

**Selectmen's Meeting Minutes**  
**December 15, 2022**  
**Harpswell Town Office**  
**Approved December 29, 2022**

**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; Art Howe, Fire Administrator, Charles Perow, Solid Waste Manager.

1. **Adoption of the Agenda:** The agenda was adopted with the addition of Communications Consultant to item 5.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report: Renewal of Limited Purpose Aquaculture Licenses:** Administrator Eiane reported that the Town had received a notice from the Department of Marine Resources listing a number of Limited Purpose Aquaculture one-year licenses. She reported that the public has the opportunity to comment on any of these licenses by December 19, 2022. She stated the list would be posted in the lobby at the Town Offices and on the Website. There are 93 existing licenses on the list and they will be automatically renewed if there are no comments. Next she reported that the Town Office would be closed on December 23 and 26 for the Holiday, and the Recycling Center would be closed December 24 and 27.
5. **Consent Agenda: 1) Approval of the Minutes 2) Election Registrar Appointments 3) Committee Appointment 4) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 12-01-2022. 2) Appointments: Registrar - Cathy Doughty; Deputy Registrar - Tracy Gaudet, Sara Lafond, Lydia Mears, Sharon Oehmig, Tyler Washburn. 3) Warrant #50 in the amount of \$927,528.84, and payroll warrant #49 in the amount of \$22,100.06]. Motion passed 3-0.
- 5.5. **Communications Consultant:** Administrator Eiane thanked Chief Ben Wallace for his work on the Emergency Communications issue. Chief Wallace is on the Cumberland County Emergency Communications Board and was aware that the County was using the same consultant that Administration is now recommending. Fire Administrator Howe reported that David Sykes from Green Mountain Communications also recommended Normand Boucher of Communications Design Consulting Group, LLC. (CDCG). He reported that the County had vetted this consultant. CDCG would complete a scope of work to design the communications equipment for the new tower and for an upgraded communications system including recommending vendors. Administrator Eiane reported that voters had approved the use of up to \$10,000 from ARPA funds. Selectman Chipman moved, seconded by Selectman Covey to contract with Communications Design Consulting Group, LLC for \$8,850. Motion passed 3-0

6. **Waste Disposal Contractor Recommendation and Contract:** Charles Perow, Solid Waste Manager, reported that the Town received two bids from the request for proposal for waste disposal. He recommended that the Town enter into a multi-year contract with Casella/Pine Tree. He stated that Pine Tree had a lower trucking cost factored in and that they had a trash to energy program. Selectman Chipman moved, seconded by Selectman Covey to contract with Casella/Pine Tree for three years. Motion passed 3-0.
7. **Tracey and Richard Dionne Wharf Application, Map 15, Lot 113, 58 Basin Cove Road:** Joe Leblanc described a 6x10' PT wood pier, 7x4x11' flip-up float storage frame, seasonal 3x40' aluminum ramp and 10x16' PT wood float. He reported that the abutter had provided a written waiver of the 25' setback. Chairman Johnson moved, seconded by Selectman Chipman to approve the application [for an after-the-fact permit] as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0.
8. **Harpswell Coastal Academy Notice of Offer to Sell Premises:** Administrator Eiane reported that when the Town sold the property to the Harpswell Coastal Academy (HCA) there was a repurchase agreement which gave the Town the first right to repurchase the property. She reminded the Board that the Town had received a letter from the Academy noticing its intent to sell. The Town is required to respond with its intention to enter negotiations by December 29, 2022. Selectman Covey moved, seconded by Selectman Chipman to notify HCA of the Town's intent to enter negotiations. Motion passed 3-0.
9. **Memo with Harpswell Community Broadcast Corporation (HCBC):** Administrator Eiane described the agreement which sets forth the Goals for the relationship between the Town and HCBC for the coming year. Selectman Chipman recused himself. Selectman Covey moved, seconded by Selectman Johnson to accept the agreement. Motion passed 2-0.
10. **Cumberland County Development Block Grant Pre-Application:** Deputy Administrator Gaudet reported that at the previous meeting the Board had discussed submitting a pre-application for the Cundy's Harbor Fire Department. Due to timing issues, the CHFD will not be able to apply for the Grant. Deputy Administrator Gaudet reported that staff reached out to Holbrook Community Foundation and that they have made a pre-application for repairs to the wharf. The grant is for \$15,000 to replace two floats with a total project of \$18,750. She reported that the pre-application had already been approved by Cumberland County and that they had invited a full application. She stated this change had been approved by each member of the Board individually, and was on the agenda for formal approval. Selectman Chipman moved, seconded by Selectman Covey to authorize the submission. Motion passed 3-0.
11. **Treasurer's Report:** Treasurer Gaudet reported on the Town's Finances as of November 30, 2022. [See attached]. She also reported that she and the Town Administrator had a meeting this week with Moody's Investors Services to review the Town's bond rating. She reported that the meeting went favorably and that she anticipated that the Town's rating would be upgraded to Aa1.
12. **Public Comment:** None
13. **Other Business:** Deputy Administrator Gaudet reported that the Codes Office had some concerns regarding timeliness of approvals from the Department of Environmental Protection (DEP). The

Board's practice has been to wait for DEP approval before issuing any local permits relating to wharves. The Code Office also follows that practice for other permits. DEP is short staffed and approvals are taking longer than the prior standard of 2 weeks for permit-by-rules. Codes wanted to make the Board aware of the delays. The Board concurred that the current practice should continue. Selectman Chipman requested that administration consider ways that the Town might have a voluntary list of cell phone numbers of community members publicly available on the Town's website.

14. **Adjournment:** The meeting was adjourned at 6:56pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary