

**Select Board Meeting Minutes
September 14, 2023
Harpswell Town Office
Approved 9-28-23**

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, and Selectman Jane G. Covey

Staff Present: Kristi Eiane, Town Administrator; Terri Gaudet, Deputy Town Administrator/Treasurer; Mike Drake, Fire Administrator.

1. **Adoption of the Agenda:** The agenda was adopted with the addition of SHL contract to 13.5, and a sponsorship request pursuant to policy. The Executive Session previously scheduled for 5:00 pm, has been moved, it will be held at the end of this public meeting.
2. **Public Comment:** Maryann Nahf, a member of the Comprehensive Plan Task Force, reported that the Task Force was having a meeting with the public at the Harpswell Community School on September 19, 2023 at 6:00 to discuss how the working waterfront fits into the new Comprehensive Plan.
3. **Selectmen's Announcements:** None
4. **Town Administrator's Report:** Administrator Eiane reported that the first half of the 2023 property tax payment is due tomorrow, September 15, 2023. She reported the payments could be made in person, online, or postmarked by September 15, 2023 in the mail. Mike Drake, the Town's Fire Administrator updated the Board on the preparedness steps that had been taken for the upcoming Hurricane Lee, which is expected to make landfall to the East on Saturday. The Board concurred to place pass at your own risk signs due to the Hurricane on certain Town Trails.
5. **Consent Agenda: 1) Approval of the Minutes; 2) Approval of Road Names; 3) 2023-2023 Winter Sand Supplier. 4) Authorization of the Warrants;** Selectman Chipman moved, seconded by Selectman Covey to accept the consent agenda. [1) Minutes 8-31-23. 2) Map 3 Lot 15-6&7, Sea Glass Lane. Map 59 Lot 11, Ware Drive. 3) Winter Sand Supplier – Country Fare at \$14.95/yard 4) Warrant #37 in the amount of \$1,328,910.37 and payroll warrant #36 in the amount of \$27,456.78]. Motion passed 3-0.
6. **Midcoast Hunger Prevention Food Pantry at the Town Office:** Caroline Daigle, Mobile Pantries Coordinator from Midcoast Hunger Prevention Program, reported that MCHPP would be discontinuing the Mobile Pantry in the parking lot on Thursdays, and replacing it with a Food Pantry located inside the Town Offices. She reported that the final Food Truck would be on the 2nd Thursday in October. The indoor pantry will open the week of October 16, 2023. Town Staff will assist with the Pantry, and will be providing hours of operation, which may include opening the Pantry on Thursdays at 12:00, one hour before the Town Office opens to the public. MCHPP will be responsible for stocking the Pantry.
7. **Storage of Lobster Traps on Town Property Relating to Hurricane Preparedness:** Administrator Eiane reported that the Town's Harbormaster had recommended temporary storage of Lobster Traps

and Lobster Boats at Mitchell Field and Mackerel Cove, for fishermen who planned to take them in for the upcoming hurricane. The boats and traps would have to be removed by October 23, 2023. The Board concurred to allow the temporary storage.

8. **Little Mark Island and Monument Update:** Administrator Eiane reported that she and Chairman Johnson had attended a meeting to learn the process for applying to acquire Little Mark Island from the U.S. General Services Administration. She also reported that last week she had received a phone call from Ford Reiche, President of the Presumpscot Foundation. The Foundation is interested in partnering with the Town to acquire the Island. The Foundation would complete the application process and provide the funds to maintain the Island, with the Town having the right to approve all aspects of restoration, maintenance and public access. Selectman Chipman moved, seconded by Selectman Covey to authorize the Town Administrator to develop a plan for a partnership with the Presumpscot Foundation which would come back to the Board for approval. Motion passed 3-0.
9. **Emergency Communications Tower Contract Extension:** Administrator Eiane reported that East Coast Communication had requested a one-month extension to the contract to complete the work on the Communication Tower on Orr's Island. Selectman Chipman moved, seconded by Selectman Covey to extend the contract to October 31, 2023. Motion passed 3-0.
10. **Proclamation of Constitution Week:** Selectman Chipman moved, seconded by Selectman Covey to proclaim September 17-23, 2023, as Constitution Week. Motion passed 3-0.
11. **Treasurer's Report:** Treasurer Gaudet reported on the Town's finances as of August 31, 2023. [See attached.] She also reported that as of today's meeting, 51% of the 2023 property taxes had been collected by the Tax Office.
12. **Set Public Hearing for General Assistance Ordinance Maximums:** Selectman Chipman moved, seconded by Selectman Covey to set the public hearing for General Assistance Ordinance Maximums for September 28, 2023 at 6:15 pm. Motion passed 3-0.
13. **Place Excess Property for Public Bid – 2013 Tahoe:** Treasurer Gaudet reported on the known defects with the 2013 Tahoe, the vehicle is being sold in "as is" condition. She also provided suggested value of the vehicle from NADA. Selectman Chipman moved, seconded by Selectman Covey to set the Minimum bid at \$4,000. Motion passed 3-0. Bids are due by October 12, 2023 at 4:30 pm.

13.5 SHL Enterprise Solutions: Administrator Eiane reported that the Town may need assistance to develop a lease agreement for the Business District at Mitchell Field. She recommend that the Town consult with Steve Levesque of SHL Enterprise Solutions. She estimated the cost at \$1,500 - \$2,250. Selectman Chipman moved, seconded by Selectman Covey to engage SHL Enterprise Solutions. Motion passed 3-0.
14. **Public Comment:** None.
15. **Other Business:** Administrator Eiane reported that Bowdoin College had invited the Town to sponsor a community dialogue, regarding trends impacting coastal communities. She reported the first public meeting is proposed for Orr's Island School House. Selectman Covey moved, seconded by Selectman Chipman to sponsor the Harpswell Community Dialogue. Motion passed 3-0. Administrator Eiane

recommended a change in the Select Board schedule, the October 26, 2023 meeting will be moved up to October 19, and each subsequent meeting would be every two weeks from that date. The Board concurred. Administrator Eiane reported that the meeting with the Gurnet/Route 24 residents has been scheduled for October 3, 2023 at 3:00 pm.

6:54 PM Chairman Johnson moved, seconded by Select Board Member Chipman to enter into executive session pursuant to 1 M.R.S. § 405 6 (C) Re: Economic Development at Mitchell Field; motion passed 3-0.

16. **Adjournment:** The Board returned to open session and the meeting was adjourned at 7:20 pm without objection.

Respectfully Submitted,

Ronda Peek
Recording Secretary