

Select Board Meeting Minutes
March 28, 2024
Harpswell Town Office
Approved 4.11.24

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

Selectmen Present: Chairman Kevin Johnson (Remote by Zoom), Selectman David I. Chipman, Selectman Jane Covey

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

This is a hybrid meeting, held in the Select Board meeting room and also available on Zoom. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

1. **Adoption of the Agenda:** The agenda was adopted with Item 6 being moved to 10.5 and add Letter from Recycling Manager to other business.
2. **Public Comment:** Alison Hawkes spoke regarding the Mitchell Field Boat Launch project. Gary Vincent spoke regarding HCTV. Jerry Leeman spoke in support of adding a Working Fisheries Committee.
3. **Select Board's Announcements:** Chairman Johnson thanked CMP for its response to the outages caused by the ice storm.
4. **Town Administrator's Report:** Administrator Eiane reported that the January storms had been declared a federal disaster, she reported that FEMA would be going door to door to provide information about submitting claims. She reported that FEMA was looking for locations for a local disaster recovery center in Harpswell. Administrator Eiane introduced Brian Beard from the Small Business Administration, who spoke regarding loans available from the SBA for costs not covered by FEMA. These loans are available to homeowners and businesses. The deadline for applying for most SBA loans is May 20, 2024.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Appointments of Officials; 3) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the Consent Agenda. [1) Minutes March 14, 2024; 2) Margaret McIntire to Alternate Code Enforcement Officer, and Licensed Plumbing Inspector and Timothy Clark to Code Enforcement Officer, Licensed Plumbing Inspector and Maine Uniform Building and Energy Code Inspector. 3) Warrant #13 in the amount of \$331,378.85 Warrant \$13A in the amount of \$137.75, and payroll warrant #12 in the amount of \$28,197.63]. Motion passed 3-0.
6. **(Moved to 10.5) Request for Proposals for Town Wide Revaluation:** Administrator Eiane reported that Town Meeting had approved the funds for the Town wide revaluation. Debbie Turner the Assessors' Agent went over the attorney changes to the request for proposals (RFP) with the Board. She recommended the Board accept the changes. Selectman Chipman moved, seconded by Selectman Covey to put out the RFP with the recommended changes. Motion passed 3-0.

7. **Angus Torchio and Lauren Drogin Wharf Application, 16 Bluebird Way, Map 58, Lot 54:** Norman Wallace reported the applicants were seeking to build a residential wharf system - Construct 6'x16' dock, 3'x32' seasonal ramp, and 12'x16' seasonal float with keels. Chairman Johnson moved, seconded by Selectman Chipman to approve the application as the Harbormaster indicates there is no issue with navigation and the application does not cause injury to the rights of others in relation to fishing, fowling or navigating. Motion passed 3-0.
8. **Marine Matters: 1) Shellfish Committee Recommendation for Aquaculture Moratorium;** David Wilson asked the Board to consider an educational workshop with the Board and the public before considering a moratorium. The public workshop was set for April 11, 2024 at 4:00 pm. **2) Derelict Boat in Mackerel Cove;** Harbormaster Plummer reported that there was an abandoned boat on an illegal mooring in Mackerel Cove. He report that the current owner was incarcerated and that notices had been sent to the last known address as well as the jail. Selectman Chipman moved, seconded by Selectman Covey to declare the boat abandoned. Motion passed 3-0. Harbormaster Plummer stated that the funds are depleted for removing problem vessels. **3) Letter of Intent to Apply for Maine Coastal Program;** Harbormaster Plummer reported that the Harbor and Waterfront Committee was recommending sending a Letter of Intent to apply for a Coastal Community Grant. The grant for \$35,000, would be used for engineering costs to look at all of the Town property at Pott's Point. Selectman Chipman moved seconded by Selectman Covey to approve the letter. Motion passed 3-0.
9. **Auditor's Report on 2023 Financial Report;** Treasurer Gaudet introduced Sam Ognenoff and Ron Smith from RHR Smith & Co., the Town's Auditors. Ron Smith reviewed the Town's Financial Statements for 2023 and the findings of the Auditors. He reported that the Town received an unmodified opinion. The Town's financial statements are available in the Town report and on the Town website. Administrator Eiane thanked Treasurer Gaudet for her work in preparing the financial statements and the audit in such a short time span before Town Meeting.
10. **Lease Rates with Pammy's Ice Cream Parlor;** Administrator Eiane reported the staff was recommending a cost of living increase to the lease year beginning April 1, 2024 with Pammy's Ice Cream for the lease at Mitchell Field. Pam Douglas from Pammy's Ice Cream asked the Board to also approve a Christmas in July event to support the Harpswell Santa Fund to be held on July 6, 2024 from 12 – 4:00 pm. Selectman Chipman moved, seconded by Selectman Covey to approve the event. Motion passed 3-0. Pam Douglas also requested that she be allowed to sell ornaments throughout the summer to benefit the Santa Fund and to sell the leftover sweatshirts from the lobster boat races. Selectman Chipman moved, seconded by Selectman Covey to approve the sale of the ornaments and sweatshirts. Motion passed 3-0. She also reported a tree on the property that was dead. The Board concurred that the Town's Tree Warden would look at the tree. Selectman Chipman moved, seconded by Selectman Covey to increase the lease agreement 3.2% beginning April 1, 2024. Motion passed 3-0.
11. **Department of Transportation Agreement for Work on the Cribstone Bridge;** Administrator Eiane reported that Maine DOT was seeking permission for use of Town Roads with heavy equipment in relation to repairs to the Cribstone Bridge. Selectman Chipman moved, seconded by Selectman Covey to waive the over limit permit. Motion passed 3-0.
12. **Planner Job Description;** Administrator Eiane reported that the Town was seeking a full time Planner as approved by Town Meeting. She reported that they had updated a previous job description for this

individual. Selectman Chipman moved, seconded by Selectman Covey to approve the job description for a Town Planner and to send it out. Motion passed 3-0.

13. **Cumberland County Law and Marine Patrol Contracts;** Administrator Eiane reported that the contracts would provide the same level of service as previous years, and funding had been approved by Town Meeting. Selectman Chipman moved, seconded by Selectman Covey to approve the contracts. Motion passed 3-0.
14. **Contract Amendment with Blue Sky;** Administrator Eiane reported that the contract with Blue Sky for the Tower at Mitchell Field was being updated to include the details of the Emergency Communications equipment being installed by the Town. She reported that equipment was also being installed on the Orr's Island and Transfer Station Towers to complete the system. There is no cost for locating the equipment on the Tower. Selectman Chipman moved, seconded Selectman Covey to approve the amendment. Motion passed 3-0.
15. **Policy Amendment to Offer Dependent Life Insurance at Employee Cost;** Deputy Administrator Gaudet reported that staff was recommending a policy amendment to offer dependent life insurance for spouses and children at the cost of the employee to employee benefits. Selectman Chipman moved, seconded by Selectman Covey to approve the amendment. Motion passed 3-0.
16. **Public Comment:** George Prince spoke in favor of no increase in the lease for Pammy's Ice Cream for the following year.
17. **Other Business: Letter from Recycling Manager;** Selectman Chipman reported that the Recycling Committee was recommending a letter to Congresswoman Pingree inquiring about legislation to address issues with recycling. Selectman Chipman moved, seconded by Selectman Covey to authorize the letter. Motion passed 3-0. Treasurer Gaudet recommended that the Tax Anticipation Note (TAN) short-term financing be increased to \$4,000,000. She reported the note would be drawn on an as needed basis. Selectman Chipman moved, seconded by Selectman Covey to set the TAN at that amount. Motion passed 3-0. Selectman Chipman reported that the Energy and Technology Committee would like to co-ordinate with other committees when they may be working on common issues. The Board concurred that they would look at ways to collaborate. Administrator Eiane reported that the Comprehensive Plan Draft update had to be postponed due to weather for the Orr's Island and Kellogg Church locations. She reported that a new date was scheduled for April 4, 2024 at 6:00 pm at the Kellogg Church. She reported that the public hearing was scheduled for April 10, 2024 at 6:30 pm at the Harpswell Community School.
18. **Adjournment:** The meeting was adjourned at 7:38 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary