

**Select Board Meeting Minutes
November 16, 2023
Harpwell Town Office
Approved 11/30/23**

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, Selectman Jane Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator/Treasurer.

1. **Adoption of the Agenda:** The agenda was adopted with the addition of setting the date for the Annual Town Meeting to 14.5.
2. **Public Comment:** Howard Marshall spoke supporting dark skies at Mitchell Field. William Allen requested that Route 123 be closed during the service at the Town Cemetery on Veteran's Day. The Board concurred that they would look into it for next year.
3. **Selectmen's Announcements:** Selectman Chipman reminded the public that campaign signs needed to be removed now that the election has passed.
4. **Town Administrator's Report:** Administrator Eiane thanked the Town Clerk's Office and Election Workers for their work at the November election. She reported there was close to 50% turn out for the election.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Road Name; 3) Committee Appointment; 4) Authorization of the Warrants;** Selectman Chipman moved, seconded by Chairman Johnson to accept the consent agenda. [1) Minutes October 12, 2023, October 19, 2023 and November 1, 2023. 2) Jericho Way, Map 59, Lots 39-2 & 39-2-1. 3) Appointment of Jamie Hark to the Conservation Commission; 4) Warrant #46 in the amount of \$915,025.79, and payroll warrant #45 in the amount of \$28,633.52]. Motion passed 3-0.
6. **Mitchell Field Committee Request RE: Generator Building:** Spike Haible reported that the Mitchell Field Committee was recommending some lighting be installed in the Generator Building. He reported an electrician, not licensed in Maine, had volunteered to do the work and that the permit would be pulled and the work inspected by a Maine licensed electrician Administrator Eiane recommended adding an assessment of hazardous materials in the Generator Building to the work that is being done for the Administration Building. Deputy Administrator Gaudet reported that she would look into whether the work needed to be done by a Maine licensed electrician or if the volunteer could do the work. The Committee also recommended disposing of some items that had little to no value, possibly placing some items on Craigslist. Selectman Chipman moved, seconded by Selectman Covey to allow the Committee to dispose of the items that were currently in the building as they saw fit. This motion does not cover future items. Motion passed 3-0. Selectman Chipman moved, seconded by Selectman Covey, to approve the plan for the electric work contingent upon an assessment of hazardous materials, and a confirmation that the work could be done by the volunteer. Motion passed 3-0.

7. **Request Use of Mitchell Field for the 2024 Lobster Boat Races:** Deputy Administrator Gaudet reported that the Harpswell Lobster Boat Races organization was requesting the use of Mitchell Field on July 28, 2024 with a rain date of August 4, 2024, and waiver of the fee. Selectman Chipman moved, seconded by Selectman Covey to approve the date and waive the fee, pending receipt of an insurance certificate. Motion passed 3-0.
8. **Invitation to Participate in Friends of Casco Bay PFAS Advisory Board:** Administrator Eiane reported that the Town's Harbormaster, Paul Plummer, had been invited to sit on a PFAS advisory board. Selectman Chipman moved, seconded by Selectman Covey to authorize the Harbormaster to participate in the PFAS advisory board. Motion passed 3-0. Selectman Covey felt this was a positive step in addressing the Town's concerns regarding PFAS.
9. **Short Term Rental (STR) Policy Task Force Appointments:** Selectman Covey reported that the Town had received 29 applications for the STR Task Force. Deputy Treasurer reminded the Board that the individuals not selected could still participate by attending meetings. Selectman Chipman moved, seconded by Selectman Covey to appoint Jennifer Bisson, Sheri Blackstone, Nellie Clifford, Bruce Davis, Bob Gaudreau (Affordable Housing Task Force), Howard Levitan (Planning Board), Bethany McNelly-Davis, Mark Sgantas, and Peter Shiras to the new STR Policy Task Force. Motion passed 3-0. Selectman Covey will be the Select Board liaison and thanked everyone who applied.
10. **Work Orders with Gorrill Palmer 1) Governor's Office of Policy Innovation and Future Grant (GOPIF):** Administrator Eiane reported the Town was awarded the GOPIF grant of \$50,000 to assess the impact of sea level rise on Bethel Point Road at the Hen Cove Bridge and Abner Point Road near Lube Drive. She reported that the proposal from Gorrill Palmer would not exceed \$54,820, and that the \$4,820 would come from the Resilience Reserve. Selectman Chipman moved, seconded by Selectman Covey to approve the work order for the sea level rise assessment. Motion passed 3-0. **2) Recycling Center Phase II Improvement Project Engineering.** Administrator Eiane reported that the cost estimates for Phase II of the Recycling Center project were outdated. She recommended that the Town contract with Gorrill Palmer to update the proposal and budget. Selectman Chipman moved, seconded by Selectman Covey to contract with Gorrill Palmer for this engineering work. Motion passed 3-0.
11. **Letter of Support for the High Hopes Grant Application RE: Salt Marshes:** Mary Ann Nahf reported that the Casco Bay Estuary Partnership was seeking a grant which would be used to improve flushing at Long Marsh. She reported that there would also be funding for education. Selectman Chipman moved, seconded by Selectman Covey to approve the letter of support and to authorize the Chair of the Conservation Commission and the Chairman of the Board of Selectman to sign it. Motion passed 3-0.
12. **Updated Committee Guidelines and Proposed Code of Conduct:** Administrator Eiane reported that staff and Selectman Covey had worked to streamline the Committee Guidelines and Code of Conduct. She felt these documents laid out clear expectations for Committee and Board members. Spike Haible spoke regarding the length of time allowed to take the oath of office once appointed to a committee. Selectman Chipman moved, seconded by Selectman Covey to approve the Code of Conduct updated 11/10/2023, and Committee Guidelines last updated 7/09/2015. Motion passed 3-0.

13. **Treasurer's Report:** Treasurer Gaudet reported on the Town's Finances as of October 31, 2023. [see attached].
14. **Public Comment: None**
- 14.5. **Set the Date for Town Meeting:** Selectman Chipman moved, seconded by Selectman Covey to set the Annual Town Meeting for March 9, 2024. Motion passed 3-0.
15. **Other Business:** Administrator Eiane recommended Tuesday November 21, 2023 at 11:00 am be set at as the second public site visit at the State property at Clark Cove. The Board concurred.
16. **EXECUTIVE SESSION PURSUANT TO 1 MRS § 405 6 (C) RE: Economic Development at Mitchell Field:** Chairman Johnson moved, seconded by Selectman Chipman to enter Executive Session at 6:59 pm. Motion passed 3-0.
17. **Adjournment:** The meeting was adjourned at 7:33 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary