

Selectmen's Meeting Minutes
December 2, 2021
Harpswell Town Office
Approved December 16, 2021

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: Terri Sawyer, Deputy Town Administrator & Treasurer

1. **Adoption of the Agenda:** The agenda was accepted with the addition of two matters under other business: 1) Personnel matter 2) Comcast agreement.
2. **Public Comment:** David Mercier, Fire Chief Harpswell Neck Fire Department, shared from the Fire and Rescue Committee meeting that Mid-Coast would continue to provide the Town with full-time paramedic coverage. Due to staffing difficulties in the Town's per diem firefighter program, he stated the Committee recommends raising the starting pay to \$20 per hour, and adding a third regular part-time firefighter position to help fill the schedule. Fire Administrator Howe added that if the Board increases the minimum pay then the same increase will be applied throughout the pay scale.
3. **Selectmen's Announcements:** Selectman Johnson announced that Cook's Lobster and Ale House would be holding its annual Harpswell Heating Assistance fundraising event and auction on December 11, 2021 from 12:00 – 8:00.
4. **Town Administrator's Report:** Terri Sawyer reported that nomination papers for one MSAD 75 Director, one Selectman, one Tax Collector and one Town Clerk were available in the Town Clerk's office and must be returned by January 11, 2022. Also available in the Town Clerk's office are 2022 dog licenses, which must be obtained by January 31, 2022.
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. [11/18 minutes, warrant #50 in the amount of \$85310.58, warrant #50a in the amount of \$8,043.75, and payroll warrant #48 in the amount of \$18,699.68] Motion passed 3-0.
6. **COVID-19 Matters:**
 - Selectman Johnson moved, seconded by Selectman Chipman that beginning on December 6, 2021 face coverings would be required by employees and people entering Town hall; motion passed 3-0. Chairman Johnson noted if employees do not need to wear their masks if they are behind barriers and physically distanced from other employees or the public. Committee members can also remove their masks during meetings if everyone is physically distanced.
 - The Board concurred that they would not be mandating vaccinations at this time.
7. **Cumberland County Block Grant Pre-Application Concepts:** Selectman Johnson moved, seconded by Selectman Chipman that the Town submit a pre-application to Cumberland County Block Grant program in the amount of \$30,000 for engineering and architectural fees for a new Cundy's Harbor Fire Station which is considered for construction on donated land. Motion passed 3-0. Selectman Covey moved, seconded by

Selectman Chipman to explore the need for a pre-application for funding for the Backpack Program, and if so needed to submit the pre-application. Motion passed 3-0.

8. **Contract with Baker Design Consultants for the Coastal Cohort Resilience Project:** Administrator Sawyer reminded the Board that the Town along with West Bath and Phippsburg received a grant of \$28,000, to be administered by the Town of Harpswell to study climate resiliency. It was recommended that the Town contract with Baker Design to conduct the studies at the Garrison Cove Town Landing in Harpswell, Sabino Landing in West Bath and Acre Lot Wharf, Sebasco. Selectman Chipman moved, seconded by Selectman Covey to contract with Baker Design to perform the resiliency assessment. Motion passed 3-0.
9. **Request for proposals:**
 - Cundy's Harbor Library Siding Project: Cundy's Harbor Library has received grant funding for the Library Project, the next phase of the project is to replace the siding, Selectman Chipman moved, seconded by Selectman Covey to go out for bids to replace the siding on Cundy's Harbor Library. Motion passed 3-0
 - Septic System Replacement: A small community grant of \$20,000 has been received to replace a resident's failing septic system. Selectman Chipman moved, seconded by Selectman Covey to send out for bids for the septic system design and replacement. Motion passed 3-0
10. **Recommendation for adjustment in land use permit fees:** Administrator Sawyer presented the Board with the recommendation from the Codes Office and the Budget Advisory Committee for an adjustment in land use permit fees based on square footage. Chairman Johnson moved, seconded by Selectman Chipman that the permit fees be set at a flat 45 cents per square foot, beginning on January 1, 2022. Motion passed 3-0.
11. **Accept Donations:** Chairman Johnson moved, seconded by Selectman Covey to accept the following donations: for the band stand; donation box \$124, Ged Bryon \$100, donation box \$504, Delsa Wilson, \$50, Raymond Forgit \$100, total for bandstand \$878; for the Cliff Trail; Elizabeth Bond \$1,000, Jay Astle \$250, Gina Perow \$50, Walter Burlock \$50, Tom Carr \$850, Nancy McKinstry Roch \$500, Robert Neilson \$75, JoAn Desancitis \$50, Elizabeth Bailey \$100, KT Mano \$100, Tom Mahoney Jr. \$100, donation box \$112.62, total for Cliff Trail \$3,237.62; for heating assistance; Anonymous \$50, Harpswell Realty Group \$1,500, All Saints' Chapel \$500, William Cheever \$2,000, United Charities LTD \$1,000, Casi, Sophie, & Sam Perow \$100, total for heating assistance \$5,150; Total donations \$9,265.62. Motion passed 3-0.
12. **Public Comment:** None
13. **Other Business:**
 - Chairman Johnson moved, seconded by Selectman Chipman, that acting Town Administrator Sawyer receive equal the Town Administrators pay, retroactive two weeks until Town Administrator Eiane returns to work full time. Motion passed 3-0.
 - Selectman Covey moved, seconded by Selectman Chipman to extend the existing Comcast agreement until March 31, 2021. Motion passed 3-0.
14. **Adjournment:** The meeting was adjourned at 6:36 pm without objection.

Respectfully Submitted,

Ronda Peek

Recording Secretary