

**Selectmen's Meeting Minutes
November 18, 2021
Harpswell Town Office
Approved December 2, 2021**

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; and Terri Sawyer, Deputy Town Administrator & Treasurer

1. **Adoption of the Agenda:** The agenda was accepted as printed.
2. **Public Comment:** None
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report:**
 - **Recommendation for hire for Code/Planning Assistant:** Administrator Eiane, Deputy Town Administrator Sawyer and Code Officer Clark, recommended Margaret McIntire be hired for the position of Code Enforcement and Planning Assistant at a rate of \$19.50 per hour. A resident of Harpswell, Margaret is experienced in customer service. Selectman Chipman moved, seconded by Selectman Covey, to hire Margaret McIntire as Code Enforcement and Planning Assistant. Motion passed 3-0.
 - **Covid 19 Matters:** Administrator Eiane stated she worked with the Town Attorney to develop a general resolution to allow the Selectmen, subcommittee and advisory committees to meet via remote methods due to the surge in COVID-19 cases. The Board discussed taking the general approach or proceeding with what the current statute requires, that each Board or Committee needs to hold its own public hearing and adopt a remote meeting policy. There was a consensus by the Board that each Committee should adopt their own policy regarding remote meetings. Administrator Eiane also requested that the Board weigh in on mask and vaccination policies for the Town Office. The Board agreed to table this discussion for two weeks.
 - **Salvation Army collection box closed:** Administrator Eiane reported that the recycling center announced that the Salvation Army collection boxes are closed at the recycling center.
5. **Consent Agenda:** 1) **Approval of the Minutes;** 2) **Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey, to accept the consent agenda [11-4-21 Minutes; and authorization of warrant #48 in the amount of \$1,447,717.01, warrant #48A in the amount \$10,699.71, payroll warrant #46 in the amount of \$18,867.20 and payroll warrant #46A in the amount of \$459.01]. Motion passed 3-0.
6. **Comprehensive Plan Task Force Mission Statement and Appointments:** Selectman Johnson read the proposed mission statement for the proposed Comprehensive Plan Task Force. Considerations for appointments to the committee are: Kevin Johnson - Select Board liaison, Allan LeGrow - Chair, Amy

Haible - Planning Board Rep, Phil Taylor, Monique Coombs, Ron Hutchins, Mary Ann Nahf, Julie Moulton, Brian Hirst, Peter Lieberwirth, Bob Eaton and David Brown (husband to Selectman Covey). Selectman Chipman moved, seconded by Selectman Covey, to adopt the mission statement (attached) and approve the list of people to be appointed. Motion passed 3-0.

7. **Governor's Office of Policy Innovation Grant Contract:** Administrator Eiane reported that the Town was offered a grant along with West Bath and Phippsburg of \$28,000, to be administered by the Town of Harpswell to study climate resiliency. The Town will be contracting with Baker Design and studying Garrison Cove Town Landing in Harpswell, Sabino Landing in West Bath and Acre Lot Wharf, Sebasco. Selectman Chipman moved, seconded by Selectman Covey to Authorize Selectman Johnson to sign the contract with the State of Maine to accept the grant. Motion passed 3-0.
8. **December Holiday Schedule:** By consensus of the Board, the Town Office will be closed with pay on December 23rd, 24th and 31st for the holidays, and the Recycling Center will be closed with pay December 23rd, 24th, 25th, 31st, and January 1st 2022.
9. **Set Annual Town Meeting for March 12, 2022:** Selectman Chipman moved, seconded by Selectman Covey to set the annual Town Meeting for March 12, 2022. Motion passed 3-0.
10. **Public Comment:** None
11. **Other Business:** None
12. **Adjournment:** The meeting was adjourned at 6:32 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary