

**Select Board Meeting Minutes
November 1, 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

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

Chairman Johnson requested a moment of silence for the Residents of Lewiston.

1. **Adoption of the Agenda:** The agenda was adopted with item 8 being moved to 12.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report:** Administrator Eiane extended condolences to the victims' families in Lewiston. She reported that the Harpswell Santa Fund had approached the Town and requested that a box be placed in the front vestibule for the public to leave donations of toys. She reminded the public that voting would take place at Harpswell Community School from 8:00 am to 8:00 pm on November 7, 2023, she reported that absentee ballots would be available through November 2, 2023.
5. **Consent Agenda: 1) Health Officer Appointment; 2) Accept Mitchell Field Steward and Committee Resignation; 3) Committee Appointments; 4) Authorization of the Warrants;** Selectman Chipman moved, seconded by Chairman Johnson to accept the consent agenda. [1) Margaret McIntire, Health Officer. 2) Resignation of Don Miskill from the Budget Advisory Committee and Mitchell Field Steward. 3) Appointment of David Znamierowski to the Budget Advisory Committee; 4) Warrant #44 in the amount of \$210,271.76, and payroll warrant #43 in the amount of \$25,769.63]. Motion passed 2-0.
6. **Consider Road Names, Map 49, Lot 67-1.** Tim Clark, Code Enforcement Officer, reported that he would not recommend any of the road names submitted for this lot. He requested that the Board table this item to allow the Codes Office, Fire Administrator and Sherriff's Office time to recommend a set of guidelines for new 911 required road names. The Board concurred to table this item.
7. **Emergency Management Agent Update:** Mike Drake, Fire Administrator, reported that the Town Policy required a new Emergency Management Agent to update the Emergency Operational Plan within 90 days of appointment. He reported that with the new emergency communication equipment being installed a great deal would change when there was a conversion to digital equipment. He requested that the 90-day deadline be extended until the new digital equipment is operational as this will require major changes to the plan. The Board concurred to table the update until the digital conversion was complete.

8. **(12.5) Support Participation in Maine Coast Fisherman's Association Access Cohort Grant:** Administrator Eiane reported that the Town was approached by the Maine Coast Fishermen's Association to partner with the Town in support of a Cohort Grant to do an inventory of the Town's working waterfront access points. She reported that the Town's Harbormaster was recommending support of the application. Selectman Chipman moved, seconded by Chairman Johnson to join the cohort. Motion passed 3-0.
9. **Agreement with Presumpscot Foundation RE: Little Mark Island:** Administrator Eiane reported that the Town had expressed its interest in acquiring Little Mark Island from the federal government. She reported that the Town was contacted by Ford Reiche of The Presumpscot Foundation (TPF) with a request for the Town to partner with the Foundation to acquire the island. Mr. Reiche reported to the Board that he had experience overseeing this type of bid process as his foundation previously acquired Halfway Rock Lighthouse. Administrator Eiane recommended partnering with TPF as it has the capacity, experience and similar goals. Mr. Reiche reported that he had already begun the process and that the completed application would be delivered to the Board before the December 6, 2023 deadline. Selectman Chipman moved, seconded by Chairman Johnson to enter into the contract with The Presumpscot Foundation, to name the Town Administrator as the point of contact, and to authorize the Chairman to sign. Motion passed 2-0.
10. **Request for Qualifications for Emergency Services Building:** Administrator Eiane reported that the voters had approved funding to develop a preliminary concept for a centralized Emergency Services Building. She reported that the three individual Departments were now in support of a central location and that the Town was sending out a Request for Qualifications (RFQ) to seek a design firm to develop a plan for the Emergency Services Building on the Town property on Mountain Road. Selectman Chipman moved, seconded by Chairman Johnson to send out the RFQ. Motion passed 3-0.
11. **Contract Extension with East Coast Communications:** Administrator Eiane reported that the contract with East Coast Communications (ECC) had expired on October 31, 2023. She reported that the tower on Orr's Island was nearly complete and that ECC would be finished by Friday November 3, 2023. Selectman Chipman moved, seconded by Chairman Johnson to extend the contract to November 3, 2023. Motion passed 2-0.
12. **Request for Proposals for Holbrook Community Foundation Float:** Deputy Administrator Gaudet reported that the Holbrook Community Foundation had been awarded the Cumberland County Block Grant. She reported that the Holbrook Community Foundation had put together the requirements for the float. Selectman Chipman moved, seconded by Chairman Johnson to put the request for proposals out for bid. Motion passed 2-0.
13. **Public Comment: None**
14. **Other Business:** Administrator Eiane reported that staff was working on scheduling a second site visit at the State property on Clark Cove.
15. **Adjournment:** The meeting was adjourned at 6:27 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary