

Selectmen's Meeting Minutes
November 21, 2019
Harpswell Town Office
Approved December 30, 2019

At 5:30pm, the Board held a workshop regarding 2020 employee wages.

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

Selectmen Present: Chairman Kevin E. Johnson, David I. Chipman and Selectperson Jane G. Covey.

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer; and Mark Eyerman, Planner

1. Adoption of the Agenda: The agenda was approved as printed.

2. Public Comment: Donna Frisoli, Harpswell Community Television Station Manager, stated the Station is having issues with its antennae and a new one will be installed soon. Ms. Frisoli stated she was asked by her Board to find out whether there was interest by the Town in having some ownership in the new antennae by sharing in the cost. The new antennae cost is \$6,000 plus the cost of someone to climb the tower at about \$6,000 makes the total project costs under \$13,000. Ms. Frisoli thanked everyone who donates returnables to the Station as the revenue from that will cover the costs of the antennae project.

3. Selectmen's Announcements: Selectman Chipman stated how difficult it is to obtain a cell phone number for someone. He suggested the public could volunteer their cell numbers to the Town and a phone book could be started.

4. Town Administrator's Report: Administrator Eiane reported the Town had commissioned Ransom Environmental to establish more accurate mapping for Harpswell versus what the Federal Emergency Management Agency (FEMA) is proposing in its preliminary flood maps. During the appeal period of FEMA's preliminary maps, the Town along with other communities (a joint appeal) filed an appeal and was informed it was denied on technical issues. The joint appellants asked if FEMA would reconsider during its 30-day comment period and FEMA informed them it would not but that it could consider a Letter of Map Revision. The communities enlisted help from the congressional delegation and FEMA has laid out this option for moving forward. The City of South Portland has filed for a Scientific Review Panel (SRP) of FEMA's decision which will now involve a review all the information. Selectman Chipman asked if Ransom will correct the technical issues without charge. Administrator Eiane responded she believes so and noted that Harpswell did not file a SRP as historically the results favor FEMA. As long as one community filed a SRP, each community did not need to. Updates to come. Administrator Eiane stated how difficult the loss of Fred Cantu has been and it is tough to think of hiring another Code Officer but the position has been advertised and she asked a Selectman to be on the interview team; the Board agreed Chairman Johnson would be the designated Board member.

5. Consent Agenda: 1) Addressing Officer Appointment; 2) Approval of the Minutes; 2) Authorization of the Warrants: Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda [appointed Arthur Howe III as the 911 Addressing Officer; approved the October 24 and November 6 minutes; authorized warrant #47 in the amount of \$308,465.14 and payroll warrant #46 in the amount of \$18,077.41]; motion passed 3-0.

6. Walkway Ramp and Float System Design at Mitchell Field: Mark Eyerman, Planner, stated the Department of Transportation (DOT) approved a Small Harbor Improvement Grant for a seasonal walking ramp and float system at Mitchell Field and as such, will cover 50% of the project costs. This past spring the Town received DOT approval to proceed with the engineering and permitting of the project and after a request for qualifications process, Baker Design Consultants (BDC) was selected. Barner Baker, of BDC, has met with the Mitchell Field Committee and as a result, there were a few changes to the conceptual design – the building proposed at the end of the causeway was removed and the parking was revised. DOT has approved the revised

design and if approved by the Board, BDC will finalize the design and proceed with the permitting process. Barney Baker revised the conceptual design in detail, including how the ramp and float system will line up with the proposed future boat launch. The Selectmen asked some questions and the Mr. Baker and Mr. Eyerman responded regarding lighting, handicap parking, the turnaround area, the pedestrian walkway, and the float system length. Selectman Chipman moved, seconded by Selectman Covey to authorize BDC to move forward with the design and permitting; motion passed 3-0.

7. Engagement Letter for 2019 Audit: Marguerite Kelly, Treasurer, stated this is the annual engagement letter with the Town's auditors and it lays out what the Town does and what the auditors do. On page 3 under other services, the language regarding the auditors preparing the Town's financial statements will be removed since the Town prepares its financial statements. Selectman Chipman moved, seconded by Selectman Covey to approve the engagement letter and authorize the Town Administrator to sign it; motion passed 3-0.

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

9. Use of Recreation Carryover Funds for a New Garage Roof and Cliff Trail Improvements: Administrator Eiane stated the garage at the Trufant-Summerton Athletic Field needs to be re-shingled. The Recreation Committee approved the use of funds from the Recreation Carryover for the roof and also some for the Cliff Trail improvement project. Selectman Chipman moved, seconded by Selectman Covey to authorize up to \$4,200 from the carryover fund for the roof and up to \$20,000 for the Cliff Trail project; motion passed 3-0. Deputy Administrator Sawyer reported at the end of 2018, the balance in the fund was \$52,000, with \$18,800 attributed to the Bandstand.

10. Volunteer Fire Assistance Program Grant Application: Administrator Eiane stated this grant application comes before the Board for retroactive approval given the deadline was before the Board met. It seeks for funding for safety equipment for the Orr's/Bailey Islands Fire Department and for the Town. The Fire Department will pay for its required match. Selectman Chipman moved, seconded by Selectman Covey to approve the application; motion passed 3-0.

11. Accept Donations: Selectman Chipman moved, seconded by Selectman Covey to accept the following donations: Matthew Zweig \$500, Mary Mahoney \$150, William Cheever \$500 all for the heating assistance program; and an anonymous donation for \$3,300 for the community garden; motion passed 3-0.

12. Public Comment: None.

13. Other Business: None.

14. Administrative Matters: Administrator Eiane stated there is a 3-hour training session on emergency management for the elected officials and administrative staff and she asked the Board for possible times. The Board agreed to move forward with scheduling.

15. Adjournment: At 8:10 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator

Attachments: Treasurer's Report