

**Select Board Meeting Minutes  
November 30, 2023  
Harpwell Town Office**

**5:00 PM** Executive Session Pursuant to 1 MRS § 405 (6)(C) RE: Little Mark Island and Monument: Selectman Chipman moved, seconded by Selectman Covey to enter Executive Session at 5:00 pm. Motion passed 3-0. Executive Session ended at 5:35 pm and the Board recessed until the 6:00 pm meeting.

**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 as written.
2. **Public Comment:** None
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report:** Administrator Eiane thanked the Town's Tree Warden, Tim Vail, for putting up the Holiday Lights at Town Hall. She noted that a blue heart had been added in tribute to the victims of the Lewiston shooting, and their families. She also reported that there had been a structure fire this past week and thanked the firefighters for their quick response. She also reported that the neighbors in the Gurnet area of Route 24 were pleased with the new signage in the area.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Abatement of Taxes; 3) Authorization of the Warrants;** Selectman Chipman moved, seconded by Chairman Johnson to accept the consent agenda. [1) November 16, 2023. 2) Map 5, Lots 30-1. 3) Warrant #48 in the amount of \$422,221.59, Warrant #48A in the amount of \$31,882.75, and payroll warrant #47 in the amount of \$26,435.42]. Motion passed 3-0.
6. **Authorization of Joint Application for Little Mark Island and Monument.** Administrator Eiane described the relationship with The Presumpscot Foundation (TPF) on the joint application to acquire Little Mark Island. She stated that TPF would be the lead applicant and take ownership, along with covering all the costs. The Town would have the right to acquire Little Mark Island in the event that TPF were to default on the agreement with the Federal Government (if selected) or the Town. Selectman Chipman moved, seconded by Selectman Covey to authorize the Joint Application and to authorize the Town Administrator to sign it. Motion passed 3-0.
7. **Hazardous Material Assessment of Additional Mitchell Field Buildings:** Administrator Eiane reported that previously the Board had authorized the Midcoast Council of Governments (MCOG) to submit an application to DEP, for a grant which would cover all costs, to assess the administration building at Mitchell Field for hazardous materials. She reported that MCOG would be able to amend the application to include the generator building, the sentry building, and the garden shed. Selectman Chipman moved, seconded by Selectman Covey to authorize MCOG to amend the application to include the additional buildings. Motion passed 3-0. Spike Haible, Chair of the Mitchell Field Committee, reported that he will be meeting with DEP on the following day.

8. **Tedford Shelter Request for Capital Funding:** Andrew Lardie, Executive Director of Tedford Housing in Brunswick, reported to the Board that Tedford Housing was seeking to construct a new shelter in Brunswick. He explained that Tedford's first goal was to assist individuals in remaining in their homes, however when that is not possible Tedford provides emergency housing. He reported that Tedford's efforts reduce public cost when compared to homelessness. He asked that the Select Board support Tedford's effort to construct a new emergency housing facility by contributing \$50,000 to the project. Administrator Eiane reported that staff felt the Board could consider the use of ARPA funds. The Board concurred that the use of ARPA funds would be presented to the Budget Committee for consideration.
9. **Memorandum of Understanding with Harpswell Community Broadcast Corp. (HCBC):** Selectman Chipman recused himself from voting due to his involvement with Community Television. Administrator Eiane reported that the Town had developed an updated Memorandum of Understanding (MOU) with HCBC. She reported that the Town would be taking a more active role in distributing public meetings. She also reported that the Selectboard had nominated Jaye Kalil to represent government on HCBC's Board. Jaye Kalil reported that she was in support of the MOU. She discussed some of the goals of HCBC. Selectman Covey moved, seconded by Chairman Johnson to approve the MOU. Motion passed 2-0, Selectman Chipman abstained.
10. **Recommendation of Certain Fee Increases:** Deputy Administrator Gaudet reported that the Budget Advisory Committee was recommending fee increases for Plumbing and Septic permits, along with Planning Board and Board of Appeals applications. She provided the Board with a cost analysis and reported that the Committee was recommending that the fees for Plumbing and Septic permits would be 150% of the State mandated fee, eliminating the need to come back to the Board each time the State raised its fees. She also reported the Committee was recommending doubling the fees related to Planning Board and Board of Appeals applications, to cover some of the staff costs. She stated that if an individual won an administrative appeal, that fee would be refunded. Selectman Chipman moved, seconded by Selectman Covey to adopt the fee increases effective January 1, 2024. Motion passed 3-0.
11. **Public Comment: None**
12. **Other Business:** Administrator Eiane reported that on December 6, 2023 the Affordable Housing Task Force would be making a presentation. The Public is invited to come at 6:00 pm in the Select Board meeting room. Deputy Administrator Gaudet requested that the Board extend the deadline for the Boston Post Cane nominations to December 14, 2023. The Board concurred. Deputy Administrator Gaudet also reported to the Board that the deadline for submitting pre-applications for the Cumberland County Block Grant was December 15, 2023. She asked the Board to consider possible uses for these funds. She stated that she would verify if the Cundy's Harbor area was still in a low-moderate zone.
13. **Adjournment:** The meeting was adjourned at 6:53 pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary