

**Select Board Meeting Minutes
February 1, 2024
Harpwell Town Office
Approved 2.15.24**

5:30PM: Workshop with the Energy and Technology Committee regarding the Town Office Building Envelope.

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 Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator/Treasurer

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** Barry Crommett spoke regarding the Town Dock, which had been destroyed in the January storms. Tara Mason, Emily Woods, Alison Hawkes, Sherry Blackstone, and Eric Lusk spoke regarding the Short Term Rental Task Force.
3. **Select Board's Announcements:** Selectman Chipman reminded the public that utility poles were private property and signs should not be attached to them.
4. **Town Administrator's Report:** Administrator Eiane reported that an interview team, including herself, Chairman Johnson, Chief Wallace and Chief Mercier interviewed three consulting firms regarding the centrally located Emergency Services Building. The team recommends Port City Architecture of Portland, ME. She reported the first step would be an analysis of the Town's needs. This item will be discussed at a future meeting. Administrator Eiane also reported that she would be working with the Harbormaster and the Town Planner to determine a process for moving forward after the loss of the Town dock in the January storms. She also reported that the Town Engineer would be looking at the retaining wall at Graveyard Point, to determine any damage. She reported that staff was continuing to evaluate damages from the storms.
5. **2024 Budget Review and Related Matters**
 - **Use of Resiliency and Sustainability Reserve:** Administrator Eiane reported that staff needed to do more work on this item to see which building envelope items were maintenance items and which may potentially come out of this reserve.
 - **Proposed Budget Appropriations:** Administrator Eiane reported that the proposed Budget was an increase of 6% over the prior year.
 - **LD-1 Calculation and Proposed Revenue Estimates:** Administrator Eiane reported that final revenues were now available from 2023 for 2024 estimates. She reported that the proposed budget was currently \$77,000 below the LD-1 Calculation.
 - **Use of Unassigned Fund Balance:** Administrator Eiane reported that the Town's policy for use of unassigned fund balance would allow a recommendation for \$350,000 for Capital Road Reserve, which would be used for Peabody Road and storm repairs. Also, \$600,000 to be used for appropriations to offset the tax commitment. Finally, \$175,000 to be applied toward the Town-wide revaluation.

- **Use of American Rescue Plan Act (ARPA) Funds:** Administrator Eiane reported on the prior use of \$320,000 in ARPA funds. She reminded the Board that the balance of approximately \$200,000 was required to be committed by the end of 2024. Recommendations are to use \$75,000 for Emergency Communications, \$20,000 for the Town’s heating assistance program, and \$50,000 for the regional homeless shelter which is being built in Cook’s Corner by Tedford Housing.

Administrator Eiane reported that a draft warrant would be brought to the next meeting.

6. **Special Town Meeting Scheduling Options:** Administrator Eiane reported that the Comprehensive Plan Task Force would not have the Comprehensive Plan Draft available in time for the March Town Meeting. She reported that there were two options for voting on the Comp Plan. One, a May in-person special Town Meeting, or two, a secret ballot at the time of the School Budget vote in June. Selectman Chipman moved, seconded by Selectman Covey to select the first option for a May 2024 in person special Town Meeting. Motion passed 3-0. Administrator Eiane reported that there may be other items including FEMA map adoption and some ordinance changes included in that meeting.
7. **Airboat at Sebago Lake Fishing Derby:** The Maine Inland Fisheries & Wildlife wardens have requested the use of the Town’s airboat at the 2024 Sebago Lake Fishing Derby. The Town has allowed this use in the past and the airboat has been used in rescues. Selectman Chipman moved, seconded by Selectman Covey to allow the use of the airboat. Motion passed 3-0.
8. **Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the Warrants. (Warrant #5 in the amount of \$52,696.87, and Payroll Warrant #4 in the amount of \$24,125.99). Motion passed 3-0.
9. **Public Comment:** None
10. **Other Business:** Administrator Eiane reported that the Affordable Housing Task Force was having a workshop in two weeks. She reported that the Town Lands Committee would provide a report on the State-owned Clark Shore property in two weeks. She also reported that the Board would meet in one week to review the draft warrant for the March Town Meeting. Eric Lusk spoke regarding large increases in insurance premiums.
11. **Adjournment:** The meeting was adjourned at 6:57 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary