

Select Board Meeting Minutes
April 25, 2024
Harpswell Town Office
Approved 5.09.24

4:00 PM: Select Board Workshop regarding Aquaculture.

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 item 8 being moved to 5.5
2. **Public Comment:** David Moody spoke regarding the Orr's Island Wharf Leases and his lease at Wood's Landing.
3. **Select Board's Announcements:** Selectman Chipman reported that John Gillam Day was successful despite the rain.
4. **Town Administrator's Report:** Administrator Eiane announced that Saturday April 27, 2024 from 10:00 am to 2:00 pm, was a drug take back day at the Town Office.
5. **Consent Agenda: 1) Appointment of Officials; 2) Ballot Clerk Appointments; 3) Update Planner Job Description; 4) Retroactive Safety Grant Application; 5) Letters to Senators Collins and King Re: Recycling; 6) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the Consent Agenda. [1) Appointment of Officials [see attached]; 2) Ballot Clerks [see attached]; 3) Planner Job Description; 4) \$3,000 Grant for Safety Equipment 5) Letter from Solid Waste Manager. 6) Warrant 17 in the amount of \$250,842.69, and payroll warrant #16 in the amount of \$27,800.40]. Motion passed 3-0.
6. **6:15 Public Hearing: First Time Alcohol License Fishnet Café, 2118 Harpswell Island Rd.;** Deputy Administrator Gaudet reported that Sara King was the new owner of the Fishnet Café, an existing business on Bailey Island. She explained that the change in ownership required a new alcohol license application. She reported that an opening dated was scheduled for May 15, 2024 and that an advertisement and abutter notice had gone out. No members of the public spoke. Selectman Chipman move, seconded by Selectman Covey to approve the application. Motion passed 3-0.
7. **Harbor and Waterfront Committee Mission Statement:** Selectman Chipman moved, seconded by Selectman Covey to amend the Harbor and Waterfront Committee's Mission Statement as follows: In addition to the responsibilities and duties laid out in the Harbor and Waterfront Ordinance, the Harbor and Waterfront Committee may also give broader consideration to matters that promote and defend Harpswell's working waterfront and fishing heritage. Motion passed 3-0. Selectman Covey recommended that the Board invite Committees to Selectboard meetings to update the Board on the Committees goals. The Board concurred that they would like to see one or two committees per meeting.

8. **Moved to 5.5: Grants: 1) Maine DOT Adaptation;** Administrator Eiane reported that this grant had been awarded in the amount of \$50,000, to study Dingley Island Road and Lowell's Cove Road. She also reported that an additional \$9,000 would come from the Resiliency and Sustainability Reserve Fund. Selectman Chipman moved, seconded by Selectman Covey to accept the grant. Motion passed 3-0. **2) Maine DEP Boat Pump-Out;** Deputy Administrator Gaudet reported that the grant had been awarded for \$5,000 for the pump-out float in Cundy's Harbor. Selectman Chipman moved, seconded by Selectman Covey to accept the grant. Motion passed 3-0. **3) Harpswell Heritage Land Trust for Community Garden and Recommendation for Hire;** Susan Stemper reminded the Board that the funding for the Community Garden comes from this grant, the fees paid by gardeners and donations. Selectman Chipman moved, seconded by Selectman Covey to accept the grant. Motion passed 3-0. Susan Stemper also reported that the Community Garden Group was recommending hiring Grace Kneebone as the seasonal Garden Coordinator at a rate of \$22.00 per hour. Selectman Chipman moved, seconded by Selectman Covey to hire Grace Kneebone. Motion passed 3-0.
9. **Town Property Matters: 1) Portable Toilet Agreement;** Deputy Administrator Gaudet reported that the Town provided portable toilets at some of the Town properties, two year-round and four to five seasonal. She reported that there had been complaints with the current service and the Recreation Director had recommended contracting with Dirigo Septic Services of Harpswell for \$9,650. Selectman Chipman moved, seconded by Selectman Covey to hire Dirigo Septic Services. Motion passed 3-0. **2) Pott's Point Permit for Access Stairs;** Administrator Eiane reported that the Harbor and Waterfront Committee recommends this is a temporary solution to access the mooring field at Pott's Point, until it can be determined what the plan is for replacement of the Town Dock. Selectman Chipman moved, seconded by Selectman Covey to seek a contractor to build the stairs. Motion passed 3-0.
10. **Feasibility Study Proposal for a Central Emergency Services Building:** Administrator Eiane reported that a committee which included herself, Chief Mercier and Chief Wallace interviewed companies who were interested in doing a feasibility study for a new Central Emergency Services Buildings. The building will be located on Town property in a more central location. The group is recommending contracting with a Maine company, Port City Architecture. Currently the Cundy's Harbor and Harpswell Neck Fire Departments are having difficulty attracting volunteers. Selectman Chipman moved, seconded by Selectman Covey to approve the contract with Port City Architecture in the amount of \$33,465. Motion passed 3-0.
11. **Timeline for Special Town Meeting:** Administrator Eiane reported that at this time the Comprehensive Plan is not ready to go to a Town Meeting. She reported that in order to continue in the National Flood Insurance Program, the Floodplain Management Ordinance and the Flood Insurance Rate Maps would need to be adopted at Town Meeting by June 20, 2024. She reported that she had been in contact with the State to address concerns regarding an engineering requirement in the ordinance. She also reported that there may be some budget items due to the January storms. The Board concurred to set the date of the special Town Meeting for June 15, 2024, to allow the Planning Board time to possibly amend the ordinance.
12. **Communications Specialist Job Description and Advertising:** Administrator Eiane reported that this position was recommended by a Communications and Technologies task force, and the budget for the position had been approved by the voters. The position would be dedicated to public communications, through press releases, website management, social media, etc. The position would also be responsible for managing hybrid meetings. This is a part-time position, less than 20 hours per week, which may increase in the future. Selectman Chipman moved, seconded by Selectman Covey to advertise the

position. Motion passed 3-0. Allison Hawkes thanked the Board and suggested a regular paper newsletter.

13. **Committee Appointments:** Deputy Administrator Gaudet went over the committee appointments for the terms that expire on April 30, 2024. The Board concurred that any new applicant appointments and/or changes to the number of members would be discussed with the committees and addressed at a later meeting. Selectman Chipman moved, seconded by Selectman Covey to appoint the following committee members for three-year terms. For Bandstand, Michael Millius, Richard Meisenbach, and William Muldoon. For Budget, Stephen Pulsifer and Marge Webster Warren. For Conservation, Mary Ann Nahf, Deirdre Strachan, Wendy Batson and Jenny Zagariello. Selectman Covey also recommended the Committee consider Anne Caldwell as an Associate. For Energy and Technology, John Monaghan Jr., Howard Marshall, Jeremy Jones, Jack Rowland and David Anthony. For Emergency Vehicles, the Board did not take action. For Fire and Rescue (one-year term), Edward Merriman, John Pearson, Benjamin Wallace Jr., Jonathan Burbank, David Mercier, Kevin Johnson, and Harvey Pough. For Harbor & Waterfront, William Saxton, Phillip Conner, and Warner Price. Also Matthew Gilley was appointed as a regular member from an Associate member. For Marine Resources, Sean Hall and Mary Ann Nahf. Mitchell Field, Donald Miskill, Thomas Haible, and Philip Conner. Selectman Covey also recommended the Committee consider Gary Fuller as an Associate. For Planning Board, Christine Donovan-Hall as an Associate, Courtenay Snellings, Daniel Hoebeke, Howard Levitan from Associate to Regular, and Matthew Gilley as Associate. Recreation Committee, Donald Miskill, David Brooks, Kevin Hunt, and Gabriel Coulon. For Recycling, George Barker, and Phillip Conner. Resiliency & Sustainability, Nancy West, Deidre Strachan, Mark Leuchtenberger, Associate, and Tim Tear. For Town Lands, Jane Smith and David Hackett. Motion passed 3-0. The Board concurred that the current Board liaison to each committee would not change.
14. **2024 Wage and Salary Adjustments:** Administrator Eiane reported that a 3.2% increase was applied across the board along with an addition 1-2% to bring some individuals closer to the midpoint of their range. She spoke regarding the efforts of the now fully staffed Codes Office, and reported that the focus would now be on finding a full-time planner. Selectman Chipman moved, seconded by Selectman Covey to authorize the increases. Motion passed 3-0.
15. **Place 2017 Chevy Silverado Truck Out to Bid:** Administrator Eiane reported that the Chevy Silverado, which had been returned to the Town by the Sherriff's Department, had electrical and mechanical issues. She stated that the vehicle's maintenance history would be made available to anyone who was interested, and that the vehicle would be sold as is. Chairman Johnson moved, seconded by Selectman Chipman to place the vehicle out to bid with a minimum bid of \$5,000. Bids are due by May 22, 2024 at 4:30. Motion passed 3-0.
16. **Set Public Hearing for Quahog Bay Conservation Closure Request:** Deputy Administrator Gaudet reported that the Marine Resources Committee is recommending the Conservation Closure of Quahog Bay from August 1 – December 1, 2024. Selectman Chipman moved, seconded by Selectman Covey to set the public hearing for May 9, 2023 at 6:15. Motion passed 3-0.
17. **Public Comment:** None
18. **Other Business:** Deputy Administrator Gaudet recommended that the Board schedule an executive session following the meeting on May 9, 2024 for the purpose of conducting the Town Administrator's performance review. The Board concurred.

19. **Adjournment:** The meeting was adjourned at 7:08 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary