

**Selectmen's Meeting Minutes**  
**November 13, 2014**  
**Harpswell Town Office**  
**Approved on December 3, 2014**

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m.

**Selectmen Present:** Richard A. Daniel, Elinor Multer and Kevin E. Johnson

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; and Bill Wells, Code Enforcement Officer

The meeting was recorded and broadcast live on Harpswell Community Television and streamed.

**1. Adoption of the Agenda:** Chairman Daniel moved, seconded by Selectman Multer to adopt the agenda as amended by moving item 9 to 5.1; motion passed 3-0.

**2. Public Comment:** Ronald Ponziani, Road Commissioner, stated Crooker will be completing this season's work on the roads soon, including Washington Avenue. Diane Gagne asked if there will be curbing on all of Bayview Road. Mr. Ponziani responded no, the curbing is only near Seabreeze Lane to direct the runoff to a catch basin. Final pavement of the roads will occur in the spring.

**3. Town Administrator's Report:** Administrator Eiane stated Schnitzer Steel has confirmed its estimate to remove the water tower (at no cost plus paying the Town \$1 per gross ton) is valid for 30 days. The market is subject to change with the price of steel fluctuating in the future. Chairman Daniel asked if the Town accepted the estimate, would it be valid until Town Meeting. Administrator Eiane responded it is unlikely but she will check. Administrator Eiane announced the annual Cook's Lobster House benefit event for the Harpswell Heating Assistance Program will be Friday, November 21 from 5:00 – 8:00pm. She stated it is a fun event for a great community cause. Administrator Eiane thanked the election workers and Town Clerk's Office for their work on Election Day. There was a 77% turnout of voters with 22% voting by absentee ballot. Administrator Eiane stated consultant Michael Wing has completed his work on the Town's wage/salary survey. The Board of Selectmen has scheduled a workshop for Monday, November 17 at 4:00pm to discuss how to proceed to implement the recommendations made by Mr. Wing. Administrator Eiane stated the monthly Marine Resources Committee meeting will be held on November 18 instead of its original date of November 25.

**4. Selectmen's Announcements:** Chairman Daniel stated that long-term employee and past Selectman, Mark Wallace, has given his resignation and his last day will be November 29. Chairman Daniel encouraged people to stop by the Transfer Station and say goodbye.

**5. Consent Agenda:** Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda; motion passed 3-0 [10/30 and 11/6 minutes; acceptance of a \$500 donation from Elizabeth Eaton for heating assistance; and warrant #50 in the amount of \$35,023.75 and payroll warrant #46 in the amount of \$17,615.78].

**9. Consider Cumberland County Development Block Grant Application Options:** Carol Eyerman, Planner, stated staff brainstormed for grant ideas for the Board's consideration, resulting in 3 ideas for the general application and one for the planning. The Town may submit two general applications and one planning to the County CDBG program. The general application ideas include a fire truck for the Orr's/Bailey's Islands Fire and Rescue Department; Bailey Island Library Hall renovations; and a food backpack program for qualified children at Harpswell Community School. The planning idea is to seek a portion of the funds needed for a consultant to help in the updating of the Town's Comprehensive Plan. Selectman Johnson stated the Orr's/Bailey's Islands Fire Department suggests holding off its truck purchase until next year. Since Orr's and Bailey Islands have been recently designated as meeting certain federal poverty levels, the designation will remain in place for five years, thus allowing for more time to fine tune the details for this concept. Selectman Multer asked how the estimates were derived for the renovations to the Bailey Island Library Hall since they seem low in her opinion. Ms.

Eyerman responded the estimates can be reviewed by someone for fine tuning before submitting the final application. Deputy Administrator Sawyer encouraged Carol and Diane Gagne to meet with Aaron Shapiro, Cumberland County Program Director, to assure the Hall qualifies prior to spending a lot of time and effort on the application. Administrator Eiane asked if the \$5,300 match in the Hall's application would be paid by the Hall; Ms. Gagne responded yes and Ms. Eyerman stated one question for Mr. Shapiro is if the phase I work completed on the Hall can count as the match. Administrator Eiane asked if the Parents and Teachers Organization will fund the match for the backpack application. Ms. Eyerman responded that that question along with others will be discussed during the final application process. Selectman Multer moved, seconded by Chairman Daniel to proceed with applications for the Backpack Program, Bailey Island Library Hall and the Comprehensive Plan consultant; motion passed 3-0.

**6. Old Business: Consider One-Year Winter Road Maintenance Contract:** Administrator Eiane stated Ben Goodall could not attend this evening as he is preparing for tomorrow's storm. Ronald Ponziani, Road Commissioner, indicated he spoke with Mr. Goodall and they agreed that the contract could be postponed until the next Selectmen's meeting. Administrator Eiane stated Mr. Goodall is prepared to sign the contract, but that it is in the Town's interest to be assured that Goodall has the capacity in place not only for this season but for next year as well before the Selectmen consider signing next year's contract. Chairman Daniel moved, seconded by Selectman Johnson to table the topic to the next meeting; motion passed 3-0.

**7. John and Ellen Hart Wharf Application, Map 17, Lot 16, 474 Basin Point Road:** Joe Leblanc, owners' permitting agent, reviewed the application for a 4'x6' access platform, 4'x14' stairs, rebuild 12.5'x12.5' platform, replace 3'x12' stairs to the beach, 4'x50' aluminum pier with a 12'x12' rock filled crib, aluminum 3'x50' ramp and a 10'x16' seasonal float with a 6'x10'x14' float storage flip-up frame. The high water line comes to the 3'x12' stairs and Mr. Leblanc stated the stairs are removable to avoid the ice and potential damage. Chairman Daniel moved, seconded by Selectman Johnson to approve the proposal as the Harbormaster indicates it does not constitute a hazard to navigation and there is no injury to the rights of others; motion passed 3-0.

**8. Treasurer's Report:** Marguerite Kelly, Treasurer, reviewed her monthly report for October (attached).

**10. Consider Selection of Audit Firm:** Administrator Eiane stated the Town sent out requests for proposals for auditing services and six firms responded. The team—Administrator Eiane, Deputy Administrator Sawyer, Treasurer Kelly and Selectman Multer—interviewed three firms and recommends RHR Smith. The 2014 audit will cost \$10,200 and the owner indicates he can meet the Town's quick turnaround. Administrator Eiane explained that changing firms is no reflection on the performance of Runyon, Kersteen, Ouellette, but rather an opportunity to test the market. If the Board agrees with the recommendation, she asked the Board to consider signing the engagement letter. Selectman Multer asked if the Treasurer was satisfied with the engagement letter; Ms. Kelly responded yes. Selectman Multer moved, seconded by Selectman Johnson to sign the engagement letter with RHR Smith; motion passed 3-0.

**11. Consider Use of Contingency:** Deputy Administrator Sawyer stated each fall the flags for the next year's veterans' graves are purchased to assure that the flags are available. This year additional flags were needed before Memorial Day, causing the Memorial Observances budget to exceed the amount of \$1,600 approved by Town Meeting. Since this item is in a warrant article with other cultural purposes that have been expended at the level approved, contingency is required to cover the additional costs relating to Memorial Day. Administrator Eiane noted there are ample funds in the contingency account. Selectman Multer moved, seconded by Selectman Johnson to approve using \$529.72 from contingency; motion passed 3-0.

**12. Consider Town Office and Recycling Center Holiday Schedule:** Administrator Eiane stated the Town's personnel policy and Union contract include language that a half-day holiday for Christmas and New Year's Eve is at the discretion of the Board of Selectmen. Chairman Daniel moved, seconded by Selectman Johnson to grant

a 4-hour holiday to the Town Office and Recycling Center employees on Christmas and New Year's eves; motion passed 3-0.

**13. Other Business:** Administrator Eiane asked if Chairman Daniel received Mark Wallace's resignation in writing and if so, did the Board want to act on it. Chairman Daniel responded it was not received in writing.

**14. Public Comment:** None.

**15. Administrative Matters:** The Board set November 26 at 8:30am as a special meeting to authorize the warrants. The Board discussed the potential costs associated with a LED window display for the front entry room and agreed staff should continue working on the options and include funds in the 2015 budget. The Board discussed a request from a resident to have Great Island added to the Department of Transportation (DOT) directional signs in Cook's Corner. DOT limits 3 area names per sign and currently the locations named are Orr's Island, Bailey Island and Cundy's Harbor. The Board asked if DOT would consider combining Orr's/Bailey's Islands on one line and then Cundy's Harbor and Great Island; staff will inquire of DOT.

**16. Adjournment:** At 7:00 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments: Treasurer's Report

[Attachments are available at the Town Clerk's Office or by email at [harpwell@town.harpwell.me.us](mailto:harpwell@town.harpwell.me.us)]