public Comment:** None.

**12. Other Business:** The Board and staff discussed possible alternative Select Board meeting dates for the second November meeting, as the meeting date falls on Thanksgiving Day. Deputy Administrator Sawyer recommended to the Board that the meeting date be November 12, 2020 then again December 3, 2020. These dates were accepted by the Board. Administrator Eiane suggested workshop days to discuss budgets: wage and salary on November 5, 2020 from 3:00-5:00pm; and planning and climate resiliency on November 10, 2020 from 3:00-5:00pm.

**13. Adjournment:** The meeting was adjourned without objection at 6:54pm.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary