

Select Board Meeting Minutes
April 11, 2024
Harpswell Town Office
Approved 5.09.24

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

Selectmen Present: Chairman Kevin 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 with the addition of committee appointments, letter of support and consortium of committees to other business.
2. **Public Comment:** None
3. **Select Board's Announcements:** Selectman Covey reported that she had followed up with an individual who made a public comment regarding Harpswell Community Broadcasting Corp. (HCBC) at the last meeting. She is recommending that she work with staff to draft a letter to the HCBC Board regarding responsiveness, and other matters including information to begin the process of negotiations for the upcoming amendment to the Memorandum of Understanding. The letter will come back to a future meeting for approval. Selectman Chipman reported that Fidium has decided to cover all of Harpswell when installing new fiber internet lines.
4. **Town Administrator's Report:** Administrator Eiane reported that the DOT would be starting the work soon on the Cribstone Bridge, completing it by May 18, 2024, with minimum closures of the bridge.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Accept Planning Board Resignation; 3) Community Garden Use of Special Revenue; 4) ~~Orr's Island Bridge Wharf Leases~~; 5) Accept Maine Coast Heritage Trust Donation; 6) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the Consent Agenda. [1) Minutes March 28, 2024; 2) Resignation of Al LeGrow; 3) Community Garden use of \$2,800 Special Revenue fund; 4) ~~Paul Morgan and Mark Davis Wharf Leases~~; [see Other Business] 5) Maine Coast Heritage Trust \$2,100 donation in lieu of taxes. 6) Warrant 15 in the amount of \$938,709.12, and payroll warrant #14 in the amount of \$23,998.52]. Motion passed 3-0.
6. **Planner's Update: Draft Housing Committee Proposal;** Mark Eyerman, Town Planner reported that the Affordable Housing Working Group had submitted a proposal to convert the group into a Town Committee. **Proposed Ordinance Changes for May Special Town Meeting;** Mark Eyerman reported that the Planning Board was recommending that the way height is measured in the Shoreland Zone, per the State, be added to the Citizen Notes. The Board concurred to address this at a future meeting. **Other Matters;** Mark Eyerman updated the Board on the Affordable Housing Working Group's recommendations. He also reported on the new FEMA flood plan maps, which need to be adopted at a special Town Meeting. A public hearing is being held on April 24, 2024 at 6:30 pm at the Harpswell Community School. He also reported that the Planning Board was recommending a provision in the site plan review ordinance allowing the Code Enforcement Office to seek outside assistance in overseeing large scale projects. Such assistance would be paid for by the developer. He also reported

that the Affordable Housing Working Group was recommending two proposed amendments to the basic land use ordinance. One is to clarify the language regarding accessory dwelling units, the other is to allow a single family home to be divided into two dwelling units as long as the total number of bedrooms does not increase. He also reported on a citizen initiative to adopt a right to fish ordinance. He also updated the Board on the status of the Mitchell Field boat launch. He also reported that the Conservation Commission was putting together a presentation regarding water conservation. He also reported on a suggestion from the Energy and Technology Committee that upcoming projects be reviewed as a whole to insure each committee knows what the others are proposing. He also reported that Maine DOT was advising that the Town match to future grants would be increasing, in regards to resiliency projects.

7. **Federal Emergency Management Agency (FEMA) Update;** Administrator Eiane reported that FEMA had set up a recovery center at the Orr’s Island Schoolhouse, and it was open seven days a week. She thanked FEMA, the Small Business Administration and Mike Drake, Fire Administrator, for their efforts relating to storm recovery. Christian Medina, Sam Harvey and Burt Ventura of FEMA and Doris Evans of SBA updated the Board on assistance available for storm losses.
8. **MSAD 75 Request for use of Mitchell Field for Project Graduation;** Deputy Administrator Gaudet reported that MSAD 75 requested the use of Mitchell Field for Project Graduation 2024. She reported they had requested that the Field be closed to the public at 3:30 pm, that they be allowed to use the Field until 10:00 pm and that the fee be waived. They will not be allowing swimming and they are asking to be allowed fireworks to be displayed by a professional company. Selectman Chipman moved, seconded by Selectman Covey to approve the application, to authorize the closure of the field at 3:30 on June 9, 2024, that use extend to 10:00 pm and that the fee be waived. Also that the Town Administrator sign the authorization for the fireworks. Motion passed 3-0.
9. **Consider Reduction of Transfer Station Brush Disposal Fees;** Administrator Eiane reported that the Recycling Center Manager was recommending a temporary reduction in the fee for brush disposal to \$100 per ton. This would not apply to commercial haulers, and would not apply to stumps or logs over 18”. Selectman Chipman moved, seconded by Selectman Covey to reduce the fee from April 23-May 18, 2024, to \$100 per ton, the fee remains at \$175 per ton for commercial haulers. Motion passed 3-0.
10. **Park Monitor /Waterfront Technician Job Description and Advertising for Hire; Administrator** Eiane reported that the Harbormaster was recommending this job description for this seasonal position. Selectman Chipman moved, seconded by Selectman Covey to authorize the job description and to begin advertising for the position. Motion passed 3-0.
11. **Old Town House Contractor Recommendation for Painting and Roof Preservation;** Administrator Eiane reported that this contract has been put out to bid over the past two years, the first time the project was bid, there was only one response and the Town rejected it because the scope of work needed to change. The second time the project was bid, there was only one bid that was way over budget. She reported that staff had reached out to Harpswell Paint Co. who had previously painted the building and that a price of \$60,000 to paint, and \$6,000 to apply roof preservative had been quoted. This quote is within the budget and staff is recommending a contract with Harpswell Paint Co. Selectman Chipman moved, seconded by Selectman Covey to authorize a contract not to exceed \$66,000 with Harpswell Paint Co. to paint the Old Town House and apply roof preservative and authorize the Town Administrator to sign it. Motion passed 3-0.

12. **Treasurer's Matters: 1) Selection of Banking Institution for Tax Anticipation Note Financing;** Treasurer Gaudet reported that the Town had received six bids for the up to \$4 million short-term borrowing. She recommended selecting the lowest bid with an interest rate of 5.67%, provided by Bath Savings. Selectman Chipman moved, seconded by Selectman Covey that the vote entitled, "Vote to Authorize Issuance of a Tax Anticipation Note for Fiscal Year 2024," be approved in the form presented to this meeting, and that an attested copy of said Vote be included with the minutes of this meeting. [see attached]. **2) Treasurer's Report;** Treasurer Gaudet reported on the Town's Finances as of March 30, 2024. [see attached].
13. **Accept Donations:** Selectman Chipman moved, seconded by Selectman Covey to accept the following donations. For heating assistance, John and Lorna Flynn, \$300. For food cards Elijah Kellogg Church \$400. For bandstand, Riley Insurance Agency \$1,000, Maine Community Bank \$500, and donation box \$191. For trails, William Cheever \$20. Total donations, \$2,411. Motion passed 3-0
14. **Public Comment:** Mary Ann Nahf reported that Saturday April 20, 2024 is John Gilliam Day for road side clean up. Bags can be picked up at Uncle Pete's, Watsons Store, and Bailey Island General Store. Pizza from Uncle Pete's will be provided at the Grange Hall at 1:30 for those who volunteer.
15. **Other Business: Letter of Support,** Administrator Eiane reported that last year the Town had provided a letter of support for the recreation complex in Brunswick to receive Congressional Funding. Brunswick did not receive the Funding in 2023 and is reapplying in 2024. Selectman Chipman moved, seconded by Selectman Covey to send a letter of support and to authorize the Chairman to sign it. Motion passed 3-0. **Board of Appeals Committee Appointments,** Deputy Administrator Gaudet reported that due to the timing of the next Board of Appeals meeting and its annual election of officers, it would be helpful if the Board could consider two renewal applications for two members and consider re-appointing them. Selectman Chipman moved, seconded by Selectman Covey to appoint Kent Ned Simmons and David Znamierowski to the Board of Appeals. Motion passed 3-0. **Consortium of Committees.** Selectman Chipman reported that the Town Campus had several projects coming up, and that it might be wise to bring together members from the Energy and Technology, Recycling, Town Lands, and Fire and Rescue Committees, to form a working group to discuss energy needs for upcoming projects. Selectman Chipman also suggested that the Board consider changing the Mission of the Harbor and Waterfront Committee to envelop the fishing community. The Board concurred to bring these matters back to a future meeting. Selectman Covey suggested looking at the fee structures for long-term leases, including those at the Orr's Island Bridge. Due to timing it was determined to set a goal to look at this for next year. Selectman Chipman moved seconded by Selectman Covey to approve the Leases for Paul Morgan and Mark Davis. Motion passed 3-0. Administrator Eiane asked the Board to consider doing a workshop with the Town's Engineers regarding Peabody Road and Little Island Road on April 18, 2024 at 4:00 pm. The Board concurred.
16. **Adjournment:** The meeting was adjourned at 7:35 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary