

**Select Board Meeting Minutes
August 8, 2024
Harpwell Town Office**

Call to Order and Pledge of Allegiance: Meeting was called to order at 6:00 pm.

This meeting is being held in the Select Board Meeting room at the Town Office and is available remotely by Zoom. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

Selectmen Present: Chairman Kevin Johnson, Selectman David I. Chipman, Selectman Jane Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator/Treasurer; Chuck Perow, Solid Waste Manager; Matt James, Town Planner.

1. **Adoption of the Agenda:** The agenda was adopted as written.
2. **Public Comment:** None
3. **Select Board's Announcements:** Selectman Chipman requested that anyone with ideas on how the Board can improve communications with the public should contact the Town Office. Chairman Johnson thanked the Bowdoin Intern Ben Weintraub, and presented him with a Certificate of Appreciation.
4. **Town Administrator's Report:** Administrator Eiane corrected a statement from the last meeting regarding the Harpswell Anchor's interest in involvement of the renovation project at the Administration Building at Mitchell Field. A representative of the Anchor indicated that this was not the case. She also reported that the Harpswell Heritage Land Trust had declined involvement in the project. The Board concurred that they would like to refer next steps back to the Mitchell Field Committee for their next meeting. Administrator Eiane reported that Thayer had reported back to the Town regarding the equipment they intend to use in the Heating, Ventilation and Air Conditioning project. She reported that the Town had requested warranty information on the equipment. The cost of the project will be \$453,170. Selectman Covey moved, seconded by Selectman Chipman to Authorize Chairman Johnson to sign the contract pending legal review. Motion passed 3-0.
5. **Consent Agenda: 1) Approval of the Minutes. 2) Local Road Assistance Program. 3) Excess Garden Gate. 4) Authorization of the Warrants:** Selectman Chipman moved, seconded by Selectman Covey to approve the consent agenda. [1) Minutes of 7-25-24 and 8-01-24. 2) LRAP funds of \$43,200. 3) Authorize the sale of the old Garden Gate, by bid. 4) Warrant #32 in the amount of \$1,039,793.58, Warrant #32a in the amount of \$5,019.75 and payroll warrant #31 in the amount of \$29,990.53]. Motion passed 3-0.
6. **Town Engineering Matters:**
 - **Conceptual Design Plan for Recycling Center Phase II Improvements.** Chuck Perow, Solid Waste Manager, updated the Board on the remodeling project at the Recycling Center. He reported that the building was being remodel with future uses in mind. He reported that the project would go out to bid in the fall and construction is expected to begin in the spring of 2025.
 - **Work Order Relating to Lobster Lane Project.** Administrator Eiane reported that this contract was for inspection services as requested by the Code Enforcement Office. She reported

that the fees would be covered by the Applicant as used. Selectman Chipman moved, seconded by Selectman Covey to contract with Gorrill Palmer in the amount of \$10-12,000. Motion passed 3-0.

- **Work Order Relating to Little Island Road.** Administrator Eiane reported that emergency repairs were done after the January 2024 storms. She reported that this engineering work was requested by FEMA. She reported that this contract was for engineering work only and did not cover the cost of repairs. The Town is expecting FEMA to reimburse these costs. Selectman Chipman moved, seconded by Selectman Covey to approve the contract with Gorrill Palmer, not to exceed \$26,405, and to authorize the Town Administrator to sign it. Motion passed 3-0.

7. **Affordable Housing Working Group Report and Memo:** Jim Laughren summarized the report produced by the Work Group. Steve Normand discussed possible attainable housing options. Selectman Chipman moved, seconded by Selectman Covey to accept and adopt the report and to form an Attainable Housing Committee. Motion Passed 3-0.
8. **Mitchell Field Boat Launch Wetlands Impacts:** Administrator Eiane reported that the permits for wetland impacts resulting from the boat launch project at Mitchell Field had been reduced to \$57,594.58. She reported that the Town would have to agree to pay the fee if it were to go forward with the boat launch. She reported that staff was working on a warrant article for a bond to finance the boat launch. She reported that it would most likely be on the November 5, 2024 ballot. Selectman Chipman moved, seconded by Selectman Covey to approve payment of the fee upon the start of construction. Motion passed 3-0.
9. **Mobile Food Handlers Application; Tax Map 40, Lot 48, 512 Mountain Road:** Matt James, Town Planner, reported that Nadine Turcotte had applied for a seasonal Mobile Food Handler License, to be located on Andrew Donley’s property at 512 Mountain Road. He reported the site had been approved by the Planning Board. Nadine Turcotte reported that she took the truck to various locations, and would like to post the days that she would be open on a sign. She agreed to get a sign permit from the Code Enforcement Office. Selectman Chipman moved, seconded by Selectman Covey to issue the license. Motion passed 3-0.
10. **Extension of Existing Franchise Agreement with Comcast:** Administrator Eiane reported that the Town had been advised to extend the current Franchise Agreement while working on a new agreement that would incorporate language from LD 1967, a new state law going into effect soon. It is recommend to extend the existing agreement until December 31, 2024. Selectman Covey moved, seconded by Selectman Chipman to extend the existing Franchise Agreement to December 31, 2024. Motion passed 3-0.
11. **Use of Remaining American Rescue Plan Act Funds (ARPA):** Administrator Eiane reported that ARPA funds need to be committed by the end of 2024. She reported that the Town currently had \$54,000 in uncommitted funds and about \$40,000 that may need to be reallocated. She asked the Board to consider uses to discuss at the next meeting. A warrant article will be needed for the November ballot.
12. **Treasurer’s Report:** Treasurer Gaudet reported on the Town’s finances as of July 31, 2024. [See attached.]
13. **Public Comment:** None

14. **Other Business:** Deputy Administrator Gaudet reported that DMR was requiring some changes to the Shellfish Ordinance. The changes need to be approved by voters prior to issuing licenses next year. Staff is working toward getting a warrant article on the November ballot. She requested that the Board have a special meeting on August 15, 2024 at 4:00 to introduce the changes and set a public hearing. The Board concurred.
15. **Adjournment:** The meeting was adjourned at 7:10 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary