

Board of Selectmen's Meeting Minutes

March 13, 2008

Harpswell Town Office

Approved on April 10, 2008

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Selectmen Present: James S. Henderson, Mark Wallace and Chairman Amy N. Haible

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator and Marguerite Kelly, Town Treasurer

Call to Order and Pledge of Allegiance: The meeting was called to order by Selectman Haible at 6:30 p.m. with the Pledge of Allegiance. The meeting was videotaped and broadcast live on Harpswell Community Television.

1. Election of the Chair: Selectman Henderson moved, seconded by Selectman Wallace to elect Selectman Haible as Chairman; motion passed 3-0.

2. Adoption of the Agenda: Chairman Haible moved, seconded by Selectman Wallace to adopt the agenda as amended; motion passed 3-0.

3. Town Administrator's Report: Administrator Eiane welcomed Mark Wallace as Selectman and extended staff assistance. Administrator Eiane announced there was a 27% (1,143 of 4,282 registered) voter turnout (including absentees) for the Town Meeting ballot and approximately 300 – 400 for the business meeting. Administrator Eiane reported she met with representatives of the Dept. of Transportation, Verizon and Central Maine Power where it was agreed to construct the sidewalk on the Bailey Island Bridge with conduits for the possible future re-location of the overhead utilities. An engineering study is necessary to determine where to put the inserts in the sidewalk and the total costs for the project is approximately \$12,000 for inserts, \$10,000 for the design and \$14,000 to reinforce the sidewalk. Administrator Eiane explained there may be a need to reword the previous warrant article to authorize payments directly to vendors instead of DOT and that would have to come back to the voters. Administrator Eiane announced she attended a meeting in Brunswick with other towns regarding Comcast and it was a great opportunity to meet representatives since Harpswell's franchise agreement is due for renewal in October. Administrator Eiane stated the petition for peace in Iran has been submitted and will be on a future agenda for consideration. Deputy Administrator Sawyer announced the Town's grant application for \$30,000 has been approved for \$20,000 by the Recreational Trails Program and upon final approval will come before the Board for acceptance.

4. Selectmen's Announcements: Selectman Henderson announced hearings will be held on March 15 in the morning in Lisbon and at 1:00 p.m. at Mt. Ararat High School regarding the possible school consolidation with Lisbon. Selectman Wallace thanked the public for their support and electing him and stated he will give 110%. Chairman Haible welcomed Selectman Wallace aboard and said she looked forward to the Board working together to do what's best for the Town. Chairman Haible encouraged the public to attend Saturday's hearing regarding school consolidation with Lisbon and acknowledged the hard work and effort that has been put forth. Chairman Haible also expressed concern about voting on the item when the information is either changing or not available. Chairman Haible thanked an anonymous writer of a letter that was sent to the Town regarding the incredible service given by Robert Miller as Cundy Harbor's Fire Chief for 25 years. Mr. Miller stepped down as Chief in 2007 and the Town owes him a debt of gratitude and she stated the Board is sending a letter of appreciation to Mr. Miller. Chairman Haible announced she and members of the Mitchell Field Committee met with Mike White, a builder, who expressed an interest in building "eco-friendly" houses. Chairman Haible stated the Harpswell Business Association was forming to help attract business to Harpswell and any business owner interested in further information can contact Dick Moseley at 833-5509 or Jennifer Verplank at the Black Sheep Wine Shop.

5. Discussion of Selectman/Employee Situation: See the attached memo from Kristi Eiane, Town Administrator, to the Board of Selectmen summarizing this topic.

6. Treasurer's Report: Marguerite Kelly, Town Treasurer, reviewed her monthly report for February (attached as further reference).

7. Authorize Treasurer to Issue Request for Proposal for Tax Anticipated Financing: Marguerite Kelly, Town Treasurer, reviewed her cash flow summary and recommended a tax anticipated note in the amount of \$3 million dollars. Selectman Henderson moved, seconded by Chairman Haible to authorize the Treasurer to issue request for proposals for a \$3 million TAN; motion passed 3-0.

8. Mitchell Field Committee: Judith Redwine, chair of Mitchell Field Committee, reviewed a number of ideas the Committee would like to pursue this year, such as removal of the fence at the beach. Chairman Haible requested the Committee prioritize their desires and develop a scope of work for the Board to review. Selectman Henderson requested Administrator Eiane contact Freeport regarding the concept of a cell tower on the water tower. Ms. Redwine stated there is a meeting on the 26th with Mid Coast Business Development and Planning to see how they can help at Mitchell Field. Glen Gott stated the water tower is old and in need of a lot of maintenance. Tom Allen and Paul Hickey spoke in favor of the fence removal at the beach.

9. Discussion of Selectmen's Meeting Schedule: The Board discussed different options and agreed to meet at 6:00 p.m. for administrative matters prior to the bi-weekly Selectmen's meeting. The Board set Thursday, April 10 at 4:00 p.m. for a Board of Assessor's meeting to review abatements.

10. Adoption of Policy on Treasurer's Disbursement Warrants for Employee Wages & Benefits: Administrator Eiane explained this policy allows one Selectman to approve a payroll warrant, while the majority is always required for a payables warrant. Administrator Eiane recommended that Chairman Haible and Selectman Henderson be named as authorized Selectmen and not Selectman Wallace due to his employee status. Chairman Haible moved, seconded by Selectman Henderson to adopt the policy with the two named; motion passed 2-0 (Selectman Wallace abstained).

11. Committees: Call for Volunteers, Scheduling All-Inclusive Committee Meeting & Discussion of Possible New Committees: Staff will contact current committee members to determine interest in continuing to serve on their committee and at the next regularly scheduled meeting, the Board will make a call for committee volunteers where needed. Selectman Henderson requested that current committee members also be polled to consider serving more than a one year term. Chairman Haible stated she wanted to create two new committees; Energy Task Force and a Governance Committee to review personnel policies, appointed vs. elected positions and what items should be voted on secret ballot or on Town Meeting floor. Proposed mission statements for each of the two new proposed committees will be available for consideration at the next regularly scheduled meeting. The Board of Selectmen set Saturday, April 12 at 9:30 a.m. as the all-inclusive committee meeting. Glen Gott spoke against a committee suggesting what items should be voted on secret ballot. Bob Waddle spoke against the proposed Tide Mill landscape/parking plan; expressed concern about activity on Upland Lane; and stated he wants the Selectmen to resume being committee liaisons.

12. Set Date and Time for Commercial Shellfish Lottery: Selectman Henderson moved, seconded by Chairman Haible to set March 31 at 5:00 p.m. as the Shellfish Lottery date; motion passed 3-0. Selectman Wallace agreed to pick the names from the hat. [See Town Clerk's memo attached]

13. Consider Filing Formal Complaint with PUC Re: Phone Service Outage in South Harpswell: Chairman Haible read the proposed letter to the Public Utilities Commission and suggested adding a date certain to hear back from them. Selectman Henderson suggested carbon copying legislators and the public advocate. The Board agreed to sign the letter with the changes. Chairman Haible thanked Judith Redwine, Selectman Henderson and Administrator Eiane for going to the homes in the affected areas.

14. Consider Renewal of Estes Lobster House Liquor License: Administrator Eiane stated this request is to renew Estes Lobster House liquor license for beer and wine and that there have not been any complaints from Cumberland County of disorderly conduct and that the site is compliant with land use regulations. Selectman Henderson moved, seconded by Selectman Wallace to approve the renewal application; motion passed 3-0.

15. Accept Resignation of CEO Tracey Thibault: Administrator Eiane explained that Tracey Thibault has accepted a position as Assistant Planner for Lebanon, New Hampshire and her last day is March 28. Administrator Eiane stated this presents itself as an opportunity to look at the structure of the Code Office. Chairman Haible thanked Ms. Thibault for her service. Selectman Henderson moved, seconded by Selectman Wallace to accept the resignation; motion passed 3-0.

16. Consider Contract with Mid Coast Hospital Paramedic Service: Administrator Eiane stated this service costs \$200 per call without a contract and costs the Town less with a contract for \$15,000 and requested she be authorized to sign the contract. Selectman Henderson and Selectman Wallace expressed their respect for this service. Chairman Haible moved, seconded by Selectman Wallace to authorize the Town Administrator to sign this contract; motion passed 3-0.

17. Appointments: Voter Registration Appeals Board, Registrars, Election/Ballot Clerks: Selectman Henderson requested to have what political parties each person belongs to noted on such lists to ensure the Board appoints enough of each party to comply with State law. Selectman Henderson moved, seconded by Chairman Haible to appoint each person on the attached sheet; motion passed 3-0.

18. Authorization of the Warrant: Administrator Eiane explained that invoices pertaining to the Recycling/Transfer Station have been placed on a separate warrant (so that Selectman Wallace is not voting on items that pertain to the department in which he works) and recommended approval of warrants 12, 13 and payroll warrant 11. Chairman Haible moved, seconded by Selectman Henderson to approve warrant 12 in the amount of \$761,925.74; motion passed 3-0. Chairman Haible moved, seconded by Selectman Henderson to approve warrant 13 in the amount of \$7,970.00; motion passed 2-0 (Selectman Wallace abstained). Selectman Henderson moved, seconded by Chairman Haible to approve payroll warrant 11 in the amount of \$14,668.65; motion passed 2-0 (Selectman Wallace abstained).

19. Approval of the Minutes: The February 28 minutes were tabled to the next meeting.

20. Public Comment: Donna Frisoli asked how much the Town received in franchise fees in 2007 (\$53,795) and asked for a copy of Comcast's annual report in review. Ms. Frisoli thanked the public for the Town Meeting debates; encouraged the public to attend the school consolidation hearings and stated that a major piece of equipment is being fixed but that all should be back on-line by Tuesday. Ms. Frisoli stated that channel 14 is a cable channel and also that it broadcasts over the air as well.

21. Adjournment: The meeting was adjourned by unanimous vote at 9:30 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: March 14, 2008 Memorandum from Administrator Eiane to Board of Selectmen
Treasurer's Report
Certificates of Appointments Summary