

**Select Board Meeting Minutes**  
**June 8, 2023**  
**Harpswell Town Office**  
**Approved 6.22.23**

**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; Terri Gaudet, Deputy Town Administrator/Treasurer; Tim Clark, Code Enforcement Officer; Mark Eyeran, Town Planner

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** Deb Hall-Sandler and Chandler Sinnett spoke against the proposed bench at the Giant's Stairs Trail. This item will be on the agenda for the July 20, 2023 Select Board Meeting.
3. **Selectmen's Announcements:** Selectman Chipman announced that he was working to create a Malcolm (Laddie) Whidden Jr. civic award, to be presented annually to individuals who do great things for the Town. He also announced that on July 22, 2023 the Harpswell Neck Physical Education Association will be having its annual community gathering and fundraiser. Selectman Johnson reported that due to Laddie Whidden there was conduit installed under the Ewing Narrows Bridge, and that CMP would run three phase power to connect both sides eventually.
4. **Town Administrator's Report:** Administrator Eiane reported that the Town Clerk's office was open for absentee ballots, and that on June 13, 2023, voters would be voting on the MSAD75 school budget and one Town's referendum article. The polls would be open 8 am to 8 pm at the Harpswell Community School. Employment Matters: Administrator Eiane recommended that the Board consider hiring Denise Perry, the Town's current Multi-Office Assistant for the position of Code Enforcement and Planning Office Assistant at \$22.50 per hour. Selectman Chipman moved, seconded by Selectman Covey to hire Denise Perry to the Code Enforcement and Planning Office position. Motion passed 3-0. Administrator Eiane reported that staff would now begin seeking an individual to fill the Multi-Office Assistant position. She also reported that the Town was seeking to hire a Fire Administrator, Part-Time Cedar Beach Monitors and a Part-Time Town Lands Monitor. She stated information was available on the Town Website for anyone who was interested. She also reported that the Town owned an art installation in the lobby of the Harpswell Coastal Academy (HCA) building, and that the Town needed to begin the process of determining what would happen to the piece of art now that the building has a pending sale. She also reported that there was interest in the Town purchasing at auction and possibly relocating the playground equipment located at HCA. The auction starts June 25, 2023. She stated that the Recreation Director was having the equipment evaluated.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Homestead Reimbursement Form; 3) Authorization of the Warrants;** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 5-25-23 & 6-01-23. 2) Homestead Reimbursement 100% 3) Warrant #23 in the amount of \$938,784.78, Warrant 23A in the amount of \$8,890.61 and payroll warrant #22 in the amount of \$26,274.18]. Motion passed 3-0.

6. **Wharf Applications: John and Arina Christman, 29 So. Dyers Cove Road, Map 47, Lot 65;** Tim Clark, Code Enforcement Officer, reported that the 6' x 72' pile supported fixed dock was a rebuild of an existing dock. He reported that it was within 25' of an abutter and that the abutter had approved, however was out of town and had not yet provided a notarized statement. Chairman Johnson moved, seconded by Selectman Chipman to approve the application contingent upon receipt of the notarized approval from the abutter, 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. **Contractor Selection for New Emergency Communication Equipment:** Administrator Eiane reported that the Town had put out a request for proposals for emergency Communication Equipment to be installed on the three towers in Town. Mac McKnight, of Radio Communications Management, Inc. (RCM), presented the Board with the proposed design. This system would provide Emergency Responders with improved coverage, in all areas of Harpswell. Selectman Chipman moved, seconded by Selectman Covey to accept the proposed design from RCM, Inc., in the amount of \$290,563.61 and to authorize the Chair to sign the contract. Motion passed 3-0.
  
8. **Request for Qualifications for Heating, Ventilation, Air Conditioning (HVAC) & Electrical upgrade at the Town Office:** Mark Eyerman, Town Planner, reported that there were two options, one to hire an engineering firm to design a new HVAC system and then putting that design out to bid, and the second to seek a design-build approach, hiring a mechanical services company to propose a system and install that system. The Board previously chose the design-build approach. He provided a Request for Proposals for the HVAC Design/Build and Electrical upgrade, and explained that it was under technical review. Selectman Chipman moved, seconded by Selectman Covey to put the Request for Proposal out to bid subject to the completion of the technical review. Motion passed 3-0.
  
9. **Sheldon Morse's Mobile Food Handler Application:** Sheldon Morse appeared before the Board with an application to renew the license to operate a Mobile Food Trailer at Lookout Point. He thanked Tim Clark, Code Enforcement Officer, and Mark Eyerman, Town Planner, for their assistance and for expediting the application. Selectman Chipman moved seconded by Selectman Covey to renew the license through October 31, 2023. Motion passed 3-0.
  
10. **Notice of Availability of Little Mark Island:** Administrator Eiane reported that the U.S. General Services Administration had notified the Town that Little Mark Island and Lighthouse was becoming available at no cost to a public body or non-profit organization. She reported that a letter of interest would need to be submitted by July 14, 2023. The Town would then inspect the property and have 90 days to complete an application. Hope Hilton, of the Town Lands Committee supplied the deed to the Island to the Board, and reported that the Island came with a 40' stone tower which was a non-operating lighthouse, which would require substantial maintenance. She also reported that the island was a substantial bird habitat. Selectman Chipman moved, seconded by Selectman Covey to send a letter of interest and to authorize the Chair to sign it. Motion passed 3-0.
  
11. **Lease with Bailey Island General Store for use of Portable Toilet:** Deputy Administrator Gaudet reported that the Town Land's Committee would like more time on this item, and that it would be added to a later agenda.

12. **Midcoast Council of Governments Contract for Administrative Building Services:** Administrator Eiane, reported that prior to Covid, an individual had approached the Town with interest in helping the Town with the cost of rehabilitating the Administrative building at Mitchell Field. She reported that she and Mark Eyerman, Town Planner, had met with Midcoast Council of Governments (MCOG) Executive Director Matthew Eddy. She reported that MCOG had put together a proposal for a comprehensive study to assess the future use of the Administrative building, including public planning meetings. Selectman Chipman moved, seconded by Selectman Covey to contract with MCOG not to exceed \$10,000 and authorize the Town Administrator to sign it. Motion passed 3-0.
13. **Treasurer's Report:** Treasurer Gaudet reported on the Town's finances as of May 31, 2023. [see attached].
14. **Accept Gift of Water Tanks for use at Community Garden:** Deputy Administrator Gaudet reported that Select Board member Covey had donated two 275 gal. water tanks for use at the Community Garden. Selectman Chipman moved, seconded by Chairman Johnson to accept the water tanks. (Selectman Covey recused herself). Motion passed 2-0.
15. **Public Comment:** LeAnne Grillo reported that she was working with 10 non-profits who were interested in the use of the Administration building at Mitchell Field and thanked the Board for moving forward with the study.
16. **Other Business:** None
17. **Adjournment:** The meeting was adjourned at 7:13 pm without objection.

Respectfully Submitted,

Ronda Peek  
Recording Secretary