

Selectmen's Meeting Minutes
December 1, 2016
Harpswell Town Office
Approved December 29, 2016

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

Selectmen Present: Richard A. Daniel, Elinor Multer and Kevin E. Johnson

Staff Present: Terri-Lynn Sawyer, Deputy Town Administrator and William Wells, Code Enforcement Officer

1. Adoption of the Agenda: Chairman Daniel moved, seconded by Selectman Multer, to adopt the agenda as printed; motion passed 3-0.

2. Public Comment: None.

3. Administrator's Report: Deputy Administrator Sawyer reported the new kiosk at the entrance of Mitchell Field now has a map of Mitchell Field and the rules posted. The kiosk is a great welcoming addition to Mitchell Field and she thanked the volunteers who made it happen: Dave Brooks, Mike McCabe, Chuck Perow, Ron Ponziani, Sven Pulsifer, Eric Brooks, and Don Miskell. There will be a mobile food pantry at the Town Office on Thursday December 8 from 10am – 11:30am.

4. Selectmen's Announcements: Selectman Multer stated that both Topsham and Brunswick plan to establish moratoriums for the sale of marijuana. She asked her colleagues if Harpswell should consider one as well. Chairman Daniel agreed the matter should be looked into. Selectman Johnson stated the timeline regarding when the law would take effect may make a moratorium unnecessary. Chairman Daniel stated the Board met with its attorney last week to review a proposed agreement by the owner of Cedar Beach Road and the Board suggested multiple changes. The Board is hoping to meet with its Attorney Monday night to hear input back from the owners; Deputy Administrator Sawyer stated just before the meeting she heard from the Town's attorney and it is not necessary to hold a meeting Monday as there is nothing new to report yet. Chairman Daniel stated he understands this is a time sensitive matter and the Board will do its best to move it along.

5. Consent Agenda: Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [November 17 minutes; Card Cove Drive road name; authorization of warrant 49 in the amount of \$93,126.94, warrant 49a in the amount of \$1,137.78, and payroll warrant 49 in the amount of \$14,669.35]; motion passed 3-0.

6. Michael Sluyski Wharf Application, 71 Laurel Shore Drive, Map 53, Lot 101: Bill Wells, Code Enforcement Officer, stated a public hearing was held and the plan is compliant with the ordinance and neighborhood. Joe Leblanc, owner's representative, reviewed the application to replace an existing platform and stairs with a 6'x25' pier, 3'x40' ramp, 10'x16' float, 4x8 access stairs, stairs to the shore and an 8'x30 float haul-out. Chairman Daniel moved, seconded by Selectman Multer to approve the application as the Harbormaster indicates it does not create a hazard to navigation and there is no injury to the rights of others relating to fishing, fowling and navigation; motion passed 3-0.

7. Mitchell Field Water Tower Communications Site Manager Responses: Deputy Administrator Sawyer reported two responses were received: one from Communications Facilities, Inc. and one from Northern Pride Communications. Selectman Multer asked her colleagues to refer the responses to the Water Tower Task Force for input. It was referred.

8. Proposal for Engineering Services to Develop Pier Removal Estimates: Deputy Administrator Sawyer indicated that staff has been working with Barney Baker of Baker Designs to update the estimated costs to remove the pier at Mitchell Field. In order to consider asking Town Meeting to authorize a potential borrowing for the project, the costs need to be more specific. Mr. Baker has outlined a proposal to update the estimate and the funds would come from the waterfront planning and the Mitchell Field capital reserve accounts. Selectman

Johnson asked if the Town would sole source with a recommended contractor; Deputy Administrator responded this proposal is to update the estimated costs for removal of the pier only which includes speaking with the company that removed the pump house and a company that estimates project costs. The removal project itself would be competitively bid. Deputy Administrator Sawyer stated the proposal includes an alternate which is to follow up on the potential benefits of using the debris as an artificial reef if the Town's other consultant is able to confirm with permitting agencies that a reef could be permitted. She recommended the Board authorize the proposal without the alternate at this time at a cost of \$19,158. Selectman Multer so moved, seconded by Selectman Johnson; motion passed 3-0.

9. Curtis Memorial Library Memorandum of Understanding: Selectman Multer stated she and Administrator Eiane have been working with Curtis Memorial Library (CML) regarding a new memorandum of understanding (MOU). She handed out a sheet that lists the benefits that CML provides to Harpswell. The main differences in this proposed MOU are: the term has been changed from two years to three and the cap on Harpswell's costs has been reduced from 4 points to 3.5. Selectman Multer stated she believes it is advantageous to proceed and noted Harpswell pays 9% of the operational costs but holds 16% of the cards. Selectman Johnson stated there is always a lot of talk about this but Town Meeting always approves it. Selectman Multer moved, seconded by Selectman Johnson to approve the MOU; motion passed 3-0.

10. Future of Town Boats: Deputy Administrator Sawyer stated the outboard on the Harbormaster's boat is in need of major repairs or replacement. Additionally the Marine Resources Committee and wardens have suggested the wardens need a different boat, one that is more able to land on the shore. Selectman Johnson stated the Town needs to sell the Harbormaster's boat, give the Marine Resources boat to the Harbormaster and purchase a new boat for the marine wardens, an air boat. He stated the Committee and wardens are speaking with Brunswick regarding its air boat and also collecting information on a replacement boat. Deputy Administrator Sawyer stated air boats are typically quite loud and generate noise complaints. Chairman Daniel stated the wardens could just use the boat during day hours. Deputy Administrator Sawyer asked if the Board wanted to create a Task Force to investigate the options as it did for the current marine boat. Selectman Johnson responded no as the process is underway and more detailed information will come back to the Board; the Board concurred.

11. Acceptance of \$7,500 Grant from the Davis Conservation Foundation: Deputy Administrator Sawyer reported the Town was awarded a \$7,500 grant to create a Natural Resources Plan for Mitchell Field. Selectman Multer moved, seconded by Selectman Johnson to accept the grant; motion passed 3-0.

12. Small Harbor Improvement Program Agreement: Deputy Administrator Sawyer reported staff has been working with the Department of Transportation for a Small Harbor Improvement grant to create parking at the Pott's Point wharf, replace the main float and to raise the boat ramp. Discussions included a grant for \$30,500 with a 50% cash match and was going to be available in 2017 but now will be available in 2018, with work allowed in 2017. Town Meeting authorized use of \$25,000 from the land acquisition and improvement fund and a previous reserve of \$5,500 for the float. The Agreement mentioned a possible match of in-kind services if pre-approved and while conversations did not appear to allow an in-kind match, Deputy Administrator Sawyer will ask for clarification. The Agreement also is allowing for a \$72,000 grant, higher than previously discussed, therefore an in-kind allowance would be very beneficial given the Town has \$30,500 as a cash match, at this time. The Board voted 3-0 to authorize the Agreement.

13. Consider Use of Contingency: Deputy Administrator Sawyer reported there are three areas in the budget that have exceeded the approved budgets: Mitchell Field up to \$500; dry hydrants \$3,498.84; and the Cumberland County Sheriff contract for \$2,750.59. Chairman Daniel moved, seconded by Selectman Multer to authorize use of contingency for \$6,749.43; motion passed 3-0.

14. Accept Donations: Chairman Daniel moved, seconded by Selectman Johnson to accept donations: \$25 from Elaine Bauer for the heating assistance program and \$25 from the Harpswell Business Association for the Bandstand fund; motion passed 3-0.

15. Other Business: Deputy Administrator Sawyer reported Jane Covey is stepping down as the Harpswell Community Garden Coordinator and Judith Stanton has stepped up as her replacement. Selectman Multer moved, seconded by Selectman Johnson to appoint Judith Stanton as the Harpswell Community Garden Coordinator; motion passed 3-0. Deputy Administrator Sawyer reported that after the meeting with the Cumberland County Development Block Grant Director, the pre-application request for the Harpswell Aging at Home and Habitat for Humanity house rehabilitation program has been increased to \$67,850 [later calculated to be \$69,325]. Selectman Multer moved, seconded by Selectman Johnson to approve the revised application; motion passed 3-0.

16. Public Comment: None.

17. Administrative Matters: The executive session planned for Monday, December 5, is cancelled.

18. Adjournment: At 6:50 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer
Deputy Town Administrator