

**Selectmen's Meeting Minutes**  
**December 29, 2016**  
**Harpswell Town Office**  
**Approved January 5, 2017**

**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 Sawyer, Deputy Town Administrator and Charles Perow, Jr., Recycling Center Manager

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

**2. Accept Heating Assistance Donation from Masons United Lodge #8:** Ed Caron stated the Masons contribute to charitable causes and this year the organization is donating funds to Harpswell, Topsham and Brunswick heating programs. Chairman Daniel asked how the funds were raised; Mr. Caron responded through member donations and dues and revenue from renting the lodge. Mr. Caron presented Chairman Daniel with a check for \$500. Chairman Daniel moved, seconded by Selectman Multer to accept the donation with thanks; motion passed 3-0.

**3. Public Comment:** Charles Perow, Jr., Recycling Center Manager, stated the Transfer Station does not accept ash from wood stoves, etc. Mr. Perow stated the facility may open late or not open if the facility is not safe due to inclement weather. Mr. Perow stated real Christmas trees can be disposed of at no cost at the Transfer Station until Town Meeting. Additionally, wreaths are being collected at the Recycling Center. Effective January 1, the Recycling Center and Transfer Station will be closed on Thursday through April 30. Mr. Perow thanked Dick Griffin for filling in at the facility while short staffed. Mr. Perow stated last year the buckets of sand program at the Town Office was implemented to allow seniors to easily acquire winter sand. Unfortunately, this year the program has been abused. So far 166 buckets have been used and for the entire last season, only 88 buckets were used. Therefore, the program has been suspended. Instead, seniors and disabled taxpayers can see a Recycling Center attendant for sand buckets and able people can still fill their own buckets at the sand hut behind the Recycling Center when the facility is open. Mr. Perow stated when the sand was accessible outside the facility, it was heavily abused. To address the times when the facility is closed, Mr. Perow stated he could place a small amount of sand on a flat area outside the main gate for a trial period. The sand could be placed at the end of work on Saturday to be available for Sunday and Monday. Mr. Perow asked that people be prepared in advance and if it is necessary to use the small pile out front that the gate not be blocked. Notices will be posted at the Town Office and at the Recycling Center. The Board agreed with Mr. Perow's plan regarding winter sand and asked that Harpswell Aging at Home be asked to send out the information in its newsletter including the buckets-for-seniors program through Cumberland County. Mr. Perow thanked his staff for their work.

David Johnson thanked the citizens of Harpswell for allowing him to serve as a MSAD 75 Board Director for the last three years. Prior to that, he served 14 years. Mr. Johnson stated the responsibility for the education of students is an incredible one. Mr. Johnson announced he will not be running for another term in March in order to focus on personal matters. He thanked the Town for the privilege of serving and thanked the other Harpswell Board members. Mr. Johnson hopes the referendum for the high school is voted on in March as it will be a great way to end his tenure. The Board thanked Mr. Johnson for his years of service. Selectman Multer asked what the results on the straw vote for the high school were. Mr. Johnson responded both the school and the artificial turf matter were overwhelmingly passed.

**4. Town Administrator's Report:** Deputy Administrator Sawyer stated the Town Office will be closed on Monday, January 2 and the Recycling Center/Transfer Station will also be closed on Tuesday, January 3. Additionally, when the Town Office and Recycling Center are closed due to the weather, the closures are posted on the Town's website.

**5. Selectmen's Announcements:** None.

**6. Consent Agenda:** Chairman Daniel moved, seconded by Selectman Multer to approve the consent agenda [December 1, 14 and 15 minutes; authorization of warrant 53 in the amount of \$110,488.27 and payroll warrant 53 in the amount of \$19,326.51]; motion passed 3-0.

**7. Old Business: Facility Closure Policy:** Deputy Administrator Sawyer stated that at the last meeting the Board reviewed a proposed policy regarding closing of the Town Office and Recycling Center. The Board asked that the policy be made broader to cover all Town facilities for multiple reasons. Chairman Daniel moved, seconded by Selectman Multer to approve the revised policy; motion passed 3-0.

**8. Joan Tancrede, Trustee, Wharf Application, 65 Catlin Shore Rd, Map 56, Lot 10:** Joe Leblanc, owner's representative, reviewed the application to reduce and raise the existing deck, construct a pressure treated wood 6'x45' pier with batter pilings and a 10'x10' rock filled crib, an aluminum 3'x40' ramp and a 10'x16' pressure treated wood float. Chairman Daniel asked if the deck attached to the land is on a retaining wall; Mr. Leblanc responded yes a stone wall. Chairman Daniel moved, seconded by Selectman Multer to approve the application as the Harbormaster indicates it does not cause a hazard to navigation and there is no injury to the rights of others; motion passed 3-0.

**9. Recommendation for Back-Up Animal Control Officer (ACO):** Deputy Administrator Sawyer stated Administrator Eiane and Animal Control Officer Gail Federico interviewed a candidate for the alternate ACO position and recommend Ray Schlotterbeck from Lewiston. Mr. Schlotterbeck is a certified ACO and works for other municipalities as a back-up including Lisbon. Many calls do not necessarily require direct follow-up. With Mr. Schlotterbeck's qualifications, it is hopeful that distance will not be an issue. Deputy Administrator Sawyer asked the Board to consider hiring Mr. Schlotterbeck as the alternate ACO at \$32 per day plus mileage for a six-month trial period and if the arrangement works for both parties, the Board will be asked to authorize a longer appointment. Selectman Multer so moved, seconded by Selectman Johnson; motion passed 3-0.

**10. Accept Donations:** Chairman Daniel moved, seconded by Selectman Johnson to accept the following donations for heating assistance: Islands Community Church \$400, All Saints' Chapel \$500, MacAdam Family \$500, Lorna and Jack Flynn \$200, Elizabeth Eaton \$500, Patricia and Ralph Ruppert \$500, Rosalind Knight \$20, Matthew Zweig and Shannon Elliot \$500; and the following donations for the Bandstand fund: in memory of Rob Roark \$245.62, Helene Chase \$100 and Henry Simpson \$50; motion passed 3-0.

**11. Other Business:** Deputy Administrator Sawyer stated the deadline for referendum questions on the March Town Meeting secret ballot is January 25. Curtis Memorial Library was last on the floor in 2015 and based on the Board's policy, it could be on secret ballot. She asked the Board to be thinking about what other items, if any, it may want on secret ballot for a decision to be made in January.

**12. Public Comment:** None.

**13. Administrative Matters:** The Board agreed to meet January 5 at 3:30pm for a few end of year items and to meet each Thursday in January with January 26 reserved for matters that cannot wait until Selectman Johnson returns.

**14. Adjournment:** At 6:45 p.m. the Chair adjourned the meeting without objection.

Respectfully Submitted,

Terri-Lynn Sawyer  
Deputy Town Administrator

Attachments: Facility Closure Policy