

Selectmen's Meeting Minutes
April 28, 2022
Harpswell Town Office
Approved May 12, 2022

5:00 Selectmen Workshop: The Selectmen held a workshop to discuss 2022 Goals and Objectives.

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 G. Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator & Treasurer; Tim Clark, Code Enforcement Officer.

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Chipman reported that on the previous Saturday, the road side clean up resulted in the collection of 3,560 lbs. of trash.
4. **Town Administrator's Report:**
 - **Recommendation for Multi-Office Assistant Hire:** Administrator Eiane reported to the Board that staff completed the interview process for the position of Multi-Office Assistant, and recommends hiring Denise Perry. Denise will be working primarily at the front desk and in assessing. Selectman Chipman moved, seconded by Selectman Covey to hire Denise Perry starting at \$19.00 per hour. Motion passed 3-0.
 - **New Parks Monitor Job Description and Rate:** Administrator Eiane suggested to the Board that due to the tight job market, the rate for the Park Monitor and the Cedar Beach Monitor be set at \$15.00 per hour. Selectman Chipman moved, seconded by Selectman Covey to adopt the job description and set the pay at \$15.00 per hour and to extend that rate to the Cedar Beach Monitors. Motion passed 3-0.
 - **Retroactive Pay Increase:** Administrator Eiane explained that staff was still in the process of completing performance evaluations of Town employees, however, since Linda Strickland's last day as a regular full time employee is April 29, 2022, administration is asking the Board to approve Linda's 3% pay increase retroactive to Jan. 1, 2022. Selectman Chipman moved, seconded by Selectman Covey to approve the increase. Motion passed 3-0.
 - **Approach for Memorandum of Understanding with Curtis Memorial Library:** The Memorandum of Understanding (MOU) between Curtis Memorial Library and the Town will be expiring on December 31, 2022. The Board concurred that Selectman Covey would work with Administration and meet with Curtis Memorial Library to develop a new MOU which might address services other than books being brought closer to the Town, and potentially shortening the term of the MOU to one year.
5. **Consent Agenda:** 1) Approval of the Minutes 2) Accept Donation in Lieu of Taxes 3) Committee Appointments 4) Orr's Island Bridge Wharf Lease 5) Dartmouth College Request to Collect Rocks at Mitchell Field 6) Authorization of the Warrants. Selectman Chipman moved, seconded

by Selectman Covey to accept the consent agenda. [Minutes 4/14/22; Donation of \$1,600 from Maine Coast Heritage Trust in lieu of taxes for Whaleboat Island and the Goslings; Committee Appointments, Ellen Lebauer and Steve Musica (associate) - Board of Appeals, Zachary Stoler – Emergency Vehicles Committee, Jonathan Burbank, Benjamin Wallace & Kevin Johnson – Fire and Rescue Planning Committee, Craig Rogers & Frank Holdgate, Harbor and Waterfront Committee, Mark Leuchtenberger, Mary Ann Nahf (associate) Sean Hall & David Wilson – Marine Resources, Robert Eaton – Recycling Committee, Tim Tear – Resiliency and Sustainability Committee, Hope Hilton & Michael Mozzoni – Town Lands/Steward, Ken Drake – Energy and Technology; Jack Dunning Wharf Lease; Dartmouth College permit to collect borings from rocks at Mitchell Field for scientific study; Warrant #17 in the amount of \$189,957.58, and payroll warrant #16 in the amount of \$28,201.17] . Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. Motion passed 3-0.

6. **Request for Proposals for Mooring Float:** Administrator Eiane reported that the Harbormaster was requesting that the Board approve a request for proposals for a float which would primarily be used to remove unregistered moorings. Selectman Chipman moved, seconded by Selectman Covey to put out the request for proposals. Motion passed 3-0
7. **[6:15] Public Hearing re: Fishnet Café First Time Malt and Vinous Application:** The public hearing began at 6:15 for the first time malt, vinous, spirits license for Fishnet Café. Deputy Administrator Sawyer explained that Fishnet Café was applying for a license to serve beer and wine at 2118 Harpswell Islands Rd. One abutter reached out to Sawyer by phone with questions and did not express any concerns. No members of the public appeared to speak to the application, and Chairman Johnson closed the hearing at 6:17. Selectman Chipman moved, seconded by Selectman Covey to approve the application. Motion passed 3-0.
8. **Kevin and Jodi Scanlan Wharf Application, 69 Ash Point Road, Map 15 Lot 191:** Codes Officer Clark reported that he had visited the site and that no abutters appeared, also, the application had been approved by the Assessor and Harbormaster. [It was noted that the address was 101 Ash Point Road and not 69.] Builder Joe Leblanc described a pier, ramp and float system. 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.
9. **Multi-Year Lease with Pammy's Ice Cream Parlor:** Administrator Eiane went over the history of the Town's lease with Pammy's Ice Cream going back to 2018. There was a discussion regarding parking, the concerns of abutters regarding amplified music, and sales by others at the site. The Board concurred that sales by others was not allowed by the lease, and that Pam Douglas owner of Pammy's had been made aware of noise concerns and would make adjustments such as moving music to the fire station side of the lot and turning down amplifiers. Selectman Chipman moved, seconded by Selectman Covey to enter into a five-year lease, and that the lease amount would be revisited at the end of each season to consider the following season's rate, and reviewed annually regarding any concerns. Motion passed 3-0.
10. **Mitchell Field Overnight Parking Plan:** Don Miskill, Chair of the Mitchell Field Waterfront Working Group reported that after a meeting of the Group, they were requesting the Board adopt the following policy changes: 1) that the overnight parking permit season be set at May 1 through Oct. 15.; 2) that reminder cards be placed on the windshield of vehicles failing to display their permit and

plate numbers be recorded; 3) that a link be placed in the online permit application requiring a float plan be filed in order to complete the application. Selectman Chipman moved, seconded by Selectman Covey to implement these changes. Motion passed 3-0.

11. **Set Public Hearing for June 14 Special Town Meeting:** Selectman Chipman moved, seconded by Selectman Covey to set the public hearing for the June 14 Special Election for May 12, 2022 at 6:15pm. Motion passed 3-0.
12. **Public Comment:** None
13. **Other Business:** Treasurer Sawyer reported that the donation of funds from the Harpswell Boosters was \$1.90 more than was previously accepted. Selectman Chipman moved, seconded by Selectman Covey to accept the additional funds. Motion passed 3-0.
14. **Adjournment:** The meeting was adjourned at 7:04 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary