

**Selectmen's Meeting Minutes**  
**December 5, 2019**  
**Harpswell Town Office**  
**Approved December 30, 2019**

At 5:30pm, the Board held a workshop regarding 2020 employee wages and salaries.

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

**Selectmen Present:** Chairman Kevin E. Johnson, David I. Chipman and Selectperson Jane G. Covey

**Staff Present:** Kristi Eiane, Town Administrator and Terri Sawyer, Deputy Town Administrator

**1. Adoption of the Agenda:** Selectman Chipman moved, seconded by Selectman Covey to remove the Curtis Memorial Library Memorandum from the agenda; motion passed 3-0.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** Chairman Johnson stated it had been suggested that Laddie Whidden's name be placed on the Ewing Narrows Bridge. Chairman Johnson suggested having a plaque with Laddie's name and the names of the others involved with securing the bridge project. His colleagues agreed.

**4. Town Administrator's Report:** Administrator Eiane reported the interview team has proceeded with six interviews for the Code Enforcement Officer position and there is a strong pool of candidates. The team may have a recommendation in the next few weeks. Administrator Eiane stated that Running Tide has indicated it wants to exercise its option to lease more land in the marine business district. The current lease required Running Tide to express its interest before the end of the year. A lease amendment will come before the Board in January. The emergency management training has been scheduled for December 10 from 2-5pm, but staff will try to reschedule to December 17. Administrator Eiane was pleased to report that the Town will not foreclose on any properties as all 2018 taxes have been paid.

**5. Consent Agenda: 1) Contract Amendment for Removal of Buildings at Mitchell Field; 2) Cundy's Harbor Amended Lease Agreement; 3) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda [approved a contract extension with Ray Labbe & Sons, Inc.; approved a revised lease agreement with the Cundy's Harbor Volunteer Fire Department; authorized warrant #49 in the amount of \$100,131.23 and payroll warrant #48 in the amount of \$20,746]; motion passed 3-0.

**6. Proposed Updates to the Mitchell Field Master Plan:** Don Miskell, Mitchell Field Committee Chair, stated the original Master Plan was developed twelve years ago and there have been a lot of changes and additional information obtained in that time. Mr. Miskell stated the proposed changes ultimately need Town Meeting approval and he noted such approval does not commit the expenditure of funds. During the year long process of updating the Master Plan, public outreach included a forum, articles in the papers and a television program. There was a discussion regarding the proposed updates. Mr. Miskell noted there is another review group looking at recommendations for the waterfront. Administrator Eiane asked for the Recreation Director to be added to that group; the Board agreed. Mr. Miskell stated there is a tour of the administrative building tomorrow.

**7. Memorandum of Understanding with Curtis Memorial Library:** Removed.

**8. Proposed Joint Legal Agreement Re: Federal Emergency Management Agency (FEMA):** Administrator Eiane stated unfortunately FEMA will not reconsider its denial of a multi-community appeal, including Harpswell. Since Kennebunkport, Wells and Kittery have Drummond Woodsum as legal representation as does Harpswell, it is proposed the four communities share in costs (\$2,500 each) to hire Bob Gerber, a well-respected scientist that has worked on successful appeals, to oversee the Letter of Map Revision (LOMR) process that FEMA has encouraged so that the Ransom work will be incorporated into the new maps. Administrator Eiane

recommended the Board authorize the Town Administrator to sign the joint legal agreement. Administrator Eiane stated it is not clear if Mr. Gerber will work under Drummond Woodsum as the structure is still being worked out. Selectman Chipman moved, seconded by Selectman Covey to authorize the Town Administrator Eiane to sign the agreement; motion passed 3-0.

**9. Cumberland County Development Block Grant Concepts for Pre-Applications:** Administrator Eiane stated this is an annual opportunity to apply for grants from the County. The Orr's and Bailey Islands area was designated a low to moderate income area and now Cundy's Harbor is so designated. Staff has reached out to several CH entities to inform them about the possibility of CDBG funding. At this time we are working on two potential applications: (1) Building Renovations & Site Improvements for the CH Library and (2) Formation of an Aquaculture Cooperative in CH. While we know the CH Library project would be seeking CDBG public facilities funding, we are exploring ways to use CDBG funds to help the formation of a co-op for job creation or micro-enterprise assistance purposes. Chairman Johnson asked if the backpack program needed funding; staff will reach out to Midcoast Hunger. Selectman Chipman moved, seconded by Selectman Covey to approve the two concepts and possibly the backpack program concept and to authorize the Town Administrator to submit the pre-applications; motion passed 3-0.

**10. Contract for Cable Consulting Services:** Administrator Eiane stated she was pleased to report that Tony Vigue, former president of Community Television of Maine, agreed to take on another community in part (by phone and email) to assist Harpswell during its negotiations with Comcast for a new franchise agreement. Not only does the Town get the expertise of Mr. Vigue, it will cost less than engaging legal services for the whole process. Administrator Eiane noted Mr. Vigue stated he has respect for Harpswell Community Television and its work. Selectman Chipman moved, seconded by Selectman Covey to authorize the contract and the Town Administrator to sign it; motion passed 3-0.

**11. December Holiday Schedule:** Selectman Chipman moved, seconded by Selectman Covey to authorize the Town Office and Recycling Center/Transfer Station to close early and have four hours holiday on Christmas Eve and New Year's Eve; motion passed 3-0.

**12. Public Comment:** None.

**13. Other Business:** None.

**14. Administrative Matters:** The Board agreed to meet briefly on December 30 at 4:00pm to authorize the warrants.

**15. Adjournment:** At 6:33 p.m. the meeting was adjourned without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments: