

**Selectmen's Meeting Minutes  
December 1, 2022  
Harpwell Town Office**

**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; Terri Gaudet, Deputy Town Administrator & Treasurer

1. **Adoption of the Agenda:** The agenda was adopted with the addition of Set Town Meeting Date to 9.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Chairman Johnson reminded the community that the Heating Assistance Dinner and Auction is being held at Cook's Lobster & Ale on December 10, 2022, to benefit the Harpswell Heating Assistance Program.
4. **Town Administrator's Report:** Administrator Eiane reported that the Town has been approved to receive a grant from the Governor's Office of Policy, Innovation and the Future (GOPIF). The grant is for \$32,000 to be used for an energy audit of the Town Office Building and to replace the lighting in the Town Office with LED lighting. She also recommended that a comprehensive approach be taken with addressing fees during the budget cycle, and that it be addressed after the recommendations for appropriations.
5. **Consent Agenda: 1) Approval of the Minutes 2) Tax Abatement 3) Committee Appointment 4) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 11-10-2022 and 11-17-2022. 2) Tax Abatement, Dana & Susan McIntire, Map 5 Lot 30-1 in the amount of \$262.55. 3) Appointment of Peter Lieberwirth to the Resiliency and Sustainability Committee. 4) Warrant #48 in the amount of \$318,334.11, and payroll warrant #47 in the amount of \$23,758.78]. Motion passed 3-0.
6. **Cumberland County Development Block Grant Pre-Application Concepts:** Administrator Eiane explained that this Grant is administered by the County using federal funds, and that the Cundy's Harbor area of Town scores higher due to being considered low to middle income. Deputy Administrator Gaudet reported that the Cundy's Harbor Fire Department is seeking a pre-application to get feedback on whether they may receive a grant to be used for insulation, heat pumps and an alarm system. The pre application is due by December 14, and does not bind the Town to move forward. The Board concurred that administration should work with the Department and file the pre-application if the Department wants to proceed.
7. **Harpwell Coastal Academy Notice of Offer to Sell Premises:** Administrator Eiane reported that the Town had received a notice from the Harpswell Coastal Academy that it would be selling the property on Ash Point Rd. She explained that the notice was required per a prior agreement and the Town had the right to repurchase the property. She stated that the notice required a response within

45 days of its receipt on November 14, 2022, and that this item would be back on the next meeting's agenda for a possible vote.

8. **Cumberland County Change in Budget Year:** Administrator Eiane explained that Cumberland County was changing its Budget Year to a fiscal year which would run July – June. This is going to create a situation where the County portion of the property tax commitment will cover 18 months the first year. The County has agreed to spread the additional 6 months payment of approximately \$650,000 over up to 5 years. Administration recommended making the additional payment over 4 years, approximately \$162,500 per year. Selectman Chipman moved, seconded by Selectman Covey to spread the payment over 4 years. Motion passed 3-0.
9. **December Holiday Schedule:** Chairman Johnson suggested that the Town Office would be closed on December 23<sup>rd</sup> in addition to December 26<sup>th</sup> and that the Recycling Center would be closed December 24<sup>th</sup> in addition to December 27<sup>th</sup>. Selectman Covey moved, seconded by Selectman Chipman to close the additional day. Motion passed 3-0. Chairman Johnson also suggested that the Town Office close at 5:30 pm on Thursday December 8, 2022, so that staff could attend the “Light up the Bandstand” event at Mitchell Field. Selectman Chipman moved seconded by Selectman Covey to close at 5:30 pm. Motion passed 3-0.
- 9.5 **Set Town Meeting Date:** Administrator Eiane suggested that an in-person Town Meeting be held on March 11, 2023 with the polls open from 9:00 am – 5:00 pm and the floor meeting beginning at 10:00 pm. Selectman Chipman moved, seconded by Selectman Covey to set the Town Meeting date for March 11, 2023. Motion passed 3-0. Administrator Eiane also mention that nomination papers were available at the Town Clerk's Office for one position on the Select Board, and two positions on the School Board.
10. **Public Comment:** None
11. **Other Business:** None
12. **Adjournment:** The meeting was adjourned at 6:24 pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary