

Board of Selectmen's Meeting Minutes
April 30, 2009
Harpswell Town Office
Approved on May 14, 2009

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Selectmen Present: James S. Henderson, Mark E. Wallace and Elinor Multer

Staff Present: Kristi Eiane, Town Administrator and Terri Sawyer, Deputy Town Administrator

At 5:00 p.m. the Board met in executive session pursuant to 1 M.R.S.A. § (6)(A) for the Town Administrator's performance evaluation. Immediately following, the Board met to handle administrative matters; the Board agreed to have staff prepare ordinance amendments to the Ordinance on Posting Town Ways for the Board's review in preparation of a public meeting with interested parties; the Board discussed information regarding the right, title or interest to the intertidal zone issue and agreed to have staff draft a statement for signature by wharf applicants for review; William Wells, LPI, reviewed a holding tank application and the Board requested more information; Administrator announced the MSAD 75 budget meeting dates; the Board was invited to a meeting with Senator Gerzofsky on Saturday; the Board signed purchase orders exceeding \$1,000 in value and thank you letters to the Library committee members.

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:30 PM.

The meeting was videotaped and broadcast live on Harpswell Community Television.

1. Adoption of the Agenda: Chairman Henderson moved, seconded by Selectman Wallace to adopt the agenda as printed; motion passed 3-0.

2. Public Comment: Dennis Richards submitted and read a statement (attached) regarding his conservation time. Mr. Richards asked the Board to waive his day of conservation as had been done for others in the past, according to Mr. Richards. Deputy Bradbury, Marine Warden, responded that the Marine Resources Committee voted to have Mr. Richards make-up his day of conservation since it is early in the season and there are multiple dates still available. Sharon Thornburn, from New Zealand, stated that a year ago Harpswell hosted 24 people, including troubled teenagers that found loving homes here and have since then, gone on to become leaders. Ms. Thornburn expressed appreciation for Harpswell and sang a song of love. Chris Heinig, of the Harpswell Neck Fire Department, stated that in 2006, the fire departments came to the Town to propose that the Town take over the purchasing of emergency vehicles and with that program working well, it's time to address the other issue: recruitment and retention of volunteers. Mr. Heinig suggested the Board charge the Chiefs Committee to investigate what is needed to maintain personnel. Administrator Eiane commented that the Fire and Rescue Services Study suggested that by the Town purchasing the emergency vehicles that perhaps the recruitment would improve since less fund raising would be necessary. Additionally, the Town might be able to further help by taking on administrative tasks for within the volunteer departments.

3. Approval of the Minutes: Selectman Multer and Chairman Henderson made changes to the April 16 meeting minutes. Selectman Multer moved, seconded by Selectman Wallace to approve the April 16 minutes as amended; motion passed 3-0.

4. Town Administrator's Report: Administrator Eiane reminded the public that the H1N1 virus (swine flu) has occurred in Maine and while we are not in a panic phase, the Town is remaining in close contact with Cumberland County Emergency Management and there is a lot of information-sharing occurring. The public was reminded to wash hands often, cough into a sleeve and stay home if sick. There is a link on the Town's website to the Maine Center for Disease Control with updated information. Administrator Eiane provided background on the Interim Recreation Director and former Recreation Director. Administrator Eiane

recommended that Gina Perow, Interim Recreation Director, become the Recreation Director at approximately 25 hours/week with some funding for part time help from the former Recreation Director. Administrator Eiane suggested the Board could hold an executive session to review performance before making a decision. Chairman Henderson moved, seconded by Selectman Multer to appoint Gina Perow as Recreation Director effective July 1 with a 3% raise, effective the same date, at an estimated average of 25 hours/week. Selectman Wallace expressed concerns about the hours worked as he recalled that both the Interim Recreation Director and former Director were to each work 10 hours/week and suggested tabling this item. Administrator Eiane referred to the memo from the September 18 Selectmen's meeting, at which when Gina Perow was named the Interim Recreation Director. The memo states that the combined hours worked, between the two persons, will be 30 hours/week. Chairman Henderson noted that the total hours are being reduced to 25, which will result in a budget decrease. The Board voted on the motion and it passed 3-0. Selectman Multer moved, seconded by Chairman Henderson effective July 1, Liz Bouve will be a back up to the Recreation Director at the same rate of pay as the Director; motion passed 3-0. Administrator Eiane recommended the Board appoint Monica Graves as the alternate Animal Control Officer for a six-month term at a per diem rate of \$25. Selectman Multer moved, seconded by Chairman Henderson to appoint Monica Graves as alternate ACO for \$25/day; motion passed 3-0.

5. Selectmen's Announcements: Selectman Multer announced that a hearing on LD1410 (Brunswick/Harpswell Town line) has been scheduled for May 6 at 3:00 p.m. at the Cross Office Building in Augusta, Room 216. Chairman Henderson reminded everyone to register their moorings before May 1 or the fee will be doubled. Chairman Henderson expressed the importance of the Town becoming NIMS compliant to be eligible for certain homeland security grants, i.e. for a generator at Harpswell Islands School.

6. Old Business: There was no old business.

7. Consider Contract for Ash Point Road Capital Project: Robert Venard, Road Commissioner, explained that during the 2008 project, Ray Labbe & Sons was the low bidder and was awarded the contract for that project. Recently, the Board authorized negotiations with Ray Labbe & Sons for all of Ash Point Road. Randy Tome, Woodard and Curran, has prepared contracts for a total of \$669,540.40, based on unit pricing and estimated units. This price is less than expected due to the decrease in certain units such as bituminous pavement. \$800,000 is available for the project since town Meeting approved borrowing \$650,000 and the Town carried approximately \$150,000 into fiscal year 2009 from 2008. Chairman Henderson moved, seconded by Selectman Multer to enter into the contract with Ray Labbe & Sons for \$669,540.40 based on unit estimates; motion passed 3-0.

8. Recycling Center/Transfer Station Manager Report: Fred Cantu, Manager of the Recycling Center/Transfer Station, reported on the activities of the Facility (summary attached). Selectman Multer stated she would not support any system that required inspecting one's trash due to privacy issues. Mr. Cantu asked for direction on the single stream and/or pay-per-bag process. The Board asked some questions about the different processes. Spike Haible, Solid Waste Committee, stated the Committee wanted to teach people how to recycle better and that's where the inspection day idea came from – perhaps it could be a volunteer inspection day. Mr. Haible recommended moving to both the single stream and pay-per-bag recycling methods at the same time. Mr. Cantu recommended implementing the pay-per-bag process and then consider single stream at a later date.

9. Consider Contractor Laydown Area(s) for Pipeline Removal Project: Administrator Eiane explained that this initial request was sent to the Mitchell Field Implementation Committee as the request was to use an area within Mitchell Field. Then the houses property was suggested and the Pipeline Advisory Committee looked at the request and suggested an alternate location at the Recycling Center as it is more central.

Selectman Wallace stated that the Recycling Center should be off limits due to the traffic. Selectman Multer suggested the contractor work with Fred Cantu. Chairman Henderson suggested the Board was open to either area if it's in the Town's best interest. It was agreed that a decision on this would await the selection of a contractor and discussions with same as to how much equipment would be involved.

10. Committees

- **Appointments:** The Board agreed to limit individuals to 3 committees due to the difficulties involved with scheduling meetings. The Board then later decided to allow 4 committees if the non-attendance rule is enforced and made clear to committee members. The Board agreed to the following appointments: Affordable Housing – Paula Conley, Dan Boland and Debora Levensailor all for one year terms; Board of Appeals – Ned Simmons to 2012; Budget Advisory Committee – Burr Taylor to 2012, Robin Brooks to 2011 and Linda Hall to 2010; Communications Committee – Alan Shaver, CV Noyes and David Chipman all to 2010; Comprehensive Plan Implementation Committee – Elsa Martz to 2010, John Papacosma to 2010, Robin Brooks to 2012, Burr Taylor to 2012; Conservation Commission – Tony Barrett to 2012, Deirdre Strachan to 2012, Burr Taylor to 2011, Donald Jones to 2011 and Henry Schwartz as an Associate to 2010; Emergency Vehicles Committee – David Mercier, William Beazley, Cricket Tupper, Ben Wallace Jr., Ed Sparks all to 2012 and Rick Leary to 2011; Energy Task Force – Debora Levensailor to 2011, David Chipman, Robert Bartley and Trudi Riesenbergl all to 2011; Fire & Rescue Planning – David Mercier, William Beazley, Ben J. Wallace, Cricket Tupper, Joyce Thomas, Ed M. Sparks all to 2010; Harbor & Waterfront – Len Duda to 2012; Marine Resources Committee – Scott Moody, Sr. to 2012, Michael Bernier, Sr to 2012 and Connie Bernier to 2011(the Board understood this would make a second husband/wife pair on the Committee); Mitchell Field Implementation Committee – Judith Redwine to 2012, Sally Carignan to 2010, Jim Hays to 2012, Don Miskell Jr. to 2012, Dan Boland to 2012, David Chipman to 2012, Rob Roark to 2012, Chris Duval to 2011, Debora Levensailor to 2010 and Karin Blake to 2010; Pipeline Advisory Committee – Len Freeman, Kay Ogrodnik, Rick Daniel all to 2012, Nancy Dimmick, Walter Norton both to 2011, Patricia McGovern to 2010; Planning Board – Robin Brooks and Roberta Floccher to 2012, Debora Levensailor and Burr Taylor as Associates to 2010; Recreation Committee – Don Miskell, Jr. to 2012 and Rick Meisenbach to 2011; Sign Task Force – David Chipman to May 22, 2009; Solid Waste – Prescott McCurdy and Spike Haible both to 2010; Town Lands – John Loyd Jr. to 2010, Robert Waddle to 2012, Jane Smith to 2011 and Melinda Richter to 2012.
- **Discussion of Possible New Committees:** Chairman Henderson passed out his proposed mission statement for the Law Enforcement Services Task Force. Selectman Multer expressed concern about the need to include the related sheriff's services now available to the Town. Chairman Henderson suggested this be a 5 member group with 2 persons from Fire and Rescue and others to have some experience with law enforcement. Chairman Henderson suggested that with no objection from his colleagues, he will continue to work on and bring back under old business.
- **Liaisons & Mission Statements:** The Board made certain rudimentary changes to mission statements and asked that each one be sent to the appropriate committees for review and update to present back to the Board for adoption. The Liaisons topic was skipped and suggested to return under old business.

Selectman Multer inquired about what direction to give Fred Cantu. Chairman Henderson suggested gathering the information on which recycling process produces the most recycling. Selectman Wallace stated a training day was important and while he spoke in favor of pay-per-bag, he spoke against single-stream.

11. Appointed Officials: Administrator Eiane read the list of appointed officials. Chairman Henderson moved, seconded by Selectman Multer to appoint all the recommended appointees for a May 1, 2009 to April 30, 2010 term except for William Labbe for a different term; motion passed 3-0. The appointments were: William B. Wells as Code Enforcement Officer and Local Plumbing Inspector; Jason A.C. Marshall as 911

Addressing Officer; James M. Hays as Harbormaster; Terri L. Sawyer as Health Officer; Kristi K. Eiane and Linda J. Strickland as General Assistance Administrators; George L. Johnson as Animal Control Officer; William P. Labbe as Emergency Management Agent until September 1, 2009; Frank R. True, Jr. as Fire Warden; Patricia B. Frank, Linda J. Strickland, Richard E. Wyer, Greg R. Tisdale, Fernando R. Cantu and Lisa A. True as Deputy Fire Wardens; Timothy J. Vail as Tree Warden; William R. Beazley, David S. Mercier, Benjamin A. Wallace Jr. as Fire Chiefs; Richard E. Wyer as Constable; George L. Bradbury and Sam Cafone as Shellfish Conservation Wardens; and Louis E. Levesque as Sealer of Weights and Measures.

12. Endorsement of Recreational Trails Program Nomination for Giant's Stairs Project: Deputy Administrator Sawyer explained that Tony Barrett, active participant of the Giant's Stairs improvement project completed in November 2008, discovered that the Coalition for Recreational Trails was offering an award for certain qualified trail project the same day the application was due. Therefore, Mr. Barrett submitted an application for the Giant's Stairs Project on behalf of the Town and Deputy Administrator Sawyer recommended the Board endorse the nomination submission. Selectman Multer moved, seconded by Chairman Henderson to endorse the nomination for the Giant's Stairs Project for an award; motion passed 3-0.

13. Consider Wage and Salary Adjustments: Chairman Henderson reviewed that the Board met in executive session earlier for the annual performance review of the Town Administrator and moved, seconded by Selectman Multer to approve the new annual rate of pay for Kristi Eiane at \$66,405 (3% increase); motion passed 3-0. Chairman Henderson read each person and the proposed pay rate on the list of proposed compensation, which all represented a 3% or less increase from 2008 rates. Chairman Henderson moved, seconded by Selectman Multer to approve all the amounts listed on the wage adjustment sheet; motion passed 3-0.

14. Set Date for Non-Resident Taxpayer Meeting: The Board agreed to set the annual non-resident taxpayer meeting date for Tuesday, July 7 at 6:30 p.m. at Harpswell Island School.

15. Authorization of the Warrant: Chairman Henderson moved, seconded by Selectman Wallace to approve warrant #29 in the amount of \$94,771.28; motion passed 3-0. Selectman Wallace moved, seconded by Selectman Multer to approve warrant #29a in the amount of \$214.80; motion passed 3-0. Chairman Henderson moved, seconded by Selectman Multer to approve warrant #30 in the amount of \$2,961.44 (Selectman Wallace abstained). Selectman Multer moved, seconded by Chairman Henderson to approve warrant #31 in an amount not to exceed \$400.00 to mail the May bulletin; motion passed 3-0. Payroll warrant #18 in the amount of \$14,284.37 was noted for the record.

16. Public Comment: None.

17. Adjournment: The meeting was adjourned by unanimous vote at 9:48 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: Recycling Center/Transfer Station Manager Report
[Attachments are available at the Town Clerk's Office or by email at harpswell@gwi.net]