

**Selectmen's Meeting Minutes**  
**December 19, 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; Bill Wells, Code Enforcement Officer; and Marguerite Kelly, Treasurer

**1. Adoption of the Agenda:** The agenda was accepted as printed.

**2. Public Comment:** None.

**3. Selectmen's Announcements:** Selectman Chipman noted Helen Norton wants to meet with the Selectmen and the Board agreed to meet at 3:30pm before its special meeting at 4:00pm on December 30.

**4. Town Administrator's Report:** Administrator Eiane announced there are three MSAD 75 school board member openings and one Selectman opening for vote on at the March 2020 Town Meeting. Nomination papers are available and are due back to the Town Clerk's Office by January 14. Administrator Eiane reported Midcoast Hunger's backpack program is all set at Harpswell Community School and Harpswell Coastal Academy so a Cumberland Development Block Grant is not needed. The Town submitted the pre-application for the Cundy's Harbor Library project and it was approved and deemed eligible to proceed to the full application step. The other pre-application concept was for the Holbrook Community Foundation aquaculture idea but it is not quite ready. Administrator Eiane reported the Town received five serious proposals in response to the Town's request for proposals for a communication tower at Mitchell Field. The responses are being reviewed and a recommendation will come to the Board. Chairman Johnson asked if Selectman Chipman wanted to be part of the review process; Selectman Chipman responded not necessarily but he does want to see all the responses. Administrator Eiane agreed and suggested there would be a workshop. Administrator Eiane stated there will be a code enforcement officer recommendation at a January meeting. Administrator Eiane stated there is a proposed FCC rule that the Board may want to comment on. Selectman Chipman stated it doesn't affect local channels – only Channel 6, 8 and 13 as those channels get paid. Deputy Administrator Sawyer announced the Town just received notice that the Town's Recreational Trails Program grant for \$50,000 has been approved.

**5. Consent Agenda: 1) Committee Appointment; 2) Authorization of the Warrants:** Selectman Chipman noted a payment to Harpswell Community Television is on the warrant. Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda [appointed Steve Musica as an associate to the Board of Appeals; and authorized warrant #51 in the amount of \$868,424.09 and payroll warrant #50 in the amount of \$18,499.09]; motion passed 3-0.

**6. Treasurer's Report:** Marguerite Kelly, Treasurer, reviewed her monthly report for November (attached).

**7. Wharf Applications**

- **Richard D'Auteuil Living Trust:** Bill Wells, Code Enforcement Officer, reported there was a hearing and all approvals have been received for this application [4'x15' access landing that connects to a 4'x15' set of access stairs connecting to a 6'x32' pier and 3'x40' seasonal ramp and 12'x20' seasonal float]. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no hazard to navigation and there is no injury to the rights of others; motion passed 3-0.

- **Geoffrey and Joan Timm:** Bill Wells, Code Enforcement Officer, reported there was a hearing and all approvals have been received for this application [6'x40' pier and 3'x40' seasonal ramp and 12'x20' seasonal float]. Chairman Johnson moved, seconded by Selectman Chipman to approve the application contingent on the Harbormaster confirming that there is no hazard to navigation and there is no injury to the rights of others; motion passed 3-0.

**8. Memorandum of Understanding with Curtis Memorial Library:** Administrator Eiane stated Selectman Covey worked on this new agreement that results in an annual increase of 2.7%. Selectman Covey stated the increase over the past four years was 11% and the average was 2.7% is how this agreement was structured to simplify it. Selectman Covey moved, seconded by Selectman Chipman to approve this memorandum of understanding with the Curtis Memorial Library and authorize the Board Chair to sign it; motion passed 3-0.

**9. Consider Setting a Public Hearing Re: Shellfish Conservation Closure:** The Board agreed to its January meeting schedule. Chairman Johnson moved, seconded by Selectman Chipman to set January 9 at 6:30pm as a hearing to consider shellfish conservation closures; motion passed 3-0. Chairman Johnson reviewed the issue and proposed closures.

**10. University of Maine Shellfish Restoration and Resilience Grant:** Administrator Eiane stated the Harbormaster/Marine Administrator and a member of the Marine Resources Committee have been working on a grant to fund a tidal upweller and seed quahogs. With the Board's approval to move forward, the completed application can come back to the Board at its January 9 meeting; the Board concurred.

**11. Adopt Recycling Reform for Maine Resolution:** Administrator Eiane stated when Senator Carson came before the Board; he spoke about proposed legislation to make the manufacturers responsible for the cost of recycling its packages. The proposal is not completely worked out but the Department of Environmental Protection is working on the language and is seeking support from municipalities. The Recycling Center/Transfer Station Manager is in support of the proposal. Selectman Chipman stated he provided the resolution to the Recycling Committee and asked for input by tonight. Chairman Johnson asked if the board should wait until the wording is worked out. Selectman Chipman stated he supports the concept and the resolution and asked his colleagues to. Selectman Chipman moved, seconded by Selectman Covey to sign the Resolution; motion passed 3-0.

**12. Accept Donations and Gifts:** Selectman Chipman moved, seconded by Selectman Covey to accept the following donations: for the heating assistance program – anonymous \$50, Buffy & Joe Quinn \$1,000, Casi, Sophia, Sam Perow \$100, Anonymous \$1,000, Jim & Gayle Hays \$50, All Saints Chapel \$500 and David Brooks \$100; for the bandstand fund – William Mangum \$100 and Emily & Norm Breitner \$100; motion passed 3-0.

Deputy Administrator Sawyer stated Industrial Product Services had previously taken a very long time on an order for protective gear and has recently sent some additional products at no charge. Selectman Chipman moved, seconded by Selectman Covey to accept the items; motion passed 3-0.

**13. Public Comment:** None.

**14. Other Business:** None.

**15. Administrative Matters:** The Board of Selectmen agreed to meet at 2pm on January 2 with the Budget Advisory Committee.

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

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments: Treasurer's Report