

Selectmen's Meeting Minutes
May 26, 2022
Harpswell Town Office

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; Gina Caldwell, Recreation Director; and Paul Plummer, Harbormaster.

1. **Adoption of the Agenda:** The agenda was adopted as amended with the Executive Session moved from item 17 to 19.5.
2. **Public Comment:** Ned Simmons reported that the data he has collected reflects a slight increase in compliance with the leash policy since additional signs were posted. Administrator Eiane suggested and the Board agreed that a public discussion would be added to the agenda of the next meeting. Gina Caldwell, Recreation Director, announced that the Hiking Challenge was returning this year and would take place June 4 and 5.
3. **Selectmen's Announcements:** Selectman Chipman reminded everyone that it is a violation to attach signs to utility poles. He also reported that the new "800" number is 833 and anticipates folks may get calls for businesses if the caller neglects to dial "1".
4. **Town Administrator's Report:** Administrator Eiane reminded the Board members that at the previous meeting they had agreed that the banners at the Town line would read "A Historic Fishing Community." After receiving input which suggested this phrase made it appear that this was not the current situation, staff suggested the banners read "A Working Waterfront Community." The Board concurred with the change. She also reported that the Town had several job openings: Animal Control Officer, Town Lands Monitor, Cedar Beach Monitor, and Community Garden Coordinator. She also reminded the public that voting has begun for the June 14th election, this includes the School budget, two municipal warrant items and State Primary elections. She announced that there will be a Memorial Day parade at 11am on May 30th and a tossing of the wreath at Ewing Narrows Bridge [10:15]. Lastly, she reported that the Board and a member of the Conservation Commission had met with representatives of the Navy and Maine DEP in Brunswick, she expressed that it was encouraging that the Navy was agreeing to a dialog regarding PFAS.
5. **Consent Agenda: 1) Approval of the Minutes 2) Committee Appointment 3) Homestead Certification 4) Tree Growth Supplemental Tax 5) Authorization of the Warrants.** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [Minutes 5/12/22; Appointments – Gina Snyder as a full member to the Recycling Committee; 3) the Homestead Certified Ratio Declaration Form at 98%; 4) A tree growth supplemental tax for Map 18 Lot 12-1 in the amount of \$10,600; 5) Warrant #21 in the amount of \$222,422.82, Warrant#21a in the amount of \$589.00, and payroll warrant #20 in the amount of \$26,753.34]. Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. Motion passed 3-0.
6. **Recreation Awards:** Gina Caldwell, Recreation Director, recognized Rick Meisenbach, Tony Barrett, Susan Rich and Stephanie Alexander for their significant volunteer contributions to the Recreation Department.

7. **Renaming the Recreation Department to Recreation and Community Services and Modifying Job Descriptions:** Administrator Eiane explained that with the restructuring of the front desk position that the staff was recommending that the Recreation Department be modified and expanded to encompass Community Services. Selectman Chipman moved, seconded by Selectman Covey, to change the name of the department, to accept the mission statement, and to modify the job description of the Director. Motion passed 3-0.
8. **Request for Proposals:**
 - **Comprehensive Plan Consultant:** Town Planner Mark Eyerman reported that the Comprehensive Plan Task Force had put together a request for proposals to seek a consultant to work with the Task Force on completing the Comprehensive Plan. The consultant will be paid from ARPA funds as approved by voters. Selectman Chipman moved Seconded by Selectman Covey to put the request for proposal out for bids. Motion passed 3-0.
 - **Town Website:** Administrator Eiane reported that Peter Lieberwirth, former Chair of the Technology and Communications Task Force, had put together the draft request for proposals to update the Town's Website using ARPA funds approved by voters. Selectman Chipman moved, seconded by Selectman Covey to put the request for proposals out for bids. Motion passed 3-0.
9. **Selection of Company for Mooring Float:** Paul Plummer, Harbormaster, reported that the request for proposals for a 10'x 20'-3" mooring float produced one bid for \$11,350 which was under budget. The metal frame for the float was constructed by Vocational 10 students. Selectman Chipman moved, seconded by Selectman Covey to move forward with the proposal from Custom Float Services. Motion passed 3-0.
10. **Contract with FB Environmental for Water Sampling Under Shellfish Grant:** Harbormaster Plummer reported that the Town had received a grant for \$12,175 from the Maine Shellfish Restoration and Resilience Program to study water quality issues, and that the voters had approved his departments budget which included a \$5,000 match. He recommended that the Town contract with FB Environmental to complete the work. Selectman Chipman moved, seconded by Selectman Covey to move forward with the contract with FB Environmental. Motion passed 3-0.
11. **Request for use of Marine Hazard Funds:** Harbormaster Plummer reported that the markers at the Cribstone Bridge had been taken out by a winter storm. This was an unforeseen event and not budgeted. The Harbormaster is requesting that the Board approve the use of Marine Hazard Funds if the \$2,228.54 cost of the markers cannot be absorbed by the Harbormasters budget come the end of the year. Harbormaster Plummer reported the Coast Guard does not mark this channel and given the danger of this location, the Town does. Selectman Chipman moved, seconded by Selectmen Covey to approve the use of the funds if necessary. Motion passed 3-0.
12. **Process for Re-Visiting the Policy Regarding Lease of Town Owned Property at the Orr's Island Bridge.** Deputy Administrator Sawyer reminded the Board that this was a carry-over goal and recommended the Board approve a process for re-visiting the policy regarding leasing of Town owned property at the Orr's Island Bridge. The Board concurred that they would seek input from the Harbor and Waterfront Committee, the Comprehensive Plan Committee, the Conservation Commission, the Town Lands Committee, and the Recreation Committee, then it will return to the Board.
13. **Board 2022 Goals and Objectives:** Administrator Eiane stated the Board previously met in a workshop to develop its 2022 goals and objective and she reviewed each one, noting some are multi-year efforts.

[See attached]. Selectman Chipman moved, seconded by Selectman Covey to adopt the goals and objectives. Motion passed 3-0.

14. **Grant Support Letter:** Mary Ann Nahf of the Conservation Commission recommended that the Board approve the Commission's letter of support for the application for the Working Waterfront Access Protection Program submitted by Clayton Whidden and Evelyn D LLC of Whidden Lobster. Selectman Chipman moved, seconded by Selectman Covey to approve the letter of support and to add the Board of Selectmen as signatories. Motion passed 3-0.
15. **Request for use of Giant's Stairs and Acceptance of Gift:** Chuck Martin Productions requested the use of Giant's Stairs on a non-exclusive basis on June 16 to shoot a commercial. They are also shooting at the Driftwood, where they will be parked. They will make a \$1,000 donation to the Town. The Board approved the request 3-0.
16. **Nominations to Maine Municipal Association Legislative Policy Committee:** Administrator Eiane requested that the Board make a nomination to represent Harpswell on the Legislative Policy Committee. The Board concurred that staff would seek additional information regarding who was eligible to be appointed and bring it back to the next meeting.
17. **Executive Session Pursuant to 1 MRS §405(6)(A) RE: Personnel Evaluation:** (Moved to item 19.5)
18. **Public Comment:** None
19. **Other Business:** 1) Deputy Administrator Sawyer reported that the Recycling Center Manager received only one quote to replace two pads at the Transfer Station for \$12,000. Selectman Chipman moved, seconded by Selectman Covey to sole source with Aceto Earthworks to complete the work. Motion passed 3-0. 2) Selectman Chipman reminded everyone that insecticides killed more than ticks. Mary Ann Nahf recommended a rain garden in the retention pond at the Recycling Center to cut down on mosquitoes. The Board concurred that she should research the idea with DEP. 3) Deputy Administrator Sawyer relayed a request from the Sheriff that the Airboat be allowed in the Brunswick Memorial Parade. The Airboat will also be in the Harpswell Memorial Day Parade. Selectman Chipman moved, seconded by Selectman Covey to grant the permission. Motion passed 3-0.
- 19.5 **Executive Session Pursuant to 1 MRS §405(6)(A) RE: Personnel Evaluation:** The Board entered Executive Session at 7:19 pm. The Board returned to open session at 8:07 pm and unanimously approved a 3% increase to the Town Administrator's salary and an addendum to the wage and salary schedule.
20. **Adjournment:** The meeting was adjourned at 8:10 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary