

**Harpswell Board of Selectmen  
Meeting Minutes  
Thursday December 18, 2025  
Harpswell Town Office  
APPROVED 1-22-26**

This meeting was held in the Select Board Meeting room at the Town Office and was available remotely by Zoom. Instructions were included on the published agenda and on the Town's website. Links to a video recording of the meeting are also available on the Town's website.

**Selectmen Present:** Chairman Kevin E. Johnson; Selectman David I. Chipman; Selectman Matthew Gilley

**Staff Present:** Kristi Eiane, Town Administrator; Terri Gaudet, Treasurer & Deputy Town Administrator; Katie Neal, Recreation Director; Margaret McIntire, Town Planner; Tim Clark, Code Enforcement Officer; Mike Drake, Emergency Services Director.

**Call to Order and Pledge of Allegiance:** Meeting was called to order at 6:00 PM.

1. **Adoption of the Agenda:** The agenda was approved with two changes; Item 10 moved to 5.5; Item 12 moved to 8.5.
2. **Public Comment:** None
3. **Select Board's Announcements:** Selectman Chipman reminded the public that the wood available at the Town Office was for emergency uses only and should not be tapped for regular fuel supply.
4. **Town Administrator's Report:** Town Administrator Eiane informed the Select Board that a public meeting regarding plans for the Clark Cove conservation site was recently held. Town Staff planned to review public comments carefully and update plans accordingly before reporting further to the Select Board.
5. **Consent Agenda:** The Select Board unanimously approved the Consent Agenda, including 1) approval of Select Board Minutes for 12-04-25; 2) acceptance of an unrestricted donation of \$23,000 from Bowdoin College; 3) acceptance of resignation of Brian Hirst from the Housing Committee; 4) authorization of Warrant 51 totaling \$1,299,781.30, and Warrant PR50 totaling \$29,417.45.
- 5.5 **Merrymeeting Shellfish: First Amended and Restated Lease; Landlord's Subordination & Consent:** Town Administrator Eiane introduced Steve Levesque, business consultant, to review the details of on an amended lease for Town property at Mitchell Field. The current 5-year lease (2 years completed) with Merrymeeting Shellfish needed to be amended to reflect; 1) a change in name and incorporation status for Merrymeeting; and 2) the addition of a half-acre of land (Lot D) required for a new septic system. The installation of the septic system – at Merrymeeting's expense – was one of the original lease requirements of the Town. In addition, the Town was being asked to sign a Landlord's Subordination & Consent Agreement. This is a standard practice that does not mitigate any of the Town's rights, but facilitates the Renter's ability to finance capital improvements. The Select Board unanimously approved the amended lease agreement and the Landlord's Subordination & Consent – authorizing Town Administrator Eiane to sign them.
6. **Status of Comprehensive Plan:** Al Legrow, Chairman of the Comprehensive Plan Task Force, provided the Select Board with an update. The Comprehensive Plan, approved by voters in November, had been reviewed by six State Agencies, as well as the Midcoast Council of Governments. The State had provided over 20 pages of analysis and requests. There did not appear to be any real "show stoppers" in their

feedback. Five substantive topics would need to be addressed by the Task Force and Town, including: 1) need for an estimate of new residential and industrial units; 2) clarification on how natural resources would be protected from future development; 3) identification of specific examples that will support future land use; 4) descriptions of how Town Staff are presently trained and certified to support future land use goals; 5) Incorporation of the Town's rationale for seeking an exemption from 'growth area' plans into the body of the Plan itself (this request is currently in the form of an accompanying letter). The Task Force plans to work through these issues and suggest changes in January in order to respond to the State. The State has promised to respond to these changes within 10 days. This will be important in order to get any adaptations in front of the public in advance of Town Meeting. Town Administrator Eiane confirmed that all of the feedback provided by the State was available for viewing on the Town's website.

7. **Big Duck LLC Wharf Application, 15 Lupine Lane, Tax Map 56, Lot 106:** Tim Clark, Code Enforcement Officer, presented an application for a wharf at 15 Lupine Lane. A site visit had occurred at this new property. No objections were raised and the application had met all requirements of Town Staff and the Harbormaster. The Select Board unanimously approved the application.
8. **Memorandum of Understanding with Harpswell Aging at Home:** Mike Drake, Emergency Services Director, asked the Select Board to approve a Memo of Understanding with Harpswell Aging at Home. The intent was to expand the Town's Durable Medical Equipment Loan program by working in partnership with HAH. Selectman Chipman raised concerns about Section 3 of the MOU, which limited use of the equipment to 'in home' only. He felt that this was impractical for things like wheel chairs. He also questioned whether the Section 6 requirement for Liability Insurance was necessary or practical. Town Administrator Eiane suggested that Section 3 could be revised for greater flexibility, and that Section 6 could be stricken. The Select Board unanimously approved the MOU contingent on a revision to Section 3 and the striking of Section 6.
- 8.5 **Recommendation for Emergency Services Building Construction Manager:** Town Administrator Eiane asked for the Select Board's endorsement of the Emergency Services Building Committee's selection of Wright Ryan for the position of 'Construction Manager at Risk'. Fourteen contractors had responded to the Request for Proposal for managing the Emergency Services Building Project approved by voters last June. From the original 14, the Committee had narrowed the field to six, asking these vendors to provide additional information. Ultimately, 3 vendors were interviewed by a team that included two Town Fire Chiefs, the Town's Fire Administrator, a representative from Port City Architecture and the Town Administrator. Wright Ryan was unanimously recommended as the top choice based on their broad experience in Maine and their excellent references. Andy Hyland of Port City Architecture emphasized the benefits of the 'construction-manager-at-risk' approach and spoke highly of their experience working with Wright Ryan in that capacity on other public projects. Cordelia Pitman, VP of Project Development at Wright Ryan, thanked Town Staff for their selection and provided a short summary of work they were doing in the area. The Select Board unanimously endorsed the selection. Town Administrator Eiane indicated that the next step will be to work through a contract, which will come back before the Select Board for formal approval.
9. **Mitchell Field Matters:**
  - **Lakeside Concrete Contract Extension:** Town Administrator Eiane asked the Select Board to extend the contract for the removal of the Administrative Building to January 31, 2026 (from December 31, 2025). Delays in receiving permits for hazardous waste removal were pushing things back. The Select Board unanimously approved the extension.
  - **Amending Lakeside Contract to Include Removal of Concrete Foundation:** Town Administrator Eiane asked the Select Board to consider the possibility of amending the contract and authorizing Lakeside Cutting to remove the slab and foundation. With the equipment on hand, this might be the most cost-effective opportunity the Town will have to fully clear the site. The work would cost an additional \$40,000 (estimate), but the existing project approved by voters was slated to be well under budget. The Select

Board unanimously agreed that this would be a prudent step to take.

- **Mitchell Field Closure to Vehicles:** Mitchell Field Steward, Don Miskill, said that the vehicle closure put into effect during construction had worked well, but would need to be extended now that the project would be going on through January. The Select Board unanimously approved this request.

- **Amendment of Rules:** Mitchell Field Steward, Don Miskill, presented an updated version of Mitchell Field Rules. The changes represented minor ‘wordsmithing’, but also brought the published rules in line with the most recent Town policies regarding canines. The Select Board unanimously approved the new Rules.

~~**10. Merrymeeting Shellfish: First Amended and Restated Lease; Landlord’s Subordination & Consent**~~

**11. Emergency Vehicles: a) Specifications for OBI one-ton pick-up; b) sole source for Cundy’s Harbor Squad Truck.** OBIFD Fire Chief, Ben Wallace, asked the Select Board for authorization to publish specifications developed by the ES Committee for a new one-ton pickup truck. For a separate vehicle, he asked for the Select Board’s authorization to sole source to Bull Dog Emergency Vehicles – the only viable option in a dwindling supply of contractors in the field. The specifications would be ready within the month and the truck would take 9-10 months to build once the project was awarded. The Select Board unanimously approved authorization of the RFP for the on-ton pick-up and sole source for the CH vehicle.

~~**12. Recommendation for Emergency Services Building Construction Manager:**~~

**13. Set Annual Town Meeting Date March 14, 2026 and Preliminary Discussion re: Possible Secret Ballot Items with Deadline of January 13:** Town Administrator Eiane asked the Select Board to approve the date of March 14, 2026 for the Town Meeting, with business starting at 10 AM at the Harpswell Community School. The Town Administrator also asked the Select Board members to begin thinking about possible topics for secret ballot and be prepared to discuss them in January. If an item was to be placed on the ballot, it would need to be presented to the Town Clerk at least 60 days in advance of the Town Meeting. The Select Board unanimously approved the March 14, 2026 TM date.

**14. Public Comment:** None.

**15. Other Business:** Town Treasurer Terri Gaudet asked the Select Board to meet with the Budget Reconciliation Committee on January 8<sup>th</sup> at 5 PM – before their regularly scheduled meeting. The Select Board agreed.

**16. Adjournment:** Meeting was adjourned at 6:50 PM

Respectfully Submitted,

Brian Hubbard  
Recording Secretary