

**Selectmen's Meeting Minutes**  
**November 4, 2021**  
**Harpswell Town Office**  
**Approved November 18, 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

1. **Adoption of the Agenda:** The agenda was accepted as printed.
2. **Public Comment:** 1) Rep. Jay McCreight presented Rosalind Knight with a Public Sentiment from the Maine Legislature in recognition of 30-years of public service. 2) Nancy West, Member of the Conservation Commission spoke about the response to climate change and provided The Town, Cundy's Harbor and Orr's Island Libraries with a copy of the book "Maine Won't Wait" Maine's four-year plan for climate action.
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report:**
  - **Property Tax Assistance Program:** Administrator Eiane reported on the Town's Property Tax Assistance program and the efforts to inform residents. The Town received And approved 12 applications for a total amount of \$7,904 in tax assistance.
  - **Update on Code Enforcement Staffing:** Administrator Eiane announced that the Code and Planning Offices are being covered by the Recreation Department staff, and that a candidate for Code Enforcement and Planning Assistant position will be recommended to the Board in two weeks. Advertising has begun for a temporary Code Enforcement Officer position.
5. **Consent Agenda:** 1) **Approval of the Minutes;** 2) **Engagement Letter for 2021 audit;** 3) **Policy Amendments RE: Freedom of Access Request Rates and Training,** 4) **Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey, to accept the consent agenda and for the Town to amend its current FOAA fee structure and implement the FOAA fee and training changes pursuant to Maine statute [10-7 & 10-21 Minutes; Engagement Letter with RHR Smith and Co.; FOAA policy change attached; and Authorization of Warrant #46 in the amount of 295,020.66, Warrant #45 in the amount \$1,000 and Payroll Warrant #44 in the amount of \$20,345.46]. Motion passed 3-0.
6. **Experimental Aquaculture Leases:** Selectman Johnson moved and Selectman Chipman seconded the approval of four intertidal experimental leases. [David Wilson in Long Reach and Wilson Cove, Scott Moody at a location west of Hopkins Island, and Chris Green near White Island]. Motion Passed 3-0.
7. **Holding Tank Application:** Selectman Chipman moved and Selectman Covey seconded, approval of the application for a holding tank at 12 Cave-in-Bank Road, Map 22, Lot 160, with the condition that the property remain seasonal with no expansions. Motion Passed 3-0.

8. **Contract with Vision Government Solutions for Assessing Software upgrade:** Selectman Chipman moved and Selectman Covey seconded, contracting for the Assessing Software upgrade to Vision 8 at a cost of \$22,500. Motion Passed 3-0.
9. **2022 Budget Parameters:** Administrator Eiane highlighted 2022 budget impacts. Recommendations were made for a 5.9% (based on the Social Security COLA) increase for all employees, expansion of the Recreation Department to include Community Services, increase in service level for Code Enforcement and Planning, the addition of a Parks Monitor, a feasibility study for the reuse of the administration building at Mitchell Field, and hiring of Ransom Environmental to provide new FEMA flood maps. Capital projects: Completion of Basin Pt. Road for 2022 and the recycling center in 2023. Also, recommended possible uses for ARPA funds to be used for pandemic related matters. The Board expressed consensus to proceed with the social security COLA being used across the board wage and salary increase.
10. **Contractor Recommendation for Winter Sand:** Two bids were received for winter sand. Country Fare was the low bidder at \$14.35 yd. Selectman Chipman moved and Selectman Covey seconded contracting with Country Fare for winter sand. Motion Passed 3-0.
11. **Treasurer's Report:** Treasurer Sawyer reported the Town's finances as of October 31, 2021. [See attached report.]
12. **Public Comment:** None
13. **Other Business:** None
14. **Adjournment:** The meeting was adjourned at 6:58 pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary

Attachments:     Treasurer's Report  
                      FOAA Policy Amendment