

Select Board Meeting Minutes
June 6, 2024
Harpswell Town Office
Approved 6.20.24

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 addition of Election Worker Appointments to 13.1, Wood Grinding to 13.2 and Ratio Declaration Form 13.3.
2. **Public Comment:** Spike Haible of the Mitchell Field Committee, reminded the public that there are dog poop bags provided at Mitchell Field and to pick up after your dog. Matt Gilley spoke regarding unpermitted wharfs.
3. **Select Board's Announcements:** Selectman Chipman reminded the public that business signs appearing along roadways are in violation of the Town ordinance and need to be removed. Also it is not allowed to attach signs to utility poles.
4. **Town Administrator's Report:** Administrator Eiane reported that the Recreation Director is recommending Peter Kalil as a Cedar Beach Monitor. Selectman Chipman moved, seconded by Selectman Covey to hire Peter Kalil at \$16 per hour. Motion passed 3-0. Administrator Eiane requested that the Board approve a blanket vote to allow the Town to serve as a fiscal agent for working waterfront grant applications. Selectman Chipman moved, seconded by Selectman Covey to authorize the Town Administrator to sign grant applications naming the Town of Harpswell as fiscal agent for working waterfront grants. Motion passed 3-0. Administrator Eiane reported that a for-profit company had requested authorization to build kayak racks at Mitchell Field. She stated that staff was not recommending approval of this request. The Board concurred not to approve the request.
5. **Consent Agenda: 1) Approval of the Minutes. 2) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda. [1) Minutes of 5-23-24. 2) Warrant 23 in the amount of \$977,426.76, payroll warrant #22 in the amount of \$30,147.80]. Motion passed 3-0.
6. **Comprehensive Plan Update:** Al LeGrow Chairman of the Comprehensive Plan Task Force, updated the Board on the progress of the Comprehensive Plan. He reported that the Task Force had been working on the Comprehensive Plan for two years and that they were committed to completing it. He reported that recently there were four community meetings to seek input from the community. He reported that the Task Force was going to begin meeting two times per month. He felt that the plan would be completed to be voted on in March 2025.
7. **Wharf Applications: 1) Berry-Warren Family Trust, Map 29, Lot 9-1, 20 Dickson's Point Rd.;** Tim Clark, Code Enforcement officer reported on the application for a residential wharf system —4'x65' landing and stairs, 5'x80' pier, 4'x10' access stairway, 3'x50' seasonal ramp, and 10'x20' seasonal float. He reported that the Harbormaster had indicated approval, but had not yet completed the

recommendation letter. Chairman Johnson moved, seconded by Selectman Chipman to approve the application, pending the recommendation letter from the Harbormaster, 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) Make An Impact, LLC, Map 21, Lot 13, 119 Abner Point Rd.:** Tim Clark reported on the application for a residential wharf system – to construct steps and landings measuring 4’x30’ that connect to a 6’x20’ pier, 3’x40’ seasonal ramp, and a 12’x20’ seasonal float. He reported that the Harbormaster had indicated approval, but had not yet completed the recommendation letter. Chairman Johnson moved, seconded by Selectman Chipman to approve the application, pending the recommendation letter from the Harbormaster, 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.

8. **6:15 Public Hearing: First Time Alcohol License for Iris Eats Maine, LLC. 419 Harpswell Island Rd.** Deputy Administrator Gaudet reported that Elyse Dana had applied to serve wine and malt beverages at Iris Eats. She reported that abutters had been notified and that this hearing had been advertised. No members of the public spoke. Selectman Chipman moved, seconded by Selectman Covey to approve the application. Motion passed 3-0.
9. **5-Acre Community Solar Proposal at Mitchell Field.** Micheal Bartner of Revision Energy made a presentation to the Board for a proposed 5-Acre Community Solar Farm at Mitchell Field. The company is proposing leasing 5-acres at Mitchell Field. He reported that Mitchell Field was a brownfield site and that there were federal funds available. The proposed lease would be for \$8,000 per year for 25 years. Lily Ott spoke regarding the location and inquired about run off. Matt Gilley inquired about who would be responsible for decommissioning costs. Administrator Eiane inquired regarding the town landfill. Mr. Bartner stated that landfills were not considered brownfields and that Revision was seeking 5 acres and the landfill was 2 acres. The Board agreed to refer the proposal to the Mitchell Field and Energy and Technology Committees.
10. **Planners Update: 1) State Home Sharing Pilot Program.** Mark Eyerman, Town Planner, spoke regarding a home sharing program. He reported that Maine Housing had selected a program called Nesterly to match individuals with available homeowners with space to share. He requested that the Board authorize staff to make the community aware of this program. The Board discussed whether Harpswell Aging at Home should take the lead on making the public aware of this program. Selectman Covey moved, seconded by Selectman Chipman to have the Affordable Housing Committee along with the Town Planner make a recommendation on how best to move forward without overburdening Town staff. Motion passed 3-0. **2) Mitchell Field Boat Launch:** Mark Eyerman reported that there were some issue regarding funding for the Mitchell Field Boat Launch. He reported that the engineers were requesting a contract revision of \$18,000. He reported that Dan Bannon the engineer from GEI notified the Town that the Army Corp of Engineers and DEP may require a fee for impacts on wetlands for the project of up to \$116,858. He reported that the Town was seeking to negotiate the fee. He also reported that the updated construction estimate for the boat launch \$1,250,000 and for the parking lot if paved \$263,000 or \$100,000 if unpaved. Including a 2025 inflation factor and contingency and other costs, the total for the project is now nearly \$2 million dollars. Treasurer Gaudet reported the reserve was about \$460,000 and the remaining SHIP grants were about \$300,000. The Town may potentially lose the grant funds from the State. Spike Haible from the Mitchell Field Committee spoke regarding the need for a boat launch. The Board asked Mark Eyerman to contact the State and report back regarding an extension of the SHIP grant.

11. **Special Town Meeting Warrant for June 15, 2024:** Administrator Eiane reviewed the warrant for the special Town Meeting. Items include, a Floodplain Management Ordinance, an authorization of a multi-year (25 years) lease for a wharf off Holbrook Street with Frances M Bichrest or his family members, changes to the Site Plan Review Ordinance, an amendment deleting the Accessory Residential Units and replacing with a definition for Accessory Dwelling Units (ADU), and a change to the Basic Land use ordinance to include ADU's, and address minimum lot size for ADU's, and conversion of 1-unit residential use to 2-units, in non-shoreland areas. The warrant is available on the Town website and at the Town office. Aga Dixon, an attorney with Drummond Woodsum spoke by phone regarding the Floodplain Management Ordinance. Mark Eyerman spoke regarding concerns brought up at hearings on the Floodplain Ordinance. He reported that concerns regarding the wording requiring an Engineer, had been changed to a requirement for a qualified professional. Other concerns were not able to be changed. Selectman Chipman moved, seconded by Selectman Covey to approve the Special Town Meeting warrant for June 15, 2024. Motion passed 3-0.
12. **Treasurer's Report:** Treasurer Gaudet reported on the Town's finances as of May 31, 2024. [see attached].
13. **Public Comment:** Mike Dana of Potts Point spoke regarding water access. Deputy Administrator Gaudet reported that the boat launch at Potts Point has been assigned for repairs.
- 13.1 **Appointment of Election Workers:** Selectman Chipman moved, seconded by Selectman Covey to appoint Amy Saxton as Warden, Janet Coombs as Deputy Warden, Joan Ouellette, Martha Israel, and Rhonda Mathy as Election Clerks. Motion passed 3-0.
- 13.2 **Wood Grinding:** Deputy Administrator Gaudet reported that the Recycling Center Manager was requesting approval to contract with Cross Excavation for wood grinding at the transfer station. The cost will be \$0 for brush and \$63 per ton for construction material. Selectman Chipman moved, seconded by Selectman Covey to approve the contract with Cross Excavation. Motion passed 3-0.
- 13.3 **Ratio Declaration Form:** Deputy Administrator Gaudet reported that the State of Maine requests an estimated ratio for homestead exemption reimbursement. She stated that the Assessor's Agent was recommending 98% which equates to an exemption of \$24,500 per qualified property. Selectman Chipman moved, seconded by Selectman Covey to approve the declaration form. Motion passed 3-0.
14. **Other Business:** Mark Eyerman requested a workshop with the Select Board and the Town's engineer to discuss the resiliency projects Abner Point Road and other Town roads. The Board concurred. Deputy Administrator Gaudet reported that another Orr's Island lease had been signed. She also reported that the Harpswell Anchor had informed the Town that the event that had previously been approved for Mitchell Field would now be held on the rain date of August 18, 2024. She also requested an adjustment to the meeting schedule due to the July 4th holiday. Mark Eyerman and Mary Ann Nahf from the Conservation Commission spoke regarding an upcoming water quality and availability study.
15. **Adjournment:** The meeting was adjourned at 8:09 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary