

Selectmen's Meeting Minutes
November 10, 2022
Harpswell Town Office
Approved December 1, 2022

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, Selectman Jane G. Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator & Treasurer; and Art Howe, Fire Administrator.

1. **Adoption of the Agenda:** The agenda was adopted with the addition of (8.5) Affordable Housing RFQ, (13.1) Forestry Grant, (13.2) Request to Sole Source for Repairs to Potts Point Town Dock.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Chipman reminded the public to take down signs now that the election has passed. He also congratulated Rep. Cheryl Golek and stated that he looked forward to working with her. Selectman Covey thanked the voters for turning out at the polls. Chairman Johnson reported that the Comprehensive Plan Visioning Meeting was well attended.
4. **Town Administrator's Report:** Administrator Eiane reported that Harpswell had a 76% voter turnout at the election, and thanked the poll workers. She reported that there will be a Veterans Ceremony on Veterans Day at Harpswell Center and that the public is invited. She also passed along that Bowdoin College was inviting residents to the Schiller Coastal Studies Center on Orr's Island, on Sunday (11/13) from 1:00 to 4:00. She also reported that the first meeting of the Budget Advisory Committee for the 2023 budget will be held on November 14 at 3:00. She reported that an amber light was requested by the Animal Control Officer for his vehicle and would be made available.
5. **Consent Agenda: 1) Approval of the Minutes 2) Committee Change 3) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 10-27-2022. 2) Termination of Walter Scott Moody Jr. from the Marine Resource Committee. 3) Warrant #45 in the amount of \$1,325,360.50 and Warrant #45a in the amount of \$342, and payroll warrant #44 in the amount of \$22,349.17]. Motion passed 3-0.
6. **Request from Pammy's Ice Cream to sell Christmas Trees.** Pam Douglas requested that she be allowed to sell Christmas Trees on November 26 & 27 and December 3 & 4 at Pammy's Ice Cream. She reported that they would raffle three wreaths and the proceeds would go to Harpswell Heating Assistance, Santa Fund, and Harpswell Neck Fire Dept. Selectman Chipman moved, seconded by Selectman Covey to allow the sale of the trees. Motion passed 3-0.
7. **Climate Resiliency and Sustainability Committee Request for Reserve Account.** Maryann Nahf from the Resiliency and Sustainability Committee, reported that the committee was recommending that the Town set up a reserve account for grant matching and project expenses for future projects, and asking the Board to create a warrant article for the next Town Meeting. The committee would like to

be prepared to apply for grants as they became available. The Board concurred that they were in support of the fund and that the Committee would next present it to the Budget Advisory Committee.

8. **Mitchell Field Committee Recommendation Regarding Zone Change:** Don Miskill, of the Mitchell Field Committee, reported that the Mitchell Field Committee was proposing remapping and rezoning the area around the Administration Building, which is currently part of the Mitchell Field Marine Business District and then adding the same land area to the easterly boundary behind Running Tide. Selectman Covey moved, seconded by Selectman Chipman that the Mitchell Field Committee move forward with the process. Motion passed 3-0.
- 8.5. **Affordable Housing Request for Qualifications:** Mark Eyeran, Town Planner, reported that the Affordable Housing Working Group was seeking assistance from someone with experience in relation to Affordable Housing in a community such as Harpswell with no public sewer and water and a unique landscape. The Group is asking the Board to approve a Request for Qualifications, seeking someone who may have unique experience working with communities such as Harpswell. The Board unanimously approved the Request for Qualifications.
9. **Insurance Cafeteria Plan and Opt-Out Policy:** Administrator Eiane reported that staff worked with the Town's attorney to update the Cafeteria Plan. Selectman Chipman moved, seconded by Selectman Covey to adopt the new plan [see attached]. Motion passed 3-0. Administrator Eiane also explained that staff was proposing, as an attraction and retention tool, an opt-out plan which would pay an employees who do not take the Town's health insurance. Under the new policy and eligible employee would receive a stipend of 40% of the cost of the single health insurance premium for the PPO 500 plan. Selectman Chipman moved, seconded by Selectman Covey to add the language regarding the opt-out policy to the Town Policy Manual. Motion passed 3-0.
10. **Recommendation for Hire of Regular Part Time Firefighter.** Art Howe, the Town's Fire Administrator, recommended Mike Drake to fill the third regular part-time Firefighter position. Mike has been with the Town as a per diem for one year. Selectman Chipman moved, seconded by Selectman Covey to hire Mike Drake. Motion passed 3-0.
11. **Selection of Winter Sand Contractor.** Deputy Administrator Gaudet reported that two bids were received for winter sand. She reported that there was a .03 cent difference in the bids. Staff recommends the Town contract with Country Fare who was the contractor last year as they provided good service and were the low bidder at \$14.95/yard. Selectman Chipman moved, seconded by Selectman Covey to contract with Country Fare. Motion passed 3-0.
12. **Contract with Green Mountain Communications for Removal of Tower:** Administrator Eiane reported that the voters had approved the funds to remove the damaged tower at the Orr's/Bailey Fire Department. She reported that only one bid was received by the deadline and recommends the Town contract with Green Mountain Communication to remove the by the end of 2022. Selectman Chipman moved, seconded by Selectman Covey to contract with Green Mountain Communication and authorize the Chair to sign the contract. Motion passed 3-0
13. **Treasurer's Report:** Treasurer Gaudet reported on the Town's Finances as of October 31, 2022. [see attached.]

- 13.1. **Forestry Grant:** Art Howe, the Town's Fire Administrator reported that the Cundy's and OBI Fire Departments were seeking a 50/50 matching grant from the Volunteer Fire Assistance Program. The departments would pay the matching funds. The application has to be processed through the Town. Selectman Chipman moved, seconded by Selectman Covey to submit the application for up to \$2,497.01. Motion passed 3-0.
- 13.2 **Request to Sole Source for Repair of Potts Point Town Dock:** Administrator Eiane reported that Harbormaster Plummer was requesting that the Town sole source with Custom Float Services for \$6,500 of repairs to the Town Dock that were needed for safety. Selectman Chipman moved, seconded by Selectman Covey to sole source with Custom Float Services. Motion passed 3-0
14. **Accept Donations:** Selectman Chipman moved, seconded by Selectman Covey to accept donations for Heating Assistance, Laura Lane-Reticker, \$1,000 – Anonymous, \$5,000 – Anonymous, \$50 – Glen & Beth Eisman, \$100 – Anonymous, \$100 – Anonymous, \$100, and Anonymous, \$1,000 for a total of \$7,350. Motion passed 3-0.
15. **Public Comment:** None
16. **Other Business:** Mark Eyerman reported that there were no responses to the RFP for the energy audit and suggested that if the timeframe to complete the work be extended, that the Town would receive some responses. Selectman Chipman moved, seconded by Selectman Covey to reissue the Request for Proposals and to extend the deadline to complete the work as recommended by Staff. Motion passed 3-0. Deputy Administrator Gaudet asked that the Board change the meeting schedule due to the holidays, beginning November 17 for a brief meeting to authorize the warrants and then every two weeks thereafter. The Board concurred.
17. **Adjournment:** The meeting was adjourned at 7:03 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary