

Select Board Meeting Minutes
April 13, 2023
Harpswell Town Office
Approved 4-27-23

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: Terri Gaudet, Deputy Town Administrator & Treasurer; Debbie Turner, Assessor's Agent; Paul Plummer, Harbormaster; Tim Clark, Code Enforcement Officer

1. **Adoption of the Agenda:** The agenda was adopted with the addition of June Referendum to 14.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Chipman reminded the public that April 22, 2023 is roadside cleanup day. Bags and gloves are available at the community stores and pizza will be provided at the Grange.
4. **Town Administrator's Report:** Deputy Town Administrator Gaudet reported that the MSAD75 Budget Meeting is scheduled for May 18, 2023 at 6:30 in the Orion Performing Arts Center. This is when the public has an opportunity to weigh in on the school budget details. She reminded the public that mooring fees are due by May 1, 2023, a late fee will be assessed after that date. She also reported that recreational shellfish licenses are available at the Town Clerk's Office.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Accept Donation from Maine Coast Heritage Trust; 3) Accept Community Garden Grant; 4) Accept Committee Resignations; 5) Maine Municipal Association Safety Grant Application; 6) Appointment of Officials 7) Authorization of the Warrants;** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 3-16-23 & 3-30-23. 2) Maine Coast Heritage Trust donation of \$2,100 in lieu of taxes. 3) Community Garden Grant \$9,422. 4) Melinda Small resignation from Affordable Housing, and Chris Hall resignation from the Bandstand Committee. 5) Safety Equipment Grant Application in the amount of \$3,474. 6) Official Appointments May 1, 2023 through April 30, 2024: Timothy Clark-Addressing Officer, Arthur Howe III-Emergency Management Agent and Fire Warden (appointed through date of retirement.), J. Paul Plummer-Harbormaster, Greg Coyne-Deputy Harbormaster, Kristi Eiane and Regina Caldwell-General Assistance Administrator, David Mercier-Harpswell Neck Fire Chief, Benjamin Wallace-Cundy's Harbor & Orr's/Bailey Island Fire Chief, Timothy Vail-Tree Warden, Gerard Ferrari & Ray Schlotterbeck-Animal Control Officers, Stephen Welsh & Todd McGee-Shellfish Wardens, , and Ronald Ponziani-Road Commissioner; 7) Warrant #15 in the amount of \$864,378.17 and payroll warrant #14 in the amount of \$20,888.83]. Motion passed 3-0.
6. **Select Company for Aerial Orthoimagery of Town:** Debbie Turner, Assessors Agent, reported that she had requested bids to perform aerial mapping of the Town. She reported that Aerial Survey and Photo, Inc. submitted the lowest bid at \$16,000. Selectman Chipman moved, seconded by Selectman Covey to contract with Aerial Survey and Photo and to authorize the Town Administrator to sign the contract. Motion passed 3-0.

7. **6:15 Public Hearing RE: Conservation Closure of Quahog Bay:** Harbormaster Plummer reported that the Marine Resources Committee is recommending the closure of Quahog Bay from Bethel Point to 13 Hiram's Drive to shellfishing from May 1 through October 31, 2023. One exception will be on August 19, 2023 from 6:00 to 11:00 am for the landowner appreciation day. No members of the public appeared to speak and the Hearing was closed at 6:17. Selectman Covey moved, seconded by Selectman Chipman to close Quahog Bay from May 1 to Oct. 31, 2023 with the exception of August 19th. Motion passed 3-0.

8. **Request to Investigate and Remove Seaweed Samples from Town Property:** Harbormaster Plummer reported that a group of scientists from Maine Natural History Observatory and Canadian Museum of Nature, have requested permission to remove seaweed samples from Town-owned property. Selectman Chipman moved, seconded by Selectman Covey to grant permission to the scientists. Motion passed 3-0.

9. **Wharf Applications:**
 - 1) **Peter and Jane Wilson, 145 Wallace Shore Road, Tax Map 53 Lot 55;** Tim Clark, Code Enforcement, reported that no abutters objected and that the application was in order to construct a PT wood 4'x6' access platform; 4'x3' access stairs; 6'x35' pier; 3'x40' aluminum ramp, and 10'x16' PT wood float. 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.
 - 2) **Peter and Jenna Belisle, 83 E. Cundy's Point Road, Tax Map 65 Lot 53.** Tim Clark reported that this site required a site visit by the Planning Board, and that no abutters objected. The application is in order to construct a 6'x60' pier with batter pilings; 3'x16' access stairs to beach; 3'x40' aluminum ramp; and 10'x20' PT wood float. 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.

10. **Lease Rates with Pammy's Ice Cream Parlor:** Deputy Administrator Gaudet reminded the Board that the 5-year lease with Pammy's Ice Cream required an annual review to discuss concerns and set the coming year's lease amount. The lease term begins annually on April 1 and the prior year rate was \$400 from April through October and \$200 storage fee for November through March. Selectman Chipman moved, seconded by Selectman Covey to increase the rates to \$450 in season and \$250 storage. Motion passed 3-0. The Board concurred that Staff would do some research regarding future year increases to bring back to the Board for its review.

11. **Committee Appointments:** Selectman Chipman moved, seconded by Selectman Covey to make the following committee appointments at the respective terms. Motion passed 3-0.
 - Board of Appeals: James Knight, Patricia Lawson, Steve Musica, David Znamierowski
 - Planning Board: Lori Rice, Christine Donovan-Hall as an Associate, Amy Haible
 - Conservation Commission: Anthony Barrett and Nancy West
 - Energy & Technology: James Bebarski and Kenneth Drake
 - Fire & Rescue Planning: Benjamin Wallace Jr., Jonathan Burbank, David Mercier, Kevin Johnson and Harvey Pough
 - Harbor & Waterfront: Scott Merryman and Frank Holdgate

Marine Resources: Mark Leuchtenberger, Mary Ann Nahf as an Associate, Robert Boyce II, and Warren Graybill, Jr.

Mitchell Field: Robert Yanders, Katherine Goodrich, Sharon Oehmig and David Znamierowski
Recycling: Gina Snyder

Resiliency and Sustainability: Howard Marshall, Joyce McCreight as an Associate, Mark Leuchtenberger and Tim Tear

Town Lands: Michael Mozzoni

Stewards: Anthony Barrett, John Loyd Jr., Donald Miskell, Jr., John Perry and Priscilla Seimer

12. **Bids for 2012 GMC Sierra, and Tonneau Cover:** The Town received four bids for the 2012 GMC Sierra. The high bid was from Jeff Raup in the amount of \$5,100. One bid was received for the tonneau cover from Stephen Wilkes for \$100. Selectman Chipman moved, seconded by Selectman Covey to sell the GMC to Jeff Raup for \$5,100 and the tonneau cover to Stephen Wilkes for \$100. Motion passed 3-0.
13. **2023 Wage and Salary Adjustments:** Deputy Administrator Gaudet reported that the adjustments worked into the budget by the Select Board had been approved as part of the Budget at Town Meeting. The increases were set at 4% for all employees with some employees receiving adjustments to move them closer to the midpoint of their salary/hourly ranges. Town policy states increases are effective January 1 but the Town waits for Town Meeting approval and for individual performance reviews to be completed. Selectman Covey moved, seconded by Selectman Chipman to approve the increases. Motion passed 3-0.
14. **Treasurers Matters: 1) Selection of a Banking Institution for Tax Anticipation Note Financing and \$300,000 Long Term Borrowing;** Treasurer Gaudet reported that she had received 5 bids for the Tax Anticipation Note. She reported she had requested additional information from the low bidder and asked that the Board authorize her to choose the Note that was in the best interest of the Town, between the two lowest bidders. Selectman Chipman moved, seconded by Selectman Covey to authorize the Tax Anticipation Note. Treasurer Gaudet also reported that Bath Savings was the low bidder for the \$300,000 borrowing which had been approved for the Emergency Communication Tower and Equipment. Bath Savings had bid at 4.79% interest rate. Selectman Chipman moved, seconded by Selectman Covey to approve the borrowing from Bath Savings. **2) Treasurer's Report;** Treasurer Gaudet reported on the Town's finances as of March 31, 2023. [See attached].
- 14.5. **Referendum for June 2023 Ballot:** Deputy Administrator Gaudet reported that staff was recommending an article to appropriate \$50,000 from unassigned fund balance to complete the Emergency Communications System project. She reported that based on the consultant's estimated project costs, the account would be approximately \$34,000 short. Selectman Chipman moved, seconded by Selectman Covey to approve the Referendum. Motion passed 3-0.
15. **Public Comment:** None
16. **Other Business:** The Board agreed to review the Town Administrator in Executive Session on April 27, 2023. Mark Davis applied to renew his Orr's Island Bridge Lease. Selectman Chipman moved, seconded by Selectman Covey to approve the application. Motion passed 3-0. Treasurer Gaudet reported that the Budget Advisory Committee was meeting on April 24, 2023 to review the Transfer Station weigh fees. She asked that the Board approve an increase in the fee for reclaim as the Town

just received some and the costs, including delivery, have increased. The Recycling Center Manager was recommending the fee for reclaim be increased to \$33 per ton. Selectman Chipman moved, seconded by Selectman Covey to approve the increase. Motion passed 3-0.

17. **Adjournment:** The meeting was adjourned at 6:49 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary