

Select Board Meeting Minutes
April 28, 2023
Harpswell Town Office
Approved 5-11-23

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: Kristi Eiane, Town Administrator; Ron Ponziani, Road Commissioner; Charles Perow, Recycling Manager; Tim Clark, Code Enforcement Officer

1. **Adoption of the Agenda:** The agenda was adopted as amended moving Item 10 to 6.5.
2. **Public Comment:** None
3. **Selectmen's Announcements:** Selectman Chipman reported the removal of 1,400 lbs. of trash from the sides of the roads on John Gilliam Day. Chairman Johnson reported that the Code Enforcement Office would be closed to the public on Wednesdays from 12:00 pm to 4:30 pm until further notice, to allow staff time to process applications and permits. He also reported that CMP was working on installing three-phase power on Mountain Road which will be used for the new equipment at the Recycling Center and will open up options for replacing the HVAC system at the Town Office. Selectman Covey reported that on May 10, 2023 from 5:00 pm to 7:00 pm at the School House 1913, there will be a fundraiser to purchase vans to provide medical services for a town in Ukraine.
4. **Town Administrator's Report:** Administrator Eiane reported that staff was recommending two positions for hire. First, a Project Manager for the Community Garden at Mitchell Field, the recommendation is to hire Dylan Petrillo as a part-time seasonal employee. Selectman Chipman moved, seconded by Selectman Covey to hire Dylan Petrillo at \$22 per hour. Motion passed 3-0. Second, the Recreation and Community Services Director requests that the Board hire Tom Mahoney as a part-time seasonal employee to assist in coverage for summer programs. Selectman Chipman moved, seconded by Selectman Covey to hire Tom Mahoney at \$22.05 per hour. Motion passed 3-0. Administrator Eiane reported that R.A. Webber was inquiring if the Board would negotiate a new contract without going out to bid. The current contract with R.A. Webber has just expired after 3 years. Ron Ponziani, Road Commissioner reported that R.A. Webber has done a good job for the Town. The Board concurred that the item would be added to the next meeting's agenda. Administrator Eiane reported that the Town had received one bid for painting the Old Town House. She reported that the scope of work needed to be changed, therefore staff was recommending not to accept the bid and to seek new bids with a revised scope of work. The Board agreed to seek new bids.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Use of Instagram; 3) GEI Contract Amendment Update; 4) Authorization of the Warrants;** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 4-13-23. 2) Use of Instagram including for the Community Garden. 3) GEI revised project schedule. 4) Warrant #17 in the amount of \$172,267.37, Warrant 17a in the amount of \$1,000 and payroll warrant #16 in the amount of \$25,899.62]. Motion passed 3-0.

6. **Wharf Applications:** 1) **Jacqueline Tuttle, 433 Long Point Road, Tax Map 37, Lot 63;** Tim Clark, Code Enforcement Office, reported that the application was complete to replace existing 25' ramp with an aluminum 50' ramp. 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) **Michael Maher 1353 Harpswell Neck Road, Tax Map 13 Lot 201;** Tim Clark reported that there had been an issue with excessive cutting of trees, but that this had been resolved. The application is for the owner to construct a recreational dock consisting of a 6' x 105' pier, a 3' x 50' ramp, and a 12' x 24' 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. 3) **Orr's Launch, LLC, 441 Harpswell Island Road, Tax Map 48, Lot 40;** Tim Clark reported that the application was complete to construct a commercial dock consisting of a 4' x 4' landing, a 4' x 10' landing, a 4' x 8' set of stairs, a 6' x 12' pier, a 3' x 32' ramp, and a 10' x 48' 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.
7. **Contract for Town Office LED Light Replacement Project:** Administrator Eiane reported that the Town had put the LED light replacement project out to bid, and that staff was recommending Lincoln Enterprises of Woolwich to install the LED lighting for \$25,210.34, to be paid for by a grant. Selectman Chipman moved, seconded by Selectman Covey to contract with Lincoln Enterprises and authorize the Town Administrator to sign it. Motion passed 3-0.
8. **Transfer Station Fees:** Chuck Perow, Solid Waste Manager reported that the Budget Advisory Committee recommended raising the following fees. 1) Weight Fees and Mattresses; Increase weight fees to \$175 per ton sorted and \$350 unsorted. Selectman Chipman moved seconded by Selectman Covey to increase the solid waste fee to \$175 per ton sorted and \$350 unsorted. Motion passed 3-0. The fees for mattresses will be \$10 per twin, \$15 for full/queen/futon and \$20 for king. Selectman Chipman moved, seconded by Selectman Covey to adopt the mattress schedule. Motion passed 3-0. 2) Commercial Hauler Permit Fee; Chuck Perow reported that this will reestablish the fee for Commercial Haulers. The fee which expires in May would be \$100 for the partial year 2023 and beginning January 1, 2024 the fee would be \$250 annually. Selectman Chipman moved, seconded by Selectman Covey to adopt this fee. Motion passed 3-0. Chuck Perow reported that there is a Hazardous Material disposal date scheduled for May 6, 2023.
9. **Request of Use of Special Revenue Fund for Recreation:** Administrator Eiane reported that the Recreation Committee was requesting the use of \$2,600 from the Recreation Special Revenue Fund to purchase two 20 foot aluminum benches for the Trufant Summerton ballfield. Selectman Chipman moved, seconded by Selectman Covey to authorize the use of the fund to purchase the benches. Motion passed 3-0.
10. **(Moved to item 6.5) Basin Point Road Traffic Calming Measures:** Ben Shaw of Gorrill Palmer proposed a solution to the take away from the previous meeting. This solution involves painting wide shoulder lanes for pedestrian and bike use, referred to as an advisory shoulder, and removing the center line. Several residents suggested combining this striping with speed cushions, lowering the speed limit and reinstalling the speed sign. The Board concurred to move ahead with the advisory striping, and to

seek input from Emergency Services regarding speed cushions or tables, also to look at how many signs were needed, reviewing the need for Sherriff's details, and monitoring the speed. Sherriff Deputy Hovey reported that Cumberland County had a device to monitor the speed to collect data. The Board also concurred to contact Senator Daughtry regarding support for the tabled legislation to allow municipalities to set speed limits on Town Roads.

11. **Acceptance of Easement from Tide Mill Cove, LLC, for Dry Hydrant, Tax Map 6, Lot 118:** Administrator Eiane reminded the Board that Town Meeting had approved the easement for a dry hydrant, at a pond on Neil's Point Rd., to be maintained by the Town for use by the Fire Departments. Selectman Chipman moved, seconded by Selectman Covey to accept the easement. Motion passed 3-0.
12. **Committee Appointments:** Selectman Chipman moved, seconded by Selectman Covey to appoint the following committee members: Budget Committee; Linda Hall and Jane Meisenbach. Emergency Vehicles; Ben Wallace Jr., Jonathan Burbank, David Mercier, Scott Holowach, Nelson Barter, Zachary Stoler, and Christine Donovan-Hall. Affordable Housing; Brian Hurst. Town Lands; Beth Eisman and as Associate Member Edward Perry. Motion passed 3-0.
13. **Public Comment:** None
14. **Other Business:** None
15. **Executive Session Pursuant To 1 MRS §405(6)(A) RE: Personnel Evaluation:** Entered Executive Session at 7:27 pm. Executive Session ended at 8:10pm. The Board unanimously moved to approve the Town Administrator's previously scheduled rate increase of 4%.
16. **Adjournment:** The meeting was adjourned at 8:11 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary