

Selectmen's Meeting Minutes
December 29, 2022
Harpswell Town Office
Approved January 12, 2023

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;

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Johnson thanked Central Maine Power for its response following the December 23rd storm. Selectman Chipman asked anyone interested in volunteering to create a community wood pile, to clean up hardwoods downed by the storm, to contact him.
4. **Town Administrator's Report:** Administrator Eiane thanked the firefighters and first responders for their service during the storm. She reported that the Town Office was open on the 24th and 26th as a warming center. She also reported that the Town was assessing the damage, and asked that anyone who sustained damage not covered by insurance should report the damage on the Town's website.
 - **Next Steps RE: Town Office Heating, Ventilation and Air Conditioning System:** Administrator Eiane reported that staff and the Town Planner were recommending that the Town retain a HVAC engineer to assist staff in oversight of the project. The Board concurred that administration should look into the cost and the Board Chair offered his assistance.
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. [1) Minutes 12-15-2022. 2) Warrant #52 in the amount of \$56,160.23, and payroll warrant #51 in the amount of \$24,608.62 and payroll warrant #52 in the amount of \$23,556.85]. Motion passed 3-0.
6. **Easement with Orr's/Bailey Island Fire Department, RE: Communication Tower:** Administrator Eiane reported that the Board of Directors of the Orr's/Bailey Island Fire Department had approved an easement to allow the Communication Tower to be rebuilt. She reported that officers of the OBIFD Board need to sign the agreement and that it would come back before the Select Board on January 12, 2023.
7. **Accept Community Resilience Partnership Community Action Grant:** Administrator Eiane reported that this grant has two components, to replace the lighting in the Town Office with LED lighting and to complete an Energy Audit of the Building. Selectman Chipman moved, seconded by Selectman Covey to accept the Grant from the Governor's Office of Policy Innovation and the Future in the amount of \$32,203. Motion Passed 3-0.

- **Recommendation for Town Office Energy Audit:** Administrator Eiane reported that the Town received one bid in response to the request for proposal for this project from Sparhawk Group for \$14,382. She reported that it was reviewed by the Energy and Technology Committee. Selectman Chipman moved, seconded by Selectman Covey to contract with Sparhawk Group to perform the Energy Audit of the Town Offices. Motion passed 3-0.
- 8. **Negotiation Team for Re-Purchase of Harpswell Coastal Academy Property:** Selectman Covey moved, seconded by Selectman Chipman to select Chairman Johnson, Administrator Eiane and Treasurer/Deputy Administrator Gaudet to negotiate the purchase price. Motion passed 3-0.
- 9. **Cumberland County Heating Assistance Program and Contract:** Administrator Eiane described this grant for heating assistance which covers households that do not qualify for General Assistance or Harpswell Heating Assistance. Selectman Covey moved, seconded by Selectman Chipman to accept the grant and administer the program. Motion passed 3-0.
- 10. **Curtis Memorial Library Memorandum of Understanding:** Selectman Covey described the three year agreement between the Town and the Library, she reported that the Library was holding the current appropriation of \$159,089 for the three year term of the agreement. Selectman Chipman moved, seconded by Selectman Covey to enter into the agreement and that all three Board members sign. Motion passed 3-0.
- 11. **Work scope with Gorrill Palmer:** Administrator Eiane described the modification to the contract with Gorrill Palmer to include Traffic Calming and Construction Inspection in the amount of \$12,020. Selectman Chipman moved, seconded by Selectman Covey to enter into the contract with Gorrill Palmer. Motion passed 3-0.
- 12. **Franchise Agreement Extension with Comcast:** Administrator Eiane reported that the Franchise Agreement with Comcast should be completed by the end of February, the current extension expires on December 31, 2022. Selectman Chipman moved, seconded by Selectman Covey to extend the Franchise Agreement to February 28, 2023. Motion passed 3-0.
- 13. **Deed of Gift Form for a Painting:** Maryann Nahf described the painting of the Harpswell Center Historic Cemetery, painted by her brother in law, Dick Herdegen. The family is donating the painting to the Town on Behalf of the John Herdegen estate. Selectman Covey moved, seconded by Selectman Chipman to accept the painting. Motion passed 3-0.
- 14. **Accept Donations:** Selectman Chipman moved, seconded by Selectman Covey to accept the following donations. For the Bandstand: donation box \$508, Jeanie Rubio \$50, Eugene & Patricia Taylor \$50, Helene & William Chase \$200 and Norman & Emily Breitner \$100; for Heating Assistance: Sam, Sophie & Casi Perow \$100, John & Mary Deisling \$25, All Saints Chapel \$500, Barry & Christine Coflan \$50, Martha Simpson & Gary Meierdiercks \$200, Mary Maroney & Richard Gay \$150, Anonymous \$500, Eugene & Patricia Taylor \$50, Dale Robertson & Ronda Peek \$1,000, Pamela White \$500, Islands Community Church \$2,000, Robin & Jeanne Brooks \$100, David Millar a gift for Bob & Chris Millar \$500, and Genie & Nat Wheelwright \$500 for a Total of \$7,083. Motion passed 3-0.
- 15. **Public Comment:** None

16. **Other Business:** None
17. **Adjournment:** The meeting was adjourned at 6:45pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary